

CODE OF CONDUCT

INTRODUCTION

A code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior. The purpose of a code of conduct is to develop and maintain a standard of conduct that is acceptable to the Institution, its staff, students, and other employees.

This Handbook indicates the standard procedures and practices of Azeezia Dental College and Research for all students enrolling with the institute for pursuing dental courses. All students and staffs must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions from it.

The Institute's endeavor by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes growth through individual and collective responsibility.

All Students and Staffs are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

CODE OF CONDUCT FOR FACULTY

Institution recognizes that employees are the pillars of our Organization, on which our institution is founded, and this Code of Conduct set out the certain basic guiding principles for building and maintaining good interpersonal relationship and mutualise interests amongst all the stakeholders. Employees come foremost and the following is a set of the underlying spirit advocated by the code.

- We believe in the dignity of labour and no one shall suffer any humility or insinuation by virtue of his/ her hierarchy, origin, colour, sexual orientation, personality trait or disability of any kind.
- Any attempt to do so explicitly or otherwise, by words, conduct or behaviour may amount to breach of the code.
- Every employee, irrespective of hierarchy to be treated humanely and with due respect. Any favouritism, distinction or classification made showing preference or favouritism to protect/ promote interests of certain individual or set of individuals without any reason or business purpose, may amount to discrimination and therefore a code breach.
- Employees are required to dress in a presentable manner keeping in mind the image of the Institution. Employees should not involve in gossiping, spreading rumours or wasting time sitting 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 due respect, decency, modesty and absolutely professionally.
- Employees are required to work in team and to avoid working in silos.
- Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he / she is assigned / involved.
- While dealing with employees, external agencies, stake holders especially in cases of monetary or personal / professional interests leading to any conflict of interest should be informed to the Management. In such an event, the Management may nominate another person to deal with such cases. However, responsibility lies with the employee to keep the management informed of such conflict of interest at the first instance. Any violation of this will be a breach of this code and attract serious consequences.

- The organisation is committed to promoting diversity, and encourages adequate mix of people with different cultural, educational, social background and rich experience provides a collaborative work culture; leveraging competency of every individual is supplemented by each other and work in a seamless manner and enhanced performance and productivity.
- It is expected that every employee considers compliance of this Code as his/her personal responsibility and inform / alerts the Leadership Team with any abrasion / violation to the code, as and when it comes to the knowledge of the employee.
- An employee is guaranteed confidentiality with regard to his identity for reporting such matters and no employee shall suffer any victimisation for raising genuine issues with the management.

RESPONSIBILITY UNDER THE CODE

- As compliance to the above on the part of the employees, the employees have following responsibility under the code –
- Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores / differences etc. Any incident will be viewed seriously.
- Use the Institution assets judiciously and exclusively for assigned purposes, as if it is their personal property. Absolute Care to be taken in using the institution assets in personal possession, while applying them for personal use, in the course of official work.
- 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 and business specific information cannot be provided to external parties without the written approval of the concerned Head and the Managing Director. 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 and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.
- Conduct self with utmost professionalism and deal with everyone with utmost sensitivity it deserves.
- Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.

CODE OF CONDUCT FOR STUDENTS:

- Every student is required to be present punctually for lectures, practicals and clinics.
- Students should be neatly dressed. They should wear a work coat (apron/uniform) in the laboratories, clinics and in the hospitals. Neither boys nor girls are permitted to wear casuals like jeans and T. Shirts during class hours.
- Every student must put in 80% attendance in theory, practical and clinical separately in each of the subjects. 70% attendance in non exam going subjects is mandatory for appearing in the University examination. A certificate of attendance will not be issued unless the student has the required attendance in all the subjects.
- Students should attend all tests and assignments without fail. Students will not be able to write the University examination without fulfilling all the criteria.
- It is mandatory for the students to appear in all the three Internal Assessment examinations, out of which the best of the two Internal Assessment marks will be considered to appear for the University Examination.
- Prior permission from the Principal should be obtained for leaving the station during working days except after the University examinations. After the University examinations, permission from the Warden shall be taken. During public holidays or weekends, Deputy Chief Warden's/Campus Officer's permission has to be obtained.
- Any leave application should be endorsed by the Warden for those residing in hostels and by the parents/guardians for those staying in their homes.

- ANY CASE OF INDISCIPLINE SHALL BE DEALT WITH VERY SERIOUSLY.

GENERAL:

- Students should not loiter in the College premises. Wearing of Identity Card mandatory in the campus all the time.
- Students need to show respect to the teachers and acknowledge them by wishing them.
- No student shall enter the classroom without permission once the Teacher enters in. No one will leave the classroom until the teacher leaves or orders/permits the students to leave the class.
- Students are expected to be seated in the classroom 5 minutes before the scheduled time.
- Any absence should be reported in the proper leave letter duly signed by the parents/guardian/warden. In the case of medical leave, a medical certificate should be submitted. **SUBMISSION OF MEDICAL CERTIFICATE DOES NOT AMOUNT TO EXEMPTING THE ATTENDANCE REQUIREMENTS.**
- The students shall keep the laboratory, classrooms, hostel, etc., neat and tidy and shall not cause any damage to the furniture, equipment, building or any other property. Any damage to the property should be reported to the Principal and the student shall replace or reimburse them as ordered by the Principal.
- Strict silence shall be maintained in the laboratory, lecture rooms, hospitals, clinics and Library.
- Every student shall be cordial with the Teachers and other staff at all times.
- Smoking & consuming alcohol and entering the campus / within the campus/premises of the hostel is strictly prohibited.
- Every student shall possess the required books, instruments.
- They shall follow the rules and regulations framed from time to time.
- **ANY KIND OF RAGGING IS STRICTLY PROHIBITED. INVOLVEMENT IN RAGGING IS A SERIOUS CRIMINAL OFFENCE. THE STUDENT WHO GETS INVOLVED IN RAGGING IS LIABLE TO BE DISMISSED FROM THE INSTITUTION AND ALSO LIABLE FOR CRIMINAL PROSECUTION BY THE POLICE AS PER THE RULES.** If anyone notices any ragging the same should be reported to the Principal immediately.

- Disobedience, insubordination, disorderly behavior, use of abusive language, etc. shall not be tolerated in the College and hostel premises. Strict discipline shall be maintained inside and outside the campus.
- All the lady students/male students who go out of the hostels should be back in their hostels before 7.00 pm positively. They should obtain permission from the respective warden and sign in the register kept for the purpose while going out and on return.
- 1st-year students are not allowed to go out of Campus unsupervised for the first 3 months.
- Silence hours in all the hostels are from 10.00 p.m. to 7.00 a.m. and it shall be strictly observed.
- Talking, discussions, singing, playing musical instruments, etc., shall be only without disturbing the roommates or other students in the adjoining rooms.
- Mobile Phones are not permitted inside the classrooms.
- Every student, during his/her course of studies, shall be under disciplinary jurisdiction of the competent authority which shall take appropriate action, in case of indiscipline.

ADMINISTRATIVE STAFF AND ACCOUNTANT

1. As per the academic term session received from the university the committee prepares the clinical posting and theory timetables, internal assessment examination timetable, Public holidays/ vacation schedules and yearly academic calendar for undergraduate BDS students of every batch (1st year to fourth year).
 2. Preparation of internal assessment theory exam timetable for MDS and BDS students.
 3. Monitoring the integration of innovative teaching learning techniques for the theory and practical timetables.
 4. Any grievances addressed to the committee are resolved after discussion in a meeting and required measures are taken.
- 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 Principal

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.

ALUMNI ASSOCIATION

- Any Student who successfully obtains any degree/diploma from the college becomes a life member of association.
- The request for membership shall be made in the application form approved by the General Body and should be duly filled and signed by the applicant.
- The membership shall be Life Membership.
- Meetings of executive committee members shall be convened quarterly and at least one-third of the members of executive should be present. In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee.
- Seven day notice shall ordinarily be given for all meetings of the General Body/ Executive Committee. The notice of the General Body meeting shall be communicated electronically to all members.
- All decisions shall be on the basis of majority of votes. In case of equality of votes, the President of the meeting shall have to cast a vote and matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.
- The General Secretary shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other requirements.

- Any member showing dishonest intention, disobedience of the laws, bad faith or gross negligence will be discharged from his/her duties or action.
- The Association may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objective.
- All the financial funding received on behalf of the Association shall be placed in the name of the Alumni Association.
- An account to be maintained in a bank to be approved by the Executive Committee and all the received funding will be deposited in it.
- The Association's financial year shall end on March 31st. The Executive Committee shall direct the accounts at least once a year by the auditor appointed by the General Body at the Annual General Meeting.
- The Executive Committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Body meeting, a meeting of the Executive Committee will be held with the Patron of the Association in which a Performa of major activities for the coming year will be discussed and finalized, including budgetary allocation.
- The Patron shall preside over this meeting. Once the budget has been approved, the responsibility for proper utilization of funds will be that of the President. The President may seek the advice of the Patron, if necessary.
- Every year credit and debit statements will be submitted by the executive committee to the patron.