



Estd : 1987

RAJAS DENTAL COLLEGE & HOSPITAL

Kavalkinaru Jn., Tirunelveli District - 627 105

DCI Recognition No: DE-3(44)-93/2246

Dated 09/11/1993

Affiliated to :

The Tamilnadu Dr. M.G.R. Medical University, Chennai.

CODE OF CONDUCT- HANDBOOK

Rajas Dental College and Hospital

Kavalkinaru, Tirunelveli- 627105

The Code of conduct of Rajas Dental College and hospital aims at maintenance of proper ethics by all fraternity and students alike. Separate code of conduct for principal, students, teaching and non teaching staff have been specifically designed to ensure a non biased institution built firmly on its mission.

CODE OF CONDUCT FOR PRINCIPAL

1. Should strive hard for academic growth.
2. Should actively participate in teaching, research and training programmes.
3. Planning and implementation of academic programmes.
4. Maintenance of discipline.
5. Should absolutely follow university acts, statues , ordinance , rules and regulations also to include instructions from DCI and GOVT.
6. Supervising of university exams, progress of the students , assessment of teachers ability and maintenance of their service records.
7. Taking care of welfare of the students and all staffs.
8. Timely submission of returns to different departments.

CODE OF CONDUCT FOR STUDENTS

1. It is the practice of the college to respect the rights of the students freedom to speak , peaceful pursuit of education with all facilities .
2. Its mandatory for every student to attend atleast 75% of total classes as stipulated by the university.



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3. The students are required to maintain good conduct and discipline
4. Therefore violation if any the students are liable for disciplinary action.

The students are expected to respect persons and property. In addition to our own tailor made code of conduct of our institution the dress regulations in hospital for both Male and female are followed as per our affiliation university, The TamilNadu *Dr. M.G.R. Medical University*.

For our outgoing doctors we urge them to follow the Dental Council of India revised dentist code of ethics regulations 2014. Which describes the duties, obligations and code of dental ethics for any practising general Dentist in India

(http://www.dciindia.gov.in/Rule_Regulation/Gazette_Notification_reg_DCI_Revised_Dentists_Code_of_Ethics_Regulations_2014_27.06.2014.pdf).

CODE OF CONDUCT FOR THE TEACHERS:

1. Do nothing to bring the teaching profession to disrepute.
2. Keep in confidence the information that has been obtained unless required by law.
3. Criticise need arises.
4. You are responsible to train your junior colleagues.
5. Open confrontation of whatever nature must be avoided
6. Keep all teaching schedules updated.
7. All correspondence should be channelized through the principal
8. Treat your colleagues with courtesy at all times.
9. Be impartial in your decisions pertaining to the students and staff
10. Do not discriminate on grounds of race, colour or creed.
11. Be regular and punctual the teachers should report for duty atleast.
12. 15minutes before the teaching session begins.
13. Prior approval in writing should be obtained before proceeding on leave, incase of emergency inform your HOD without undue delay.
14. Place high value commitment to students for excellence in work, manners & progress.



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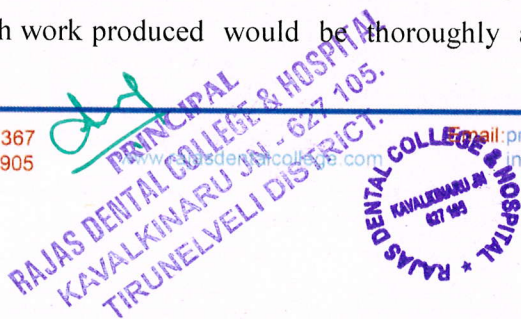
15. Encourage students to practice respect for others, especially to the aged and handicapped.
16. Inculcate good to discipline
17. Help students to differentiate right from wrong and justice from injustice.
18. Strive to develop mutual courtesy and respect between the teachers and the students.
19. Be considerate to the students problems.
20. Work towards developing and promoting good human values
21. Constantly pursue to improve learning facilities and opportunities
22. Encourage the community to participate in the life of the institution
23. Do nothing to spoil/undermine the institution.

CODE OF CONDUCT FOR NON TEACHING STAFFS

1. They are to report to their designated places well ahead of the clinical work begins.
2. They should be available at all times, adhering the institutional rules.
3. They should maintain confidentiality.
4. They should not absent without prior sanction of leave unless otherwise required.

CODE OF ETHICS - IN RESEARCH

Rajas Dental College and Hospital is committed to observe, promote and assist in genuine academic researches carried out by its staffs and students. High quality, honesty and accountability are the main objectives of our code of ethics. In vital research and publication, Ethics and plagiarism play a significant constituent role. Often observed frequently, that researchers claim others work as their own, which will degrade the reputation of the researcher/institution and ultimately the authenticity of the research. This mandates the need for verification of researches carried out by students/staffs before submission of their works in the form of Project reports, Seminar papers, Research papers, Research proposals and dissertation work. Especially the research work in the form of papers/projects should go through the process of plagiarism and has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability





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across the globe and needs to reach the highest success. Rajas Dental College and Hospital take some extra measures to ensure that the work is at par with the National/International

standards. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and rejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights. Plagiarism constitutes unethical scientific behaviour and is never acceptable. Proper acknowledgement of the work of others must be always given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

ETHICS AND RESEARCH COMMITTEE:

The Ethics and Research Committee is responsible for developing and monitoring policies and guidelines related to publishing ethics, in matters pertaining to possible violations and assisting with investigations of alleged violations. The degree of corrective action will be commensurate with the degree of plagiarism.

Disciplinary Action: The Ethics and Research Committee which comprises five members team (given below) will establish and take care of the issues and complaints regarding the plagiarism and will submit the report after thorough investigation and recommends the disciplinary action to be imposed within a period of 3 weeks from the day of complaint.

The Ethics and Research Committee			
S.No	Designation	Name	Department
1	Convenor	Dr. A. Shyam Mohan MDS	Prosthodontics
2	Member	Dr. S. Antony Selvi, M.Sc., Ph.D.	Physiology
3	Member	Dr. Deepu George Mathew, MDS	Oral Pathology
4	Member	Dr. J. Christinal, M.Sc, M.Phill, Ph.D	Bio-chemistry
5	Member	DR. Vinej Somaraj, MDS	Community Dentistry



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CODE OF CONDUCT – VISITORS

- All visitors must report to reception on arrival.
- Visitors card should be filled immediately after reporting to the reception.
- Parents / visitors are allowed to meet the Chairman / principal only with prior appointment from the office.
- Entry of visitors are only with the assistance of authorized staffs.
- Meeting with HoD's /Faculties are allowed only with the prior permission from College Office.
- Parents are requested to read the students Handbook.
- Facilities for refreshment are provided for the parents / visitors.
- Smoking , Panmasala, Gutkha etc are strictly prohibited in the college premises.
- Any person found damaging plants or belongings within the college premises are liable to be punished under the law.


PRINCIPAL
RAJAS DENTAL COLLEGE & HOSPITAL
KAVALKINARU JN - 627 105.
TIRUNELVELI DISTRICT.

