



**Dr. M.G.R.**  
**EDUCATIONAL AND RESEARCH INSTITUTE**  
**DEEMED TO BE UNIVERSITY**  
University with Graded Autonomy Status  
(An ISO 21001 : 2018 Certified Institution)  
Pertyar E.V.R. High Road, Madhavayal, Chennai-95, Tamilnadu, India.



**THAI MOOGAMBIGAI DENTAL COLLEGE AND HOSPITAL**  
(A Constituent Unit of Dr.M.G.R.Educational and Research Institute)



## **CODE OF CONDUCT**

- The **code of conduct committee** was constituted under the aegis of IQAC, TMDCH to ensure students and staff of our institution are made aware of and follow the conduct and professional ethics of them and so as to uphold the values of our noble dental profession.
- The committee is made up to staff as well as students so that ideas from all quarters are heard and implemented.
- Regular meeting of the committee are held to ensure smooth conduct of the professional ethics and code of conduct and also to make sure all the objectives/action plans are met regularly.
- Regular updating of rules and regulation and frameworks are carried out to cope up with the Government of India as well as the Dental council of India (DCI) regulatory norms.

### **CODE OF CONDUCT- CORE COMMITTEE (Present Members)**

**Chair Person- Dr Einstein T Bertin-** Principal/Head of the Institution

**Member coordinator- Dr Joyson Moses** – Professor and Head, Department of Pedodontics and Preventive dentistry

**Member 1- Dr Priya Ramani-** Professor and Head, Department of Oral Medicine and Radiology

**Member 2- Dr Raj vikram-** Professor- Department of Orthodontics and Dentofacial Orthopaedics

**Female PG Student- Ms. Agalya K** (Oral and Maxillofacial surgery PG)

**Male UG Student- Mr. Monu Karan** (2<sup>nd</sup> year)



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## **CODE OF CONDUCT**

### **CODE OF CONDUCT FOR STUDENTS**

1. Encourage students to practice respect for other and to be thoughtful and helpful at all times.
2. Encourage students to exercise discipline.
3. No student is permitted to engage himself or herself directly or indirectly, in any activity of political nature inside or outside the premises of the college, its Hospital and Community Satellite Centers.
4. No student is allowed to form or be involved in any students' party/union or organization of any kind inside or outside the college or its Hospital/Community Satellite Centers.
5. No student is permitted to participate in any type of strike or demonstration or disrupt the functioning of the College or Teaching Hospital and Community Satellite Centers/other community Clinics or District/Zonal or Regional hospitals by way of demonstration for any reason or cause whatsoever that may be.
6. Help students to develop a sense of responsibility, self-reliance and independence.
7. No student is permitted to make fun of, tease, abuse, manhandle and make physical assault on any Faculty member, Nursing assistants and other Staff, Visitors, fellow students and any other person both inside and outside the College premises.
8. Students should refrain from using abusive language at all times.
9. Demonstrate patriotism and appreciation of freedom with responsibility
10. Postering and Pamphleting/advertising in any form in relation to any matter inside the College or its other premises is strictly prohibited.
11. Defaming colleagues, Faculty members and staff of the College by designing cartoons or write ups and putting up on notice boards or crossing off or overwriting on notice published by the college is strictly forbidden.
12. No student is permitted to remove or take away any article of the college or cause any damage to the college and its hospital's property of any kind or disrupt the learning and teaching activities of the College.
13. Encourage students to show respect and appreciation for personal and public property
14. No student is allowed to participate in any kind or nature of inhuman activity like

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## **CODE OF CONDUCT**

locking up the facility members, staff, administrator or any person for fulfillment of one's own or others demand.

15. Ragging in any form is considered as a strict punishable offence.
16. Our institution is highly committed to maintain its academic integrity and sanctity above everything. To achieve this objective, it deems necessary to provide students with a peaceful academic environment. Therefore use of alcohol/ possessing or distributing illegal drugs or in any illegal forms and violating government liquor laws at hostel or any place inside the college campus is strictly forbidden.
17. Work towards developing and promoting good human relations and qualities
18. Stimulate the spirit of enquiry, the acquisition of knowledge, and understanding the needs, thoughtful formulation of worthy goals.
19. Students are required to strictly follow the college dress code, during and outside the college hours inside the campus. Not to use mobile phones in the college and hospital.
20. Students must participate in all academic & Research activities, guest lectures and other educational programs organized by the institute and maintain discipline during all these activities.

### **Disciplinary Measures/Appeal:**

No students will be permitted to act against the rules and regulations mentioned in the Code of Conduct. Any student found acting against these rules and regulations will be subjected to punishment. The Dean/principal of the college will put forward the name of such a student to the Disciplinary Committee to determine the nature and quantum of punishment, which may include:

- a) Written warning or reprimand
- b) Suspension from the class which certain conditions must be fulfilled during the period and good behavior must be demonstrated
- c) Payment or fine for compensation for any loss or damage during the course of action made publicly or privately
- d) Restriction or prohibition to access certain facilities and loss of certain privileges such as scholarships



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- e) Expulsion from the college with immediate effect

### **CODE OF CONDUCT FOR TEACHING STAFF**

1. Faculties should respect the functional superiority of those set-in authority over you
2. Be impartial in your decision with members of staff
3. As aim of the teaching profession is to educate and kindle the thirst for knowledge the faculties should be concerned and dedicated towards achieving the same
4. Faculties should be open to hear the students view point and also be concerned to take extra efforts for the needy group of students
5. Faculties should be tolerant to criticism and create an educational ambience in the classroom and also should not show favoritism to any set of students and treat them alike irrespective of caste, creed, color, gender, religion and socio- economic status
6. Faculties should set an example and be a role model to the students in making them an inquisitive and explorer of knowledge
7. Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility
8. Faculties should be conscious to maintain the dignity of the profession
9. Faculties should aware of making every student to understand basics of prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of health care
10. Faculties should be enthusiastic in learning the recent advances, innovations and apply the same to become a teacher of updated knowledge
11. Faculties should find time to do research and create an opportunity for the students to follow it up
12. Faculties should involve themselves as a mentor for students in conducting seminars, CMEs, Workshops, Interactive sessions, sports and cultural activities



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13. Faculties should behave and function in a manner described by the institution and make it a collective effort for the student's educational, mental health and social well-being
14. Faculties should interact with parents of the students during Parent teachers meeting
15. Faculties should follow the professional ethics

### **CODE OF CONDUCT- PROFESSIONALISM AND COMMITMENT:**

1. Keep in confidence, information that had been obtained in course of professional service, unless disclosure serves professional purposes or is required by law.
2. Keep all records, teaching plans accurate and up-to-date.
3. Devote full working time to your vocation, teaching effort and time on task are essential for success.
4. Professional growth should be given priority and should focus on future goals.
5. Do not deliberately distort evaluation of fellow colleagues
6. Be regular, punctual with commitment towards enhancing the professionalism
7. Any leave should be intimated beforehand to the head of the institution by submitting the application duly signed by the staff concerned and the department head with the type of leave clearly mentioned.
8. Permission to exit campus for any personal emergency during working hours will be granted only after submitting the necessary forms/documents duly signed by the respective authorities
9. Do not abuse leave concessions
10. Co-operate with other institution or perform inter-disciplinary activities to ensure improve education at the community level and strengthen their global competitiveness.

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

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. 1 (a) It shall be mandatory on the staff employed in the private college to do any work in connection with an





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- examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Dean/Principal of the College, as the case may be.
2. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
  3. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be obtained.
  4. (a) No staff employed in the college shall send any application for employment under any other agency, except through the Human resource Manager. (b) The HR shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
  5. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the management in writing shall be obtained.
  6. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding.
  7. No staff employed in a college shall engage himself/herself in any political activity. He or She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
  8. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
  9. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
  10. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order,

*[Handwritten Signature]*



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decency or morality or which involves contempt of court, defamation or incitement to an offence.

11. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
12. All staff shall abide by the service rules and regulations of the college.

*Thiruvananthapuram*