

HITKARINI DENTAL COLLEGE AND HOSPITAL, JABALPUR

CAMPUS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.10 p.m for Monday to Friday and from 09.00 a.m. to 01.00 PM for Saturday.
3. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. All students shall leave the classes immediately after 4.10 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chappals. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
13. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the college.




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14. All the students are expected to attend all college functions in college uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of HDCH academic values will be referred to the discipline committee.
17. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
18. As per the Govt. order, students shall not bring powered two wheeler vehicles without helmet inside the campus.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
23. All the students are advised to follow the HDCH Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
26. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.
27. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.



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28. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
29. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
30. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
31. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
32. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
33. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
34. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 05 minutes before the commencement of the examination.
35. The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series shall be 3rd and 4th modules from the university syllabus.
36. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
37. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.


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39. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
41. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
43. Expulsion from the College is enough for expulsion from the hostel.
44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of HDCH, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
- Fine policy of HDCH: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.


1 Mobile Phone Policy : Introduction

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

2 Mobile Phone Policy

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus.
- Students who are staying in college hostels should not bring the mobile phones to the college.
- Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM.
- The mobile phones shall be kept in silent mode while depositing in the designated place.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
- Staff members are allowed to use mobile phones in their respective cabins.


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**HITKARINI DENTAL COLLEGE AND
HOSPITAL, JABALPUR 2019**

**(AFFILIATED TO MADHYA PRADESH
MEDICAL SCIENCE UNIVERSITY,
JABALPUR)**

CODE OF CONDUCT



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CHAPTER-I
INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
 - Disciplinary action will be initiated against students indulging into eve-teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents
 - /Guardian of the students' and with the written consent of the management
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- Every student must carry with him/her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /

her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.

- I-Card will be available a week after he/she produces his/her Identity Card size photographs along with Admission Receipt.
- The students should collect this/her I-Card within 15 days from the date of admission.
- The students should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.
- Students are expected to wear formal dress while on college campus.

MOBILE PHONE

- The students should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND BETTING IN

Ragging as per the Directions of Hon'ble Supreme Court of India.

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- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawal of scholarship/fellowship and other benefits.
- Debarred from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the institution.
- Collective punishment if large number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

ATTENDANCE

- Students should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
 - o The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MPSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.


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- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Madhya Pradesh Medical Science University, Jabalpur, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance published by university examination department.

GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.


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CHAPTER-II
INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staffs of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Members should show no partiality to any segment / individual student.

LEAVES

- Staff shall get casual leaves, medical leaves, earned leaves and vacations as per Rules of MPSU, Jabalpur and Hitkarini Sabha, Jabalpur.

CHAPTER III
CODE OF CONDUCT FOR TEACHING STAFF

DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and DEAN. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.

- The staff should encourage students asking doubts/questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself / herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MID-TERM/MOCK


- In problem oriented subject, regular tutorial should be conducted.
- The Tutorial problem should be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Dean.



- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / DEAN in academic, co-curricular or extra-curricular activities.


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CHAPTER IV
CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.

- Staff should take additional responsibilities if required as assigned by DEAN.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.

- Accountants should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.

- Accountants should establish tables of accounts, and assign entries to proper accounts.

- Accountants should report to the DEAN regarding the financial status of the college at regular intervals.

- Accountants should assess accuracy, completeness, and conformances to reporting and procedural standards.

- Accountant should provide all the necessary account statements and documents for various committees of the institute.

- Accountants should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Student section should

- Ensure the eligibility of the students and prepare related documents to submit them to Directorate of Medical Education, Bhopal within prescribed time limit.

- Ensure the student document verification by Directorate of Medical Education, Bhopal within time limit

- Ensure timely submission of examination forms to Madhya Pradesh Medical Science University

- Ensure caste certificate/caste validity from concerned divisional office



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- Provide all necessary student data to prepare various committee reports

LAB ASSISTANT

- Lab assistant should help the lab-in-charge to carry out the lab-related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab-related responsibilities.

CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

PEON

- Peon should report the college half an hour before the college time. Peon should
- maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assigned by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.



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CHAPTER V

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- ✓ The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- ✓ The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - ✓ Head of Department/Professor 8 hours/week
 - ✓ Associate Professor 12 hours /week
 - ✓ Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the DEAN.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the DEAN.



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CHAPTER VI
CODE OF CONDUCT FOR DEAN

- The DEAN should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The DEAN should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The DEAN has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The DEAN should form various college level committees which are necessary for the development of the Institute.
- The DEAN should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The DEAN should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The DEAN should provide leadership, direction and co-ordination within the Institute.
- The DEAN should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of the other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The DEAN is responsible for the development of academic programmes of the Institute.
- The DEAN should convene meetings of any of the authorities, bodies or committees, as and when required.

- The DEAN should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The DEAN should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The DEAN should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The DEAN should forward confidential report of all staff members of the Institute and submit it to the Management.
- The DEAN shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.



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