



CODE OF CONDUCT

All Students, Faculty and Staff are expected to support and abide by the policies of Christian Dental College, Ludhiana, which aim to promote **healing, education, and research** by strengthening a culture of professionalism and personal responsibility.

SCOPE:

This code of ethics is a set of guidelines for professional behaviour that dental students should strive to follow in order to meet their obligations to their parents, the public, the profession, faculty, staff, and other students. It is expected of all college staff members and students to carry out their duties with honesty, integrity, and justice. This entails treating people with dignity and abiding by all applicable college policies.

CODE OF CONDUCT FOR STUDENTS

PURPOSE :

This Code of Ethical Conduct serves

1. Responsibility to the Patient
2. Responsibility to the Public
3. Responsibility to the Profession
4. Responsibility to the fellow students

All Post graduate students and undergraduate students shall comply with College rules and regulations. The institution assigns norms and regulations which all the students must scrupulously follow. Students are discouraged from engaging in any activity that could violate the rules. Violating the norms shall invite punishment upon the student.

1. DISCIPLINE

- ✚ Students should be neatly dressed and adhere to the dress code allotted for the respective batches.
- ✚ Every student is required to be present punctually for lectures, practicals and clinics.
- ✚ Students are not allowed to paste notices within the Institution without prior permission from the office of the Principal and are forbidden to address any outside authority directly. All such communication must be submitted through the Principal who will forward them, if considered desirable. Any student infringing this rule will be suspended.
- ✚ Students should not loiter in the College premises. Wearing Identity Card is mandatory in the campus at all times for all students.
- ✚ Students need to be respectful to the teachers and non-teaching staff .
- ✚ 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 should submit/produce record books/workbooks duly completed and signed by staff on or before the notified time. Noncompliance will be viewed seriously and subject to disciplinary action.
- ✚ All Educational tours will be conducted after obtaining consent from the parents through mail or guardians and will be accompanied by the faculty members.
- ✚ Any case of criminal activity will be reported as per the law.

- ✚ Strict silence shall be maintained in the laboratory, lecture rooms, hospitals and clinics and library.
- ✚ Smoking & consuming alcohol within the campus/premises of the hostel is strictly prohibited.
- ✚ 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.
- ✚ No unlawful behavior, including the handling of weapons or people, is permitted on campus.
- ✚ Students should have their own instruments during their pre-clinical hours.
- ✚ All documentations of their theory, pre-clinical and clinical works should be completed in stipulated time of academic calendar.

2. DRESS CODE

- ✚ Students should strictly wear their id card provided from the college at all times in the campus.
- ✚ All students should wear scrubs and white apron with clean shoes during preclinical, clinical and theory classes.
- ✚ All female students should have tied up the hair and should not hinder during clinical work.
- ✚ No jeans, T-shirts will be allowed during teaching hours.
- ✚ Students should always present themselves neatly and professionally, which includes keeping their hands, fingers, nails etc clean.
- ✚ Professional hours in college would discourage the use of extensive cosmetics and colourful nail extensions.
- ✚ Students should dress up modestly while they go to mess and move around on the campus or go to nearby shops. (Ref: Notice from Principal office 15th May 2023)

3. MOBILE PHONE

- ✚ Students are supposed to switch off their mobile phone in the lecture halls, library, preclinical and clinical postings.
- ✚ Mobile phones, smart watches, bluetooth headphones and other gadgets are strictly prohibited inside the examination hall.

4. ATTENDANCE

- ✚ Student should have at 75% attendance in theory and practical separately every year.
- ✚ If the student fails to attain the above percentage he/she will not be eligible to appear for the exam.
- ✚ Absence due to health issues must be reported with medical certificate.
- ✚ Attendance to ethical classes will be reflected in all recommendation letters issued by the Principal.
- ✚ Prior permission from the Principal should be obtained for leaving the station during working days. Students residing in hostels must obtain a written consent from the parents which is to be sent through email to the Principal who will sanction it and forward it to the respective hostel warden in order to go home. Any case of indiscipline shall be dealt with very seriously.

- ✚ 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.

5. EXAMINATION

- ✚ Students should appear for their internal examinations without fail.
- ✚ There will be internal evaluation exams meticulously recorded for each year. The student should secure at least 40% of the minimum marks in internal assessment for both theory and practicals separately, the failure of attaining which will affect the eligibility.
- ✚ Student will be allowed to appear for university examinations if and only if he/she fulfills the attendance percentage and no lenience will be granted on this issue. Absence due to medical concerns needs to be addressed to the head of institution and concerned head of department with supporting documents.

6. RAGGING

- ✚ Action will be taken against students indulging in ragging as per the Ministry of education- Government of India and University Grants Commission regulations.
https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.antiragging.in/assets/pdf/information/ugc-iec-guidlines-for-councils-universities-and-colleges-for-curbing-the-menace-of-ragging.pdf&ved=2ahUKEwjyWM-Y3rGFAXWvxzGHe_BAjcQFnOECBkQAQ&usg=AOvVaw2wyG6k2Wz5obFCsuOS5Qcg
- ✚ All the students should complete the submission of the anti-ragging affidavit online at the beginning of the academic year and submit copy to the office.

7. HOSTEL

- ✚ All the female students who go out of the hostels should be back in their hostels before 10 p.m. positively.
- ✚ All the male students who go out of the hostels should be back in their hostels before 10 p.m. positively.
- ✚ Students should dress up modestly while they go to mess and move around on the campus or go to nearby shops. (Ref: Notice from Principal office 15th May 2023)
- ✚ Talking, discussions, singing, playing musical instruments, etc., shall be only without disturbing the roommates or other students in the adjoining rooms.
- ✚ Keeping pets in the institutional accommodation is strictly prohibited.
- ✚ No outsider can stay along with the students in the hostel rooms.

8. CODE OF CONDUCT IN CLINICS

- ✚ While working with patients in a clinical setting, students are expected to conduct themselves honorably, responsibly, and according to the highest ethical standards.
- ✚ Treatment to be done according to an approved and accepted plan
- ✚ Proper management of records is to be made.
- ✚ Students should not prescribe medicines without the supervision of the faculties.
- ✚ Obtaining informed consent before providing the treatment is mandatory.

- ✚ Students should ensure that their instruments are sterilized and also maintain personal hygiene.
- ✚ Students should make sure strict sterilization of their instruments before operating on a patient.
- ✚ Any scheduling or rescheduling of appointment is to be done with the consent of the concerned faculty.
- ✚ Patient should not be neglected in the clinic for any reason.
- ✚ Patient records should be kept confidential.
- ✚ A clinical log book should be maintained for all the students.
- ✚ Students should dispose the biomedical waste generated during clinical postings in the concerned color-coded bins. Should behave modestly and should not use unparliamentary language with patients.

CODE OF CONDUCT FOR FACULTY

The code of conduct for faculty include:

1. General Responsibilities

- ✚ Uphold the dignified code of conduct that the CMCL Society and administration have expected of them, which includes being at the college by 8.00 am. Involve in study and research collaborations of the institution for overall development.
- ✚ Full-fledged participation at professional meetings, seminars, symposiums and conferences organized by various departments, Principal and management.
- ✚ Give their best in every aspect of teaching, curriculum and extracurricular activities.
- ✚ Co-operate and fulfill the duties entrusted by the university in terms of exam supervision and invigilation.
- ✚ Participate in community service, co-curricular and extra-curricular activities.
- ✚ Faculty should not indulge in any form of harassment including being partial to students which is against the rules and policies of the institution.
- ✚ During pre-clinical and clinical hours, teaching staff should make sure students improve on their dexterity, patient management and clinical skills.
- ✚ Teaching faculty must make sure that students follow professional ethics.
- ✚ During classroom, teaching staff should have high standards of teaching, use all technical aids to teach the subject to students. They should make sure they listen to the classes taken and they understand the subject.
- ✚ All staffs must dress in a modest way during college working hours.
- ✚ Should be responsible and should support for the orchestration and productivity of institutional activities.
- ✚ No teaching staff should discriminate students based on their caste, creed or colour, gender etc and should have no partiality.

2. PROFESSIONAL ETHICS

- ✚ Abide by the ethical principles and show respect to all within the premises of institution.
- ✚ Be humble, honesty and ask for help from colleagues when needed.
- ✚ Deliver patient care with utmost care irrespective of social status, caste, creed, or religion of the patient.
- ✚ To maintain patient details confidentially.

- 📌 Follow college rules, policies and ethics in patient care and follow safety and infection protocol guidelines.
- 📌 Carry out research work with approval from the ethical committee following institutional policies.
- 📌 Attending workshops, seminars and social events representing the institution must be with the prior permission from the institution head.

3. Leaves

1. Staff shall get casual leaves, medical leaves and annual leaves as per Rules of the college.
2. Staffs should apply for leave beforehand. If not should intimate the concerned HOD and Principal on the day of leave before commencement of college and alternate arrangements should be made. Leave should be prior informed with proper alternative arrangements made for class / lab/ invigilation and consent must be taken from the Principal's office.

All teaching staff must follow the Service regulations of Christian Medical College as amended on 8th September, 2017 by CMCL GB Resolution

[SERVICE REGULATIONS Pdf.pdf](#)

CODE OF CONDUCT FOR PRINCIPAL AND VICE-PRINCIPALS

Principal of Dental College

The Governing Body shall appoint the Principal of Christian Dental College, who shall report to the Director. The term of the Principal shall be for five years with a mid-term evaluation. This term may be extended for period of 3 years after review. This appointment shall be in conformity with University Regulations.

Duties and Responsibilities:

1. To develop and administer, with faculty and staff assistance, plans and policies for all the academic, research and extra-curricular programs of the Dental College which are approved and recognized by University.
2. To prepare for presentation at the Annual meeting of the Governing Body a list of academic staff eligible to serve on the Dental Students Selection Committee
3. To develop and administer policies for the welfare of students and faculty of the Dental College.

4. To act as the Principal Liaison Officer in the academic relationships between the Dental College and the university to which it is affiliated and keep the Governing Body, the Director and the Faculty informed of University requirements.

5. To certify to the university to which the college is affiliated the eligibility of Dental College candidates for the Professional examinations.

6.a. To be the appointing authority in matters relating to appointment, confirmation, discipline and termination of Demonstrators of the Christian Dental College.

b. The Principal shall be responsible to the Director for filling vacancies on Faculty of the Christian Dental College including advertisement, screening of applications, and other processes regarding appointments.

7. To be the Chairman of the Dental Faculty and Dental College Council and ensure that the Dental faculty meets at least twice a year and the Dental College Council meets every quarter.

8. To be one of the officers empowered to sign or endorse institutional cheques.

9. To be responsible for the long and short term planning and policies for the development of the University recognized courses and the College.

10. To be responsible with Faculty and Staff assistance, for granting concession to deserving poor patients.

11. To be responsible for other duties in related areas as assigned by the Director.

(As stated in the Bye-Laws of Christian Medical College Amended on 12.09.2013)

Vice-Principal(s)-Dental College

The Governing Body shall appoint the Vice-Principal(s) to assist the Principal, Dental College. The term of the Vice-Principal(s) shall be for 3 years with a mid term evaluation. This term may be extended for a period of 2 years after review. The Vice-Principal(s) shall carry out such of the duties and responsibilities assigned to him by the Governing Body, its Executive Committee and/or Principal from time to time and shall report to the Principal. In the absence of the Principal, the Vice-Principal shall act as Principal and perform all such duties as pertaining to the office of the Principal.

(As stated in the Bye-Laws of Christian Medical College Amended on 12.09.2013)

