



ROYAL DENTAL COLLEGE

Iron Hills, Chalissery,

Palakkad, Kerala 679536

CODE OF CONDUCT

For Students, Teaching staff and Administrative staff





PRINCIPAL

Prof. Dr. E. Anuradha Sunil, MDS, PGDHHM
Royal Dental College
Iron Hills, Chalissery-679536
Palakkad, Kerala, India

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ABOUT ROYAL DENTAL COLLEGE

Royal Dental College is managed by the Royal Education Foundation, a trust formed by a team of socially committed professionals from various fields with a vision to undertake various educational, social and cultural activities for the benefit of society. The trust Chairman, Kallayil Saidu Haji is a well-known social activist, with vast experience in managing educational institutions, orphanages and other social organizations. The college was established in 2003 and has grown from an undergraduate level to a postgraduate institution in the past nineteen years.

The Institution is affiliated to the Kerala University of Health Sciences and recognized by the Dental Council of India under the Ministry of Health and Family Welfare, New Delhi, India.




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VISION

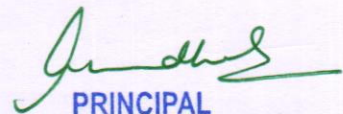
Excellence in dental education grounded in ethics for benefit to society

MISSION

To render excellent, comprehensive and currently relevant dental education to undergraduate and postgraduate students

To impart to students an attitude of continuous learning and an acceptance of innovations and change towards progress of their careers.

To inculcate a sense of responsibility, compassion and empathy among faculty, staff and students for service to all communities of our society and for self-fulfillment.



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CORE VALUES

- Strong ethical values
- Striving for excellence
- Respect for all
- Teamwork in diversity
- Make a difference for the better

PHILOSOPHY

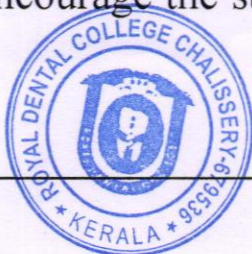
To build leaders and role models of tomorrow who make a difference for the better in healthcare with compassion and empathy.




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General code of conduct of the Institution

Royal Dental College is managed by the Royal Education Foundation, provides excellence in dental education grounded in ethics for personal benefit as well as benefit of the society. Code of conduct of Royal Dental College plays a major role in this. The code of conduct applies to all the staff and students of Royal Dental College. This is strictly followed by all students and employees and activities within scope or when representing the college in all platforms in any capacity. Code of conduct for the new students is mentioned in the handbooks given to the students during induction ceremony. For new staff joining the institution a copy of code of conduct is handed over during their joining. For existing students and employees the existing code of conduct will be amended based on the demand of the current situation and a copy of the revised code of conduct will be given time to time. All the supervisors of the college should be well aware and familiar with the requirements of code of conduct and should encourage the students and employees to apply the

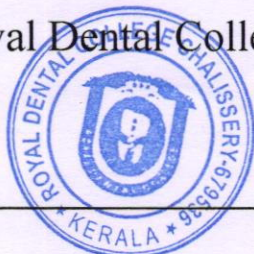


code to their daily activities and decisions and to seek guidance from appropriate individuals when additional information or explanation is needed. Printed copies of the code of conduct may be collected from the college administrative office. The code of conduct is also referenced in the handbooks for students and staff as well as college website.

Purposes and principles

All the members of this college, students and staff will be responsible for sustaining and upholding the highest ethical standards of the institution and of the broader community in which we operate. Individuals representing or acting on behalf of Royal Dental College have a general duty to

1. Conduct themselves in a manner that will maintain and strengthen the public trust and confidence in Royal Dental College
2. Conduct themselves in accordance with the principles set forth herein
3. Take no actions incompatible with their obligations to Royal Dental College



4. Students are expected to use only courteous and polite language and behave with decorum when talking to the faculty members and the staff of the college and hostel
5. No one is allowed to leave the campus without prior permission during working hours of the college
6. All the students and employees of Royal Dental College shall be punctual and regular to their classes and all activities connected to college.

Each student and employee will follow

1. This code of conduct confirms the commitment to the Royal Dental College core values
2. All the members of Royal Dental College are expected to perform their duties and conduct the academic and administrative activities of the College with efficiency, fairness, impartiality, integrity, honesty and compassion.
3. Staff shall act to create an atmosphere where scholarship will thrive and where harassment and victimization in any form are considered unacceptable.



4. Both and students are expected to be prudent and avoid waste and extravagance in the use of College resources
5. No member of the community shall do or omit to do, whether by conduct or utterance, anything that would undermine the authority of the Royal Dental College from attaining its objectives.
6. Membership of secret cult by staff and students is strictly forbidden. Also, membership for or encouraging the formation of any society whose existence is inimical to the goals of the Royal Dental College is forbidden.
7. No College staff shall accept, obtain, or cause any person to obtain for himself or anybody else, any gifts or consideration as an inducement or reward for doing or forbearing to do any act in relation to university affairs.
8. No member of staff shall disseminate any information that is incorrect which can prejudice the good name and governance of Royal Dental College.
9. Royal Dental College truly believes that competent, distinguished and respectable staff is an essential



requirement for good quality graduates. Therefore the dress code for all staff is formal and corporate.

10. An academic staff shall ensure that the curricular for different programs are able to respond to the dynamics of the need for the graduates to be self-reliant
11. An academic staff shall improve his knowledge in his area of expertise
12. Academic staff shall be punctual to his classes and teach at scheduled times and should not violate approved academic calendar and teaching timetable. The Head of the Department and students shall be notified 24hrs if there is unavoidable reason for change.
13. Both teacher and student shall be faithful to his tutorial hours and shall not plagiarize the work of others.
14. Staff shall not disclose the content of the official documents or correspondence without prior authorization.
15. Respect every religion, faith and customs and not hurt the sentiments of others

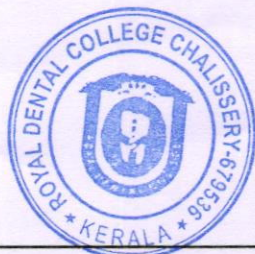


16. Royal Dental College is committed in providing avenues for sound physical development stimulating the cultivation of a life style conducive to healthy living. All students are therefore expected to participate not only in all academic activities but also in non- curricular activities on campus.
17. Royal Dental College believes in creating leaders who are well groomed gentle men and ladies. Self control is therefore a core value. Fighting, use of abusive language and disrespect towards other students are forbidden.
18. No students or staff shall engage in antisocial activities like drug abuse, smoking, drinking alcohol, gambling, stealing, attempted stealing etc. A student shall not constitute a threat to the life of other students.
19. The staff and students will abide by the acceptable use of cell phone or other electronic signaling devices during work time



Conclusion

The code of conduct of Royal Dental College is intended to communicate the College's overall expectations of proper conduct from its employees and students. This code is intended to reinforce the principle that each and every one of the college has a responsibility to help ensure that Royal Dental College performs and pursues its mission in a legal and highly ethical manner.



RESPONSIBILITIES OF CHAIRMAN

Designation	Chairman
Reporting to	Board members

1. To display utmost good faith towards the College and deal on its behalf
2. To provide good leadership, communicable, approachable and should maintain good interpersonal relationships.
3. To represent the College as its figurehead within the college as well as to the outside world.
4. To ensure that college is functioning and managed effectively.
5. To set clear expectations concerning the College's core values and set the tone for board discussions and college meetings.
6. To ensure management committee is competently functional and address and resolve conflict within the board.



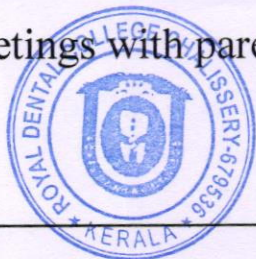
7. To ensure that the board addresses the matters that is of strategic and material importance to the future growth and success of the institution.
8. To be impartial and fair and to respect confidentiality in meetings and decision making.
9. To provide support and supervision to the Principal and management committee.
10. To plan and run meetings in accordance with the College's governing board, lead in its various discussions, move the meeting as per the agenda proposed and gather ideas.
11. To review governance performance and skills.
12. To involve members already on the board to mentor members who are new to their position.



RESPONSIBILITIES OF PRINCIPAL

Designation	Principal
Reporting to	Chairman

1. All correspondences with DCI/ State Government and all statutory bodies
2. Approval of all purchase requirements of the college
3. All administrative activities including budget for the college
4. Academic year plan
5. To take corrective actions in cases which affect the quality of the functioning of the institution
6. To maintain good inter personal relationship with faculties, students, patients and their relatives and all staff
7. To get approval regarding appointments of Human resource when needed
8. To motivate, involve and empower faculties to achieve quality objectives
9. To review students performance and organize Mentor meetings with parents and give regular feedback



10. Performance appraisal of Faculty and promotions/
Increments
11. Conduct of university examination through chief
superintendent
12. MOU with other institutions and universities
13. Accreditations and affiliations inspections
14. Commencement of new programs/ increase in intake of
students
15. Member secretary- Governing council of College
16. Functioning of the college as per Norms and Standards
17. Overall monitoring of departments progress
18. Monitoring and managing Dental Hospital as per
norms and providing the standards of care to all
patients
19. To sanction all kinds of leave (Casual, Earned,
Medical, Maternity) to the staff
20. To supervise and monitor academic and administrative
activities



RESPONSIBILITIES OF VICE PRINICIPAL

Designation	Vice Principal
Reporting to	Chairman

1. To assist Principal in overall monitoring of the Departments' progress.
2. To co-ordinate and monitor all academic activities for improving upon the overall performance and achieving the targets.
3. To maintain good interpersonal relationships with students, patients, their relatives and all hospital staff.
4. Friendly and courteous with students and patients
5. Consequently, all members of teaching and no teaching staff will report regarding their academic functions, duties and responsibilities.
6. Planning and development of new courses and value added courses.
7. Staff and student development programs monitoring and reporting to the Principal.



8. Coordinating with Heads of the Departments for arrangement of workshops, seminars, conferences and symposia.
9. Assisting Principal in administrative activities of the Institution.
10. Plan and organize outreach programs for dental health awareness
11. Plan, organize and encourage students and faculty to participate and excel in co-curricular and extra-curricular activities at various forums
12. To review the status of quality improvement measures and plan for continual improvement
13. To communicate in both technical and non technical terms with patients

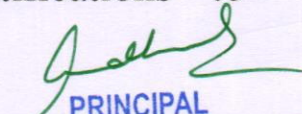


RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

Designation	HOD
Reporting to	Principal

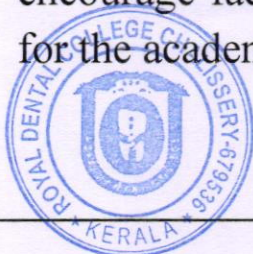
1. To prepare work load for the academic year based on the subjects specified by the DCI and KUHS for different classes and the skill matrix of faculty members in consultation with faculty.
2. To maintain good interpersonal relationship with students, patients their relatives and all hospital staff.
3. To behave in friendly and courteous manner with students and patients. To be careful not to intimidate students with harsh punishments and to deal with challenging behavior with empathy, understanding and firmness.
4. In case of shortage of faculty to meet the subject requirement, should project requirements of additional new faculty with justifications to




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Principal, along with the request for non-teaching staff based on the requirement.

5. To prepare lecture schedule for the forth coming academic year for various classes in accordance with the master time table.
6. Getting the lesson plan prepared by each faculty of the department, checking and approving the same.
7. Planning various department activities for the upcoming academic year and submitting the same to the principal.
8. To work out training development needs of all the staff members and submitting it to the Principal.
9. Providing necessary information on facilities to the Principal and IQAC for preparing handbook and calendar for the new academic year.
10. To provide all necessary faculty information to the mentor committee, in order to allocate students under them.
11. To allocate faculties for training under specific needs for the upgradation of the department and to encourage faculties to attend specialty conferences for the academic year.



12. To supervise overall UG and PG activities in the department.
13. To check the log book of the faculty member and monitor the progress of teaching with references to the lesson plan and approve the same.
14. To check the attendance of the students periodically and send a report of students with poor attendance to the mentor committee for further actions to be taken.
15. To organize periodical test for as per the academic year plan-approved and issued by the principal, get the answer books evaluated and arrange to send reports to parents with information on marks as well as attendance.
16. To assist the slow learners and improve their performance by allocating an individual faculty to them as a special mentor in addition to mentor appointed by the mentor committee.
17. To regularly conduct staff meetings to communicate decisions/ information from HOD's meeting and also to discuss various problems related to the department. To play an active role in relevant institutional committee.



18. To organize workshops, symposiums, seminars and guest lecture as per the calendar plan.
19. To collect details of the examination results from the administrative office, analyze the results and report to Principal.
20. To encourage the students to participate in various competitions in other colleges and provide On Duty (OD) to enable them to attend such competitions. To also see that the academics missed by them in such situations is provided to them.
21. To work along with PRO/management and to provide necessary details for publications in news paper for various programs.
22. To attend monthly HOD's meetings conducted by the Principal and discuss various issues of the department and the college.
23. To get staff appraisal forms filled, give analysis and submitted to the Principal
24. To analyze the overall attendance and internal marks of the students at the end of each term and submit a report to Principal for necessary action.

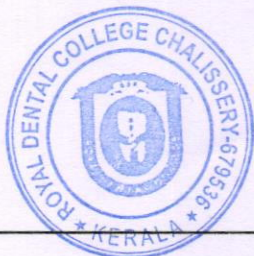


The internal marks will be sent to the university after discussion and final approval from principal.

25. To work out the vacation schedule for the faculty members for approval by the Principal and forwarding to administrative office for monitoring.
26. To assist the Chief Superintendent of Examinations by deputing faculty members for invigilation for university examinations.
27. To encourage faculty members and students to take up research and development work and accomplish them. Recommending leave/ OD/ Permission letters of staff members to Principal for approval.
28. To encourage and support staff and students to:
 - a. Publish articles in national and international journals and magazines
 - b. Publish books
 - c. Pursue higher studies and special training programs for qualification improvement and sponsoring them
 - d. Participate in PG conventions, national and international specialty conferences and workshops
29. To ensure optimal quality care to patients with minimal waiting time.



30. To ensure patient satisfaction through proper professional services using advanced materials and technology.
31. To recommending leave / request letters of staff members to Principal for approval.
32. Getting approval from Principal in arranging transport for guest speakers attending CDE programs/ any special functions of the institution.
33. To provide all necessary details for the stock verification in the department, to furnish necessary clarification and take necessary actions on the findings of the stock verification team.
34. To prepare annual report and budget of the department and submit it to the Principal.
35. To organize prospective plan for the next 5years for the department and take necessary action for development and growth of the department/ institution.
36. To undertake any other responsibilities delegated by Principal/Management.





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RESPONSIBILITIES OF PROFESSOR OF THE DEPARTMENT

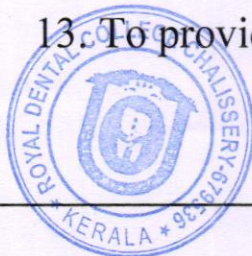
Designation	Professor
Reporting to	HOD

1. To teach subjects as assigned by the HOD for the students and carry out all activities related to the subjects
2. To maintain good interpersonal relationship with students, patients their relatives and all hospital staff
3. To behave in friendly and courteous manner with students and patients. To be careful not to intimidate students with harsh punishments and to deal with challenging behavior with empathy, understanding and firmness.
4. To aid students in practical lab to carry out the various preclinical activities. To guide students in the clinical area to carry out various procedures in patients

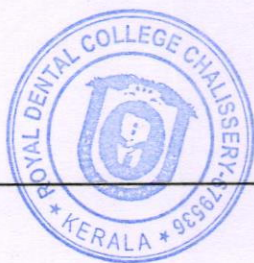


5. To take up and accomplish research work in their area of specialization and bring out publications in Pubmed indexed and peer reviewed international and national journals.
6. To take additional responsibility as functional coordinator as assigned by Principal for functions/ programs and carry out related activities.
7. Planning along with the HOD and implementation of various department activities
8. Working out the training needs of junior staff and students and assist in conduction of training programs.
9. To ensure maintenance of discipline in the department.
10. To start new programs in the department in consultation with the HOD
11. To work out internal marks for various subjects in the department along with HOD
12. To prepare annual report on the department activities with HOD's approval.

13. To provide details for stock verification



14. Assist HOD/ Professor in prospective planning and development over next 5yrs.
15. To undertake works assigned by HOD from time to time.
16. To assist PG students in their main dissertation and library dissertation. To guide PG students in presenting seminars and journal clubs.
17. To mentor UG and PG students. To encourage UG and PG students to participate in co-curricular activities and present papers/ posters in national and international conferences
18. To take charge of CRRI students and keep record of their daily activities in the department
19. To prepare a report of slow learners at the end of each term and notify it to the HOD for further actions. To undertake remedial measures for slow learners in consultation with HOD and other department faculty.
20. To conduct internal practical exams and viva voce each term and submit the report to academic cell after getting approval from HOD.
21. To be member/ member secretary in various committees and carry out committee works.

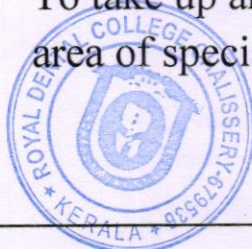


22. To undertake any other responsibilities delegated by HOD/Principal.

RESPONSIBILITIES OF TEACHING STAFF

Designation	Teaching Staff
Reporting to	HOD

1. To teach subjects as assigned by HOD for different batches the students and carry out all activities related to the subject.
2. To maintain good interpersonal relationship with students, patients, their relatives and all hospital staff.
3. To conduct in friendly and courteous manner with patients and students. To be careful not to intimidate students with harsh punishments and to deal with challenging behavior with empathy, understanding and firmness.
4. To aid students in practical lab to carry out various practical activities.
5. To guide students in the clinical area to carry out various procedures in patients.
6. To take up and accomplish research work in their area of specialization and bring out publications in



pubmed indexed and peer reviews national and international journals.

7. To take additional responsibility as functional coordinator as assigned by the Principal for functions/ programs and carry out related activities.
8. To participate in planning with HOD and implement various department activities.
9. To work out the training needs of junior staff, students and assist in conduction of training programs.
10. To maintain discipline in the department in consult / as per the plan of the HOD.
11. To start new programs in the department.
12. To work out internal marks for various subjects in the department along with HOD.
13. To prepare annual report on the department activity with HOD's approval.
14. To provide details for stock verification.
15. Assist HOD/ Professor in perspective planning and development over the next 5years.




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16. To undertake work assigned by HOD from time to time. To provide support and assistance to HOD in preparation, coordination and checking of master time table and lesson plan.
17. To assist PG students in their main dissertation and library dissertation. To assist PG students in presenting seminars and journal clubs.
18. To counsel students on development, all round performance, attendance and discipline. To mentor and encourage UG and PG students to participate in co-curricular activities and present papers/ posters in national and international conferences.
19. To take in charge of CRRI students and keep a record of their daily activities in the department.
20. To conduct internal practical exams and viva voce each term and submit the report to academic cell after getting approval from HOD.
21. To be a member/ member secretary in various institutional committees and carry out committee work.



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22. Reviewing the equipment status and procurement of new equipments under the guidance of HOD.
23. To prepare a report of slow learners at the end of each term and notify it to HOD for further actions. To undertake remedial measures for slow learners in consultation with HOD and other department faculty.
24. Conducting periodical tests and sending the reports to parents.
25. Reviewing the students' attendance and taking action regarding poor attendance and reporting to the HOD.



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RULES & REGULATIONS
AND

CODE OF CONDUCT OF STUDENTS OF RDC

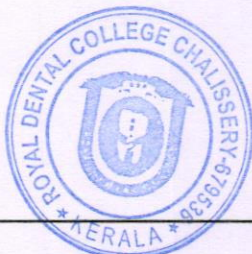
1. Students are required to be present punctually at the prescribed time for lecture class, practical class and in clinics/hospital.
2. They should follow strictly the dress code for the students in the college.

Male students

Clean and neatly ironed pants with shirt tucked-in
Clean shaven face to be maintained
Shoes have to be well polished
Slippers/sandals not allowed
Jeans and T-shirts are not permitted

Female Students:

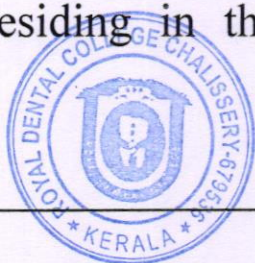
May choose to wear sari or churidar/salwar kameez
Tops should be Knee-length
Short tops/leggings are not allowed
Hair should be properly tied back



3. In addition all students are compulsorily required to wear the white coat (Apron) and lanyard whenever they are in the college.
4. **University rules stipulate 80% minimum attendance in each subject, i.e. Practical & theory, separately. Certificate of attendance will not be issued to those who do not fulfill these requirements.**
5. **Students, who lack 80% attendance, will have to repeat the term to qualify themselves for appearing in the next University Examination.**
6. It is compulsory to attend all tests, assignments and examinations. Those students failing to attend any test/examination will have to bring letter from their parents with valid reason.
7. Royal Dental College is a residential institution. All students are expected to reside in the hostel. Special written permission should be taken from the Principal to reside outside with parents. Permission to reside outside will be granted only to those students staying with their parents.

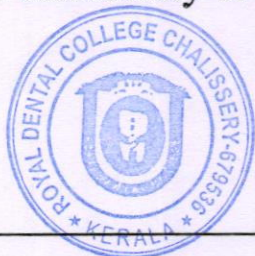


8. Students are not allowed to leave the college premises before 2.00 pm. Prior permission from the Principal should be obtained for leaving the College campus and hostel during working days. Request for permission must indicate the reasons clearly.
9. Students residing in the hostel are to submit the gate pass duly signed by college authorities before leaving the college premises at any time.
10. They are not expected to go home during study holidays.
11. During public holidays or weekends, Principal's permission has to be obtained to go home. Students must get permission one day in advance to go home.
12. Those students who wish to go abroad to visit their parents or renew their visa should compulsorily take permission from college authorities well in advance.
13. After the University Examinations, permission from the warden shall be taken in case of students residing in the hostel. Any absence should be

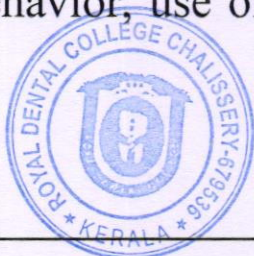


requested for in the proper leave letter duly signed by the parents /warden and submitted to the Principal.

14. In case of illness, a medical certificate should be submitted. Genuineness of Medical Certificate will be verified and only eligible cases will merit condoning of attendance requirements.
15. Loitering in the college and campus will be dealt with seriously.
16. The students shall all rise when the teacher enters the classroom and remain standing till they are permitted to sit or till the teacher takes his/her seat. Each student must get up from his/her seat as and when his/her name or Roll No. is called.
17. No student shall enter the classroom without permission once the teacher has entered the classroom. No one shall leave the classroom until the teacher leaves/orders/permits the student to leave the class.
18. Students are expected to be seated in the classroom five minutes before the scheduled time. Punctuality is important to be a good professional.



19. Students shall keep the laboratory, classrooms, hostel etc. neat and tidy and shall not cause any damage to the furniture, equipments, building or any other property. Any damages to the property shall be replaced or reimbursed by the student.
20. Silence shall be maintained in the laboratories, lecture halls, clinics and library.
21. Smoking, ragging, eve-teasing, within the college campus or premises of the hostel is strictly prohibited.
22. Every student should procure the required books and instruments.
23. **RAGGING IS STRICTLY PROHIBITED. RAGGING IS A SERIOUS CRIMINAL OFFENCE. THE STUDENT WHO IS INVOLVED IN ANY TYPE OF RAGGING SHALL BE DISMISSED FROM THE INSTITUTION AND WILL BE LIABLE FOR CRIMINAL PROSECUTION.**
24. Disobedience, insubordination, disorderly behavior, use of abusive language etc. will not be

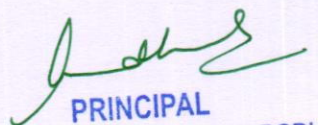


tolerated in the college and hostel premises. Disciplinary action will be taken for any violation.

25. Mobile phones are strictly **prohibited in the college campus**. If anybody is found using mobile phones inside the college, their sim card and instrument will be confiscated and they will be fined Rs.2500/-.

26. **Mobile phones may be used in the hostel. It is better to restrict their use from 8-9 pm every evening so that roommates and periods of study are not disturbed.**




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