

Delhi-Meerut Road, Murad Nagar, Ghaziabad (DEL-NCR) -201 206  
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Ref.No. ITS-CDSR/Principal/2016/097

7<sup>th</sup> December, 2016

**Code of conduct for students:**

All students must know that they should abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. College's efforts by means of enforcing this Code are to pioneer and administer a student discipline process and promote students' growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

**Academic Misconduct:** Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Apart from this students should follow the rules stated below:

- Every student must have an identity-card with his / her own photograph at all times in the college premises.
- Attendance for lectures, practicals, internal exams, and tests is compulsory.
- Every student should note that minimum 75% attendance is required for theory and practical separately in order to be eligible for the grant of term. If a student fails to get his/her terms granted, he/she will not be allowed to appear for the annual examination.
- In case of illness, student should apply for leave along with doctor's certificate
- The behavior of a student in the class as well as in the college premises should not cause any disturbance to the overall discipline of the college.
- Cheating in the examination, plagiarism etc is strictly prohibited.

The unlawful possession, use, purchase, or distribution of alcohol or drugs on college campus or as part of any College activity is prohibited.

- Smoking and tobacco use is prohibited on the campus
- Dress code is mandatory for all students.
- Misbehavior towards fellow students in general and female students in particular or the staff is liable for punishment.

Dr. Devicharan Shetty  
Principal

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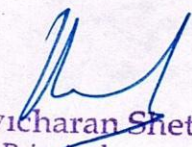
- The students are strictly prohibited from undertaking or doing any activity not connected with the College without the prior permission of the Principal.
- No student shall collect money by the way of contribution for picnic, trip/visit to some place, get together or any other activity without the prior permission of the Principal.
- The students are expected to take proper care of the College property and keep the premises neat and tidy. Causing damage to the property of the College, disfiguring the walls etc., will be treated as breach of discipline and will be firmly dealt with.
- Mass bunking of classes will be treated as breach of discipline
- Use of mobile phones is prohibited during classes

**In addition to the above, the post-graduate students shall follow these guidelines:**

1. No leave should be taken without the permission of the postgraduate guide/HOD.
2. Students will be allowed to start clinical work only after completion of basic pre-clinical exercises.
3. Students should attend clinics as per schedule.
4. The topic for the final dissertation has to be selected and finalized within 6 months after commencement of the course and the completed final dissertation should be submitted 6 months before the final MDS examination.
5. Seminars & Journal Clubs should be pre-approved and presented as per schedule.
6. Learning in postgraduate program shall be essentially autonomous and self directed.
7. The student should treat their patients with respect and always endeavour to maintain the highest standard of care.
8. Students should give due respect to the faculty and maintain cordial relations with their colleagues, seniors and juniors.
9. Students should follow departmental rules as prescribed by the Head of Department and Institution.

**Rules & Regulations and Duties Governing the Internship Program:**

Internship is a phase of training wherein graduate is expected to conduct actual practice of dental health care and acquire skills under supervision so that he/she may become capable of functioning independently.

  
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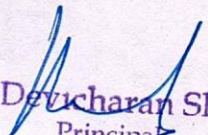
The following is summary of the rules, regulations and duties governing the interns of ITS- CDSR

**Timings-**

- The daily duty timings are 8.30 AM to 3.00PM. No intern will be allowed to punch the biometric earlier than 08:15 AM failing which they will be marked for that day absent.
- Strict adherence to the above is mandatory.
- No permission to report later than 8.30 AM and to leave earlier than 3.00PM shall be given.
- Attendance
  - The interns shall register their attendance via biometric in college and concerned departments and get their attendance card signed by the department.
  - Every department shall also maintain a register to mark their attendance on a daily basis.
  - The intern's card should be signed by the authorized faculty (department co-ordinator/HOD) at the end of each day.
  - The card should be deposited with the department only. The intern shall not keep it in his possession.
  - There shall be strict monitoring of the attendance on a daily basis.
  - A summary of the attendance shall be submitted (by department co-ordinator/HOD) to the APO at the end of every month.

**Rotating Internship posting schedule.**

- All interns shall complete their CRIP in accordance to the DCI guidelines.
- Every intern is required to COMPLETE his/her posting (INCLUDING EXTENSION IF ANY) in the concerned department before reporting to the subsequent department.
- Every intern shall maintain a LOG BOOK of the work done in the department. This shall be verified and certified by the HOD/department co-ordinator.

  
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### **Dress Code-**

- The interns shall report to duty only in formals
- Girls are allowed Salwar-Kameez, Churidhar-Kurta, Formal trousers and tops only. Jeans, T-shirts, skirts and other casual wear are strictly prohibited
- All interns should wear their identity cards/name plates at all times.
- Strict action shall be taken against those Interns not abiding by the dress code.

### **Leaves-**

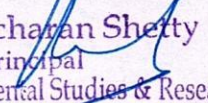
- Every intern is entitled to the following leaves
  - I. 12 Casual leaves/year
  - II. 15 Medical leaves/year
- The above leaves can be availed ONLY with prior written permission from the HOD/Department co-ordinator.
- The medical leaves should be supported by a medical certificate from a registered medical practitioner with a copy of prescription given by the doctor.

### **CODE OF CONDUCT FOR TEACHERS:**

I.T.S Dental College strongly believes that the status of the teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a code of ethics for the teachers.

The teachers shall,

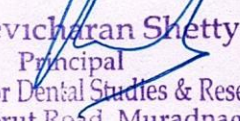
- Always be punctual
- Always teach the curriculum after making thorough preparation
- Treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth
- Guide the students in their physical, social, intellectual, emotional, moral and spiritual development
- Take notice of the individual needs and differences among students in their socio-cultural background and adapt his/her teaching accordingly
- Refrain from accepting gifts/remuneration for coaching or tutoring his/her own students

  
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- Refrain from divulging confidential information about students except to those who are legitimately entitled to it
- Refrain from inciting students against other students, teachers or administration
- Set a standard of dress, speech and behaviour worthy of example to the students
- Respect basic human dignity of students while maintaining discipline
- Strive to develop the institution as a community and dental health centre providing knowledge and information and developing skills and attitudes needed for such development
- Respect and be loyal to the institution, community, state and nation.
- Treat other members of the profession in the same manner as he/ she himself/herself wishes to be treated
- Refrain from lodging unsubstantiated allegations against colleagues or higher authorities
- Participate in programs of professional growth like training, seminars, symposia workshops, conferences, self study etc.
- Avoid making derogatory statements about colleagues especially in the presence of pupils, other teachers, official or parents
- Cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co- curricular activities
- Accept as a professional the individual responsibility of reporting to the concerned authorities
- Take membership of professional organizations treating it as a professional responsibility
- Follow ethical principles in publications and presentations

#### **CODE OF CONDUCT FOR NON-TEACHING STAFF:**

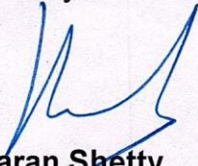
- Shall discharge his/her duties efficiently and diligently
- Update their professional knowledge & skills regularly for the proper discharge of duties assigned to him/her.
- Join/attend the duty punctually every day
- No one shall ordinarily remain absent from work without prior permission of the Head/Principal or grant of leave.
- Respect the right and dignity of the student for assisting them any kind of help/guidance etc

  
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- Speak respectfully and behave politely with everyone including teachers, students, visitors, parents and patients.
- Deal justly and impartially with everyone regardless of their religion, caste, political, economic, social and physical characteristics
- Discharge additional responsibilities/duties as assigned
- Adhere to and uphold the professional Ethics and Code of Conduct of the institution.
- Every employee should apply their knowledge and experience for overall development of the working of the college.
- Maintain discipline and good habits in the office as well as college premises.
- Should maintain a positive relationship and co-operate with colleagues, teaching staff and the students of the college
- No employee should indulge in any organized anti-institutional activity
- Avoid conflicts between their professional work and personal interest.
- No one should by act or deed, degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of their profession.
- Adopt a humane approach in dealing with students/patients who are differently-abled.
- Every employee should respect the functional superiority of those in authority over him/her

#### Observance of the Code:

All the students, staff and teachers of the institution are bound to follow the code. The Monitoring Committee for the code of conduct of the institution can take appropriate action against any breach of the code after due investigation.

  
**Dr. Devi Charan Shetty**  
 Principal

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