



**KLR's Lenora Institute of Dental Sciences
Rajanagaram**

CODE OF CONDUCT

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INTRODUCTION

This Handbook indicates the standard procedures and practices of Lenora institute of dental sciences for all students and faculty associated with the Institute for pursuing BDS & MDS Degree and teaching and non-teaching. All students and faculty must know that it is obligatory upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

The curriculum for the B.D.S. Course is designed to produce a dentist who is socially acceptable and who is able to diagnose, prevent and treat dental and oral diseases both in rural and urban areas.

The emphasis should be placed on fundamental aspects of the subjects taught and common problems of health and diseases avoiding greater details and areas of specification. The education process should be an evolving one and not merely a process of acquisition of a large number of disjointed facts without a proper perspective. There should be less emphasis on didactic lectures and major part of the learning time should be devoted to demonstrations, group discussions, seminars, clinical work and conferences stressing more on prevention of oral diseases instead of traditional teaching on curative aspects. Every attempt should be made to encourage the students to participate in group discussions and seminars to enable them to develop expression, character and personality and other qualities essential for a dental

graduate to serve the community and nation effectively. Proper record of the work should be maintained which should form the basis of internal assess

VISION & MISSION OF THE INSTITUTION

The Institution works with a clear vision & Mission.

VISION

To be known for innovative leadership in academic excellence with commitment to cultural diversity, discovery and transfer of scientific knowledge to the mankind with highest professional and ethical standards in dental health care.

MISSION

To provide world class Dental education and research for quality health care to the humanity with global standards.

To provide highly centered academic excellence through innovative research and novel teaching with service extension to community orientation in a student – friendly learning environment.

To provide advanced patient care and service to the rural populations to improve quality of life through state-of-the-art facilities with committed and motivated dental professionals.

A. CODE OF CONDUCT FOR STUDENTS

All Students of Lenora Institute of Dental Sciences are requested to be well versed with the code of conduct, which can also be viewed on the official website of the institute. This code was developed with inputs from the Administration, faculty and students with the aim of defining the values and principles that are shared by students, faculty, and administration.

Discipline and punctuality are the two basic requirements to become a good dental surgeon. The students should be regular and punctual for the teaching programmes. The students are advised to treat their patients with respect, sympathy and care. They are further advised to complete their work on time and thus maintain the patient's appointment.

1. DRESS CODE:

For Girls: First, second and third BDS: Uniforms

Final BDS and Interns: Scrubs

For Boys: Should be dressed in shirts, trousers and formal shoes, and should be cleanly shaved & well groomed.

Final BDS and Interns: Scrubs

- Bracelets, bangles, finger rings and watches are to be removed while treating the patients.
- Nails are to be trimmed and not to be painted.

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- Mobile phone usage by the students is not allowed in the Departments/ corridors and college premises as well.
 - Neat aprons with identity cards on upper left side shall be worn in the college and hospital premises.

2.ATTENDANCE:

- (i) 75% in theory and 75% in practical / clinical in each year.
- (ii) In case of a subject in which there is no examination at the end of the academic year / semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (i) above.
- (iii) The attendance will be calculated from the day the course commenced and not from the day of admission of the student. If a student is admitted later than 30 days after the commencement of the course, he/she will continue the course along with the batch but will appear for the subsequent examination. The candidate will have to complete the curriculum, which was lost and certified by the Head of the department and institution to that effect.
- (iv) The detained and referred students of B.D.S course are required to put in a minimum of 75% of attendance

in theory and practicals separately during the 6 months tenure before the subsequent exam.

- (iv) If a student absents continuously for a period of 91 days or more and seeks permission to attend the course before one year, he /she may be permitted by the Principal conditionally after forwarding the application to the Registrar with the Principal's remarks.
- (v) If the Vice-Chancellor is satisfied of the reasons, he may grant leave of absence attaching such conditions, as he may deem necessary. Candidates who are absent for a period of one year or more without permission, shall be deemed to have forfeited the admission to the course and his /her studentship shall stand cancelled without any further notice

Keeping in view of the parents and students interest, the college informs them about the shortage of attendance from time to time. However, the students can neither claim it as a right to be informed nor seek mercy for being unaware of shortages and their consequences.

3. CLINICS:

- The patients coming to the hospital are offering themselves for treatment, thereby giving an opportunity for young doctors to learn.
- Students are not doing any favour by treating these patients. Hence a sincere and humane approach is a must.
- The students should learn the local language for better communication and management of patients.
- The students must treat the patients under the supervision of the teaching staff and shall obtain approval at each step.
- Record of clinical workdone has to be maintained and duly certified.
- The students are required to get their own hand instruments, micromotor hand piece and aerotor hand piece. Students should maintain the dental equipments in good condition and they are held responsible for any damage, destruction or loss.
- The students shall strictly learn and follow all the sterilization procedures.

4. INTERNAL ASSESSMENT EXAMINATIONS:

Three internal assessment examinations are being conducted regularly either as a part of the university examination or as a part of

training to assess the progress and preparedness of the students. It is compulsory to attend all the three internal assessments.

The continuing assessment examinations may be held frequently at least 3 times in a particular year and the average marks of these examinations should be considered. 10% of the total marks in each subject for both theory, practical and clinical examination separately should be set aside for the internal assessment examinations. The referred and detained students are also required to appear for a minimum of one internal assessment examination in theory and practical / clinical in the subjects concerned. New assessment marks are to be taken for the declaration of the results. If the candidate is absent for any of the examinations, the marks in that shall be treated as zero

No examination shall be missed on self-presumption and assumptions that they are not essential or with the hope that the student can appear in the next examination.

The absentees will be marked Zero and average of three internal assessment marks will be calculated. Re-test will not be conducted on any grounds.

COMPULSORY ROTATORY INSTERNSHIP: As per the 3rd Amendment (Page 7) regulations of the DCI revised course, 2011. Every candidate after passing the Final BDS examination has to

undergo one year paid rotating internship in a dental college. The BDS degree shall be granted only after completion of the internship.

5. RAGGING:

- Ragging is an unpleasant and undesirable act prohibited by the law.
- The students are warned to be careful and keep away from the acts which may be considered as RAGGING.
- The students found to be involved in ragging will be suspended and may be handed over to the police. They may be dismissed from the college if found guilty in the enquiry conducted.
- The students are advised not to involve themselves in any of the activities based on politics, caste and community.
- The students are advised to refrain from indulging themselves in bad and unlawful activities, which may bring a bad name not only to themselves but also to the institution.

The students who are found to violate the rules and regulations laid down by the college organization are liable for punishment including suspension or dismissal from the college. **“If any incidents of ragging come to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel the student from the institution.” – DCI letter no. DE 167-2008/A-3441 dtd. 29-07-2008.**

6. EXAMINATION

The scheme of examination for B.D.S. Course shall be divided into 1st B.D.S. examination at the end of the first academic year, 2nd B.D.S. examination at the end of second year, 3rd B.D.S. examination at the end of third year and final B.D.S. at the end of 4 th year. 240 days minimum teaching in each academic year is mandatory. The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules laid down by the University.

1st BDS

Any student who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission, shall be discharged from the Course. Any candidate who fails in one subject in an Examination is permitted to go to the next higher class and appear for the subject and complete it successfully before he/she is permitted to appear for the next higher examination.

2ND BDS

A candidate who has successfully completed the 1st B.D.S examination can only appear for the 2nd B.D.S Examination.

Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he/she is permitted to appear for the next higher examination.

3RD BDS

A candidate who has successfully completed the 2nd B.D.S. examination can only appear for the 3 rd B.D.S Examination

Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he/she is permitted to appear for the next higher examination.

4TH BDS

Final B.D.S. Examination: A candidate who has successfully completed the 3 rd B.D.S examination can only appear for the 4 th B.D.S Examination.

Only those candidates who have passed in all the subjects in Final BDS examination will be allowed for the compulsory paid rotatory internship

During theory examinations:

While writing theory examinations the students are advised to observe the following:

- a) They must make a note of correct timings of the examinations and attend accordingly.
- b) They should bring the admission tickets to the hall every day. They should read the instructions given in the admission tickets and act accordingly.
- c) They should not wear aprons

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- d) They should not carry any electronic devices like mobiles, Bluetooth, Earphones, watches, slips or any written matter into the hall.
 - e) The students should not reveal their identity in any manner and only the registration number is to be written on the first page in the given box.
 - f) Should not do any act, which may make them liable to be booked under malpractice.

I. During Practical Examinations:

- a) They should wear neat white aprons.
- b) Bring the admission tickets with them on each day of the examination.
- c) Bring the required instruments and other accessories.
- d) Bring the record books of workdone which are duly certified by the Head of the Department.

7. EXTRACURRICULAR ACTIVITIES:

Students who are good at sports, cultural and literary activities will be given an opportunity to participate at competitions without compromising on academic activity. Students can get enrolled in their areas of interest.

8. INSTRUCTION TO PARENTS:

- a) Parents meeting are conducted regularly. You will be informed through phone call or through WhatsApp group message, thereby, it is compulsory to attend the same.
- b) Parents have to update their contact details at the time of their ward's admissions.
- c) Shortage of attendance leads to non-appearing for exams & no carry over in that subject is permitted as per regulation.
- d) Attending all internal assessment examinations is compulsory.
- e) Kindly note that, no leave provision is permitted on medical grounds.

9. SPECIAL NOTE FOR HOSTELITES :

- a) The inmates of hostels shall abide by the rules and regulations as laid by the authorities from time to time.
- b) Snacks and food shall not be cooked in the hostel rooms.
- c) Timings of entry shall be strictly followed.
- d) The students who wish to visit parent's/relative's/local guardian's houses for night stay shall do so only after obtaining prior written permission of either Supervisor or Warden.
- e) Students who wish to go to native places even on Sunday and holidays shall do so only after obtaining written permission either from Supervisor or Warden.

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- f) Food items in mess shall be consumed only in the dining hall. The items shall not be taken to the rooms.

10. LIBRARY:

I. Timings:

Regular days: 9 am to 9 pm on week days.

Sundays: 9 am to 2 pm

During exams: 9 am to 11pm.

Library rules

- a) All the bonafide students of this institution are entitled to enrol themselves as members of the library.
- b) A person who is not a member shall not be allowed to enter the library. Membership will be cancelled if the students have “Dues” or any disciplinary charges against them.
- c) Identity cards will be issued in the library between 9.00 a.m. to 4.00 p.m.
- d) Identity cards should be produced at the library counter each time.
- e) Enter the name, class and time in the register at the entrance, while you enter the library and enter the departure time and sign the register when you leave the library.
- f) Costly items, instruments and belongings should not be left at the library counter. The authorities are not responsible for any loss.
- g) Silence shall be strictly observed in library.

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- h) No person shall damage or disfigure books or other library property. The member shall have to replace such books or other property damaged or make payment for the value thereof.
 - i) Enter the library only if you intend to pursue some reference books.
 - j) Return books intact and don't mark on pages. Don't write, comment or draw pictures on the labels.
 - k) A student is expected to adhere and strictly follow the rules enforced from time to time.
 - l) Do not use the place to catch up on your sleep in the peaceful, silent and cool atmosphere of the library.
 - m) Mobile phones are not allowed inside library.

B. CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and responsibilities to shoulder, having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. The Principal of an institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He/ She has to

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.

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- Recommend and forward communication to the authorities.
 - Execute any other qualitative and quantitative work for the welfare of the institution.
 - Listen to the student's ideas and set a supportive tone.
 - Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
 - Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

C. CODE OF CONDUCT FOR FACULTY

Teaching as a profession is about inspiring and motivating students to realize and exceed their potentials. The greatest teachers of all time have devoted their life in inspiring and empowering their students to achieve great things and be a good human being. Besides, the teachers have to

- Report to duty on time.
- Adhere strictly to the laws and regulations of the college.
- Remain on duty during college hours.
- Respect and maintain the hierarchy in the Administration.
- Must wear an outfit which is in tune with our culture. Which must be decent and presentable.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.

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- Uphold the honour and dignity of the teaching profession.
 - Provide an innovative and quality education to students
 - Be impartial and non-discriminative against students. Help, guide, encourage and assist students in their learning.
 - Avoid social networking sites such as Facebook, WhatsApp, etc for demeaning, demoralising the management, institution, colleagues etc., Not to involve in any kind of gossips in the premises or on social media like WhatsApp, Facebook, Twitter or any such platform.
 - Avoid applying leave during the examinations (both external and internal). Invigilation duties are part and parcel of academics.
 - Must not be absent from duty without official approval of leave.
 - Must take up any work assigned by the management, head of the institution without refusal, for the betterment of the institution.
 - Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution
 - No discrimination is encouraged against any employee based on age, sex, religion, region, caste etc.
 - Right to be heard (grievance redressal).
 - Open door policy: any employee has the right to voice his/her opinion to higher authorities within the organization.
 - Right to know the risks and hazards of specific job on health before employment with the organization.
 - Right to avail salary on time, as applicable.
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- Right to know details of performance appraisal regarding weaknesses and improvement required, status of grading etc.
 - Right to be appraised for growth and development within the organization; based strictly on merit.
 - Right to have equal opportunities of employment regardless of age, gender, caste, region, religion and economic strata.
 - Right to have all training and orientation as per the job specification.
 - It is the employer's responsibility to ensure that an employee is protected while at work.
 - To adhere to professional work practices as per the hospital's rules, regulations and practices.
 - To provide complete and accurate information to the hospital management during employment process.
 - To learn and follow safety rules and practices that has been established for the job position. Employer can't discipline the employee for wilful violations of safety rules or standard. Every employee has to comply with safety standards & protocols; wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the supervisor; report the job-related injuries; and seek treatment promptly.
 - To maintain confidentiality - Employees should not divulge confidential data/ secrets or any other valued information gained
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during the employment to any other individual or institution while in service or even after leaving the service.

- To treat patients, patient's relatives, clients, co-workers with respect and dignity.
- To understand and adhere to patients right and responsibilities.
- Employee represents the hospital, so they should behave professionally on & off the job. Employees should be strictly prohibited for consuming any kind of toxic substances (tobacco, pan masala, or alcohol) on and off their job.
- To accept, where applicable, adoption to the environment to ensure a safe and secure stay in the hospital for self, co-workers, patients and others.
- To report immediately to the hospital management or HR about untoward incident, dangerous unsafe practice, any kind of malpractice or corruption and any type of harassment.
- All the staff members should enrol their bio metric punching (in and out) on daily basis.

D. CODE OF CONDUCT RULES FOR NON-TEACHING STAFF

- Every employee of the college shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of decency.
- No employee of the college shall behave in a manner which is unbecoming or derogatory to the prestige of the college.
- No employee of the college shall, by any public utterance, written or otherwise, criticize any policy or action of the management of the college or shall he/she participate in any such criticism.
- No employee of the college shall, in performing his official duties, act in a discourteous or discriminatory manner with the colleague or students and shall not indulge in sexual harassment in any form either directly or by implication.
- No employee of the college should involve in eve-teasing (sexual harassment) in the college the premises or in the transport vehicles provided by the college.
- No Employee of the college should demand or accept a bribe from students or other employees for the official or regular works in the college.
- No employee of the college should demand particular facilities or behave indecently during the examination work in the college or during other duty hours of the college.
- Report to duty at least 10 minutes in advance.

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- Remain on duty during college hours.
 - Adhere strictly to the laws and regulations of the college.
 - Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
 - Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
 - Must not intercept or misappropriate college money.
 - Must not be absent from duty without official approval of leave.
 - Avoid social networking sites such as Facebook, WhatsApp, etc for demeaning, demoralising the management, institution, colleagues etc. Not to involve in any kind of gossips in the premises or on social media like WhatsApp, Facebook, Twitter or any such platform.
 - Must be willing to stay beyond the college hours when the nature of work entails in.

E. CODE OF CONDUCT FOR DIRECTOR

Code of conduct for the Directors/Coordinators of all the College Committees.

- All Co-coordinators/Directors herewith informed that prepare yearly “Plan of Action” at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students’ centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
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- A minimum of two programs in first session and other two programs in second session should be performed by the concerned Dept./Cell/Committee, apart from indicated programs in the college annual calendar.
 - The expenses of the programs/events/activities will be as paid by the administration, after submitting the bills of the programs/activities/events to administrative staff officer.
 - It is also expected from every Dept./Cell/Committee to organise a meeting with concerning committee members under the chairmanship of the Principal, before the program. ‘Minutes Book’ and attendance of the participants for each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
 - For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as- Minutes book, photographs, newspaper cuttings, events attended by the students list etc.
 - It is necessary for all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also, to submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the IQAC in hard & soft copies, on or before 31st March of every year.
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- If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s, then Head/Coordinator/Director of concerning Dept./Cell/Committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
 - Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
 - Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/consent/permission of the Principal. Every departmental meeting should be organized under the chairmanship of the Principal.
 - Whatever expenses of the programs/events/activities occurred, will be paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
 - All the documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc) are to be well maintained for creating & maintaining the quality in record keeping system which should be kept in hard as well as soft copies with the department.

Note: we shall consider act/actions of the employee, which is not covered in the above, and damaging the image of the college as an act of misconduct. The college will take appropriate action as per the general service rules.