



# SHARAVATHI DENTAL COLLEGE & HOSPITAL

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**AFFILIATED TO RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES,  
BANGALORE, KARNATAKA.**

## CODE OF CONDUCT

Ref No-Nov-2019/C-52(B)

### **Introduction:**

The purpose of a code of conduct is to maintain and develop standard of conduct that is acceptable to the institution's staff, students and other employees. A code of conduct is a collection of rules and regulations that is expected to undertake their responsibilities with diligence and professionalism and to comply with the highest standards of honesty, integrity and fairness. This handbook indicates the standard procedures and practices of Sharavathi Dental College and Hospital, Shimoga, Karnataka for all students enrolling in the institution for pursuing dental course.

### **Jurisdiction:**

The institute shall have jurisdiction over the conduct of the students associated/enrolled with the institute and to take cognizance of all acts of misconduct, including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.

### **Ragging:**

As per the directions of the honourable Supreme Court of India, action will be taken against the students including and abetting in ragging. Clear instructions are displayed in college/hostel.

<b>"SAY NO TO RAGGING" &amp; "STOP RAGGING"</b>	
<b>What is ragging?</b> Any act resulting in: <ul style="list-style-type: none"><li>• Mental, physical, sexual abuse</li><li>• Verbal abuse</li><li>• Indecent behaviour</li><li>• Criminal</li><li>• Intimidation / wrongful restraint</li><li>• Undermining human dignity</li></ul>	<b>A Student indulging in ragging can be:</b> <ul style="list-style-type: none"><li>• Expelled from the institution</li><li>• Banned from the hostel</li><li>• His or Her scholarship can be withdrawn.</li><li>• Debarred from examinations</li><li>• Denied admission to any institution</li><li>• Prosecuted for criminal action</li><li>• Institution has been asked to file an</li></ul>

<ul style="list-style-type: none"> <li>• Financial exploitation /extortion</li> <li>• Use of force</li> </ul>	FIR with local police against those who rag/abet ragging
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Anti-ragging Helpline details are displayed in our college campus: 1800-180-5522 (24×7 toll free) or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

Anti-ragging policy is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational institution, 2009'.

## CODE OF CONDUCT FOR STUDENTS

### Discipline:

- Disciplinary rules and regulations of the institution should be strictly followed by the student.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Institute believes in safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.,
- No person shall be invited to address or entertain the students of the college, without prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostels.
- Any case of criminal activity or violation of law and order in the college campus will be reported to the police.
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, language, disability or sexual orientation, marital or family status, physical or mental disability, gender identity etc.,
- No smoking in the campus.

### Dress code:

Students are expected to dress neatly and wear a white coat, a symbol of professionalism, responsibility, duty, honour and compassion. Jeans and t-shirt are not allowed in the campus. Students are advised to wear formals only.

### Mobile phone:

- During college hours, use of phones is strictly prohibited.
- Students should switch off their mobile phones while in the classroom, laboratory, clinics, library etc.,
- Mobile phone is strictly prohibited in exam hall during examination.

### Attendance:

#### **Undergraduate students:**

- Student should attend class regularly.
- Student should have a minimum attendance of 80% in theory and 80% in practical/clinical in every subject to be eligible to take university examinations at the end of an academic year.
- Leave application for absence on working days should be forwarded to the Head of the Department and submitted at least 3 days in advance.
- Absence due to health issues must be reported with medical certificate and medical leave should comply with in the 20% of the permissible leave.
- Punctuality is of utmost importance and student entering late will not be permitted to class.
- Students should attend all the internal assessments conducted in the institution. Absence will not be accepted.

#### **Postgraduate students:**

- For PG students all 365 days of the year are considered as working days.
- Student should have a minimum attendance of 80% (250 days) for each year of the course.
- The student will be permitted to avail casual leave for 20 days through their PG course, but not more than 10 days at a stretch.
- All public holidays are working days for the postgraduate students and students are not entitled to any seasonal holidays/study leave.



### **Examination:**

- The internal assessment examinations will be held thrice in a particular year i.e., Theory and Practical /Clinical which follows the pattern of University examination.
- Calculation of final internal assessment marks will be based on assignment completion, test performance, completion of seminars/projects, case presentations, clinical skills, record completion and overall attitude/performance of the student.
- Student should secure at least 50% of maximum marks in internal assessments (both theory and practical/clinical) in all subjects/papers to be eligible to appear for university examination.

### **Rules followed during conduction of examination**

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Candidates should mandatorily bring hall ticket/admit card to enter examination hall.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- All candidates must carry their own stationery. Answer sheets will be provided by the examination authority.
- During examination candidates are not allowed to communicate, transfer and pass-on any chits/writing material to one another in any manner during the examination.
- Student will be debarred if found cheating/copying in examinations.

### **Code of conduct in clinics**

- Obtaining informed consent from the patient/guardian is mandatory before carrying out any examination/investigation/provide treatment except in an emergency before involving patients in teaching or research is a must.
- Students must at all times, behave in an honourable and responsible manner and observe the ethical standards in their relations with patients they encounter in clinical practice.
- Students are expected to treat patients, staff and fellow students without prejudice or discrimination of any sort.
- Students must observe confidentiality with regard to information concerning patients and fellow students at college clinics.

- Undergraduate students may not give advice to patients or suggest medications or patent herbal remedies unless approved by a faculty member.
- In their relations with patients, staff and fellow students, students are expected to act with sensitivity and respect, irrespective of their backgrounds and points of view.

#### ACADEMIC AND PROFESSIONAL ETHICS:

- Adopt ethical principles in all aspects of practice and set high standards of respect and mannerisms within the college premises.
- Treat faculty, students, patients and staff in a professional and respectful manner.
- Foster professional honesty and integrity.
- Deliver patient care, irrespective of social status, caste, creed or religion of the patient.
- To adhere to patients' rights with respect to patient autonomy and confidentiality.
- Be humble and accept the limitations in knowledge and skill and to ask for help from colleagues when needed.
- Adhere to the specific code of conduct described in clinic handbook.
- Adhere to clinic and laboratory cleanliness protocols established at the college.
- To comply with infection control and safety guidelines of the institution.
- To ensure excellent treatment and quality assurance in patient care at all times and not get involved into any unethical acts or practices.
- Any research projects within the campus should abide by the institutional code of ethics and should be carried out only with due permission of the concerned authorities.
- Any form of plagiarism is to be avoided at all times.
- Maintaining highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshops, seminar and social events or at any other place where the staff are representing the institute.
- Any unethical behaviour has to be reported to the concerned authorities.

## CODE OF ETHICS FOR RESEARCH WORK

### **He who does not research has nothing to teach**

Our institution Sharavathi Dental College and Hospital believes in developing strong and consistent resources for achieving academic excellence throughout their career and life. The research mission of our institute is to build community partnerships, advance translatory research, enhance clinical practice and provide education through research.

Individual growth can be achieved through scientific knowledge gained by observing the concept of research which in turn attracts a quest for discovering of new innovations. This motivates better learning and teaching. This entire concept has been incorporated in the courses being carried out in our institution.

A sound foundation of knowledge is established by research that brings new energy hence promoting research publications. A thorough understanding about the various research barriers and sharing research knowledge helps in effective research outcomes. An improvement in the research environment will help in translation of the research in to clinical aspects which will in turn benefit the patient and the practitioner/academician/researcher.

At Sharavathi Dental College and Hospital Shimoga, research is carried out under RGUHS university guidelines. Research is an integral part of postgraduate curriculum. Faculty is also a part of postgraduate student's research project as a guide. The faculty also conducts their own research projects and various other national, international and interdisciplinary collaborative activities.

The research work is being conducted in the institute at all the levels. The code of ethics in research is an inseparable an integral part to set forth general principles of critical conduct to guide scholars towards the highest ideals of scholarly research.

An ethics committee has been formulated by the college which is registered in National Ethics Committee Registry for Biomedical and Health Research (NECRBHR). The Institutional Ethics Committee (IEC) consists of representatives of other health institutions. The ethics committee is revised and reconstituted every year. All the research projects being carried out in college are presented before the ethics committee for approval prior to the

inception of the project. Any research project within the campus should abide by the institutional research policy which are as below:

- Due permission of the concerned authorities is mandatory
- Maintenance of highest standards of honesty and ethical conduct on and off campus
- Any form of plagiarism is avoided

The core principles of ethical conduct are:

- ❖ Abide by and adhere to law
- ❖ Compassion and empathy
- ❖ Commitment to continuous improvement
- ❖ Stewardship of financial, human and other resources
- ❖ Respect for one's dignity, cultural and religious/spiritual beliefs
- ❖ Honesty, integrity and trustworthiness
- ❖ Respect for property, physical and emotional environment of the work place
- ❖ Personal responsibility, reliability and accountability for actions



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