



**RISHIRAJ COLLEGE OF DENTAL
SCIENCES & RESEARCH CENTRE
BHOPAL, MADHYA PRADESH**

CODE OF ETHICS

FACULTY AND STUDENT'S HANDBOOK

Code of Ethics and Conduct is a collection of rules and regulations that includes what is and what is not acceptable or expected behavior. The purpose of the Code of Ethics and Conduct is to develop and maintain a standard of conduct that is acceptable by the Institution, staff, students and, other employees.

This handbook indicates the standard procedures and practices for all the students enrolling with the Institute for pursuing dental courses and all faculties joining to impart dental education. All the students and faculties must know that it is incumbent upon them to abide by the Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, the responsibilities including the restrictions associated with it.

All the students, faculties and non-teaching staff are requested to be well conversant with these Codes.

- The Institution shall have the jurisdiction over the conduct of the students associated / enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise, which are taking place in the campus or in connection with the Institute related activities and functions.
- Institute may also exercise jurisdiction over conduct that occurs off the campus resulting in violation of the ideal student / teacher conduct and discipline as laid down in this policy and other regulations:

- a) Any violations of the sexual harassment policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence or conduct that threatens the health or safety of any person including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices of the campus.
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct that has a negative impact or constitutes nuisance to other members of the surrounding off-campus community.

CODE OF CONDUCT FOR STUDENTS

- This code shall apply to all kinds of conduct of students that occur within the premises of the Institute including University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation.
- At the time of admission, each student must sign a statement accepting this Code.
- Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All the students must uphold academic integrity, respect every individual and their rights and property and the safety of others.
- Students are expected to be neatly dressed in the campus.
- Habitual late coming, irregularity in attendance, discourtesy towards faculty and staff, neglect of work etc. are punishable offences.
- All the students must be deter from indulging in any and all forms of misconduct including partaking in any activity of the campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
 - a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability or sexual orientation, marital or family status, physical or mental disability, gender identity etc.
 - b) Intentionally damaging or destroying the Institute's property or property of other students and/or faculty members.

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- c) Any disruptive activity in a classroom or in an event sponsored by the institute.
 - d) Unable to produce identity cards issued by the Institute or refusing to produce them on demand by campus security cards.
- Participating in activities which include:
- a) Organizing meetings and processions without prior permission from the Institute.
 - b) Unauthorized possession, carrying or use of any weapon, fireworks, contrary to law or policy.
 - c) Any disruptive activity in the classroom or in an event sponsored by the Institute.
 - d) Smoking within the premises.
 - e) Possessing, consuming, distributing or selling of alcohol in the Institute.
 - f) Theft or unauthorized access to other resources.
 - g) Misbehavior during any activity of the Institute.
 - h) Engaging in disorderly, lewd or indecent conduct including but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the Institute.
 - i) Students are not permitted to provide audio and video clippings of any activity in the campus to media without prior permission.
 - j) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute in the social media or indulge in any such related activities having grave ramifications on the reputation of the Institute.
 - k) Theft or abuse of the Institute's computers and other electronic resources such as computer and electronic communications facilities, systems and services which includes unauthorized entry, use, tamper etc. of Institute's property or facilities, private residences of staff/professors etc. offices, classrooms, computer network and other restricted facilities and interference with the work of others is punishable.

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- l) Damage to or destruction of any property of the Institute or others.
- M) Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability and medical condition.

DISCIPLINARY ACTIONS

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action which shall enquire the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

WARNING: Indicating that the action of the said delinquent student was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.

RESTRICTIONS: Reprimanding and restricting access to various facilities in the campus for a specified period of time.

SUSPENSION: A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden from using various Institutional facilities unless permission is obtained from the competent authority. Suspension may be followed by possible dismissal along with additional penalties.

EXPULSION: Expulsion of a student from the Institute permanently indicates prohibition from entering the Institute or participating in any student related activity or campus residences etc.

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COLLEGE LEAVE POLICY

- As per the DCI/University norms, 75% attendance every year is mandatory for BDS students (theory as well as practical/clinical classes) and 80% attendance is mandatory for MDS students to be eligible to appear in University professional examinations. Any student failing to confirm to this eligibility criterion will not be allowed to appear in the University exams and parents will desist from pressing upon the college authorities to complete the attendance unlawfully.
- Leave for going home on working days should be forwarded through HOD to the Principal/Vice Principal only.
- Leave applications should be submitted to the concerned authorities atleast three days in advance.

ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on curbing the menace of ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations')'. The UGC Regulation has been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

Ragging constitutes one or more of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness other students.
- Indulging in any rowdy or indiscipline activity by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
- Asking any student to do any act which the student will not do under ordinary circumstances and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of the student.

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- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or any person.
- Any act or abuse by spoken words, emails, posts, public insults which also includes deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- Any act that affects the mental health and self confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE

The anti-ragging committee as constituted by the Managing Director and headed by different faculties shall examine all the complaints of anti-ragging and come out with recommendations based on the nature of the incident.

ANTI-RAGGING SQUAD

To render assistance to students, an anti-ragging squad, which is a smaller body has also been constituted consisting of various members in the campus. The said squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the squad is active and alert at all times and are empowered to inspect places of potential ragging and also conduct surprise raids in hostels and other hotspots of the Institute. The squad can also investigate incidents of ragging and make recommendations to the anti-ragging committee and shall work under the guidance of the anti-ragging committee.

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STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any act of sexual harassment, misconduct or ragging as defined and summarized herein can approach the Student's Grievance Redressal Cell of the Institute. Further, any student who is aware of any violations must report the same to the cell. The cell shall consist of members as appointed by the Managing Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The cell shall take cognizance of the grievance and inform the committee formed to enforce this code or the internal complaints committee, in cases of any sexual harassment complaints.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF INCLUDING DEAN/PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has the authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage faculty members to update their knowledge by attending seminars/workshops/conferences.
- The Principal should encourage faculty members to author text books and publish research papers in reputed International/Indian journals/ magazines and periodicals.

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- The Principal should provide leadership, direction and coordination within the Institute.
- The Principal should periodically review the Code of Conduct.
- The Principal is responsible for the development of the academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees as and when required.
- The Principal should ensure that the directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies or committees and its members.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and the management.

CODE OF CONDUCT FOR TEACHERS AND ACADEMIC STAFF

DISCIPLINE:

- The faculty members should report to the college atleast 10 minutes before the commencement of the college timings.
- The work plan of the teaching staff must ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

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LEAVES:

- Whenever a faculty member tends to take leaves, the leave application should be sanctioned in advance and with proper alternate arrangements made for class/labs/invigilation. In case of emergency, the HOD or the next senior faculty member must be informed with appropriate alternative arrangements suggested.

CONTINUOUS ASSESSMENT:

- Once the subject is allotted the staff should prepare the lecture wisely.
- The staff should get the lesson plan and course file approved by the HOD and the Principal. The course file should be maintained as per the prescribed format.
- The staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The faculty member must strive to prepare themselves academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from the students and act/adjust their teaching accordingly.
- The staff should interact with the coordinators and head of the departments or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every faculty member should maintain academic record book.

CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF:

- A Confidential report of the department should be part of the personal file of that employee and should be kept confidential by the other staff members of the department.

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- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student.
- Staff should take additional responsibilities if required as and when assigned by the Principal.

ACCOUNTANT:

- Accountant should prepare, examine and analyze accounting records, financial statements and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with the payment, reporting and other tax requirements.
- Accountant should establish tables of accounts and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the Institute.
- Accountant should provide all the necessary accounting documents and financial statements for yearly account audits.

PREAMBLE

- Code of Ethics for Research workers is based on basic ethical principle and recognition of these principles was adopted as a foundation. The respect for human dignity and life in all its manifestations, truthfulness, honesty, the obligation to respect commitments, the right to freedom of belief and ownership are the fundamental principles of ethics. A person's ethical guardian is the inner conscience.
- Ethical values, standards of research integrity and good practices in research highlight the ethical and social responsibility of the research worker.
- Adhering to the established principles and honesty in scientific work.

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- Perpetuating high standards in science is of crucial importance.

UNIVERSAL PRINCIPLES AND ETHICAL VALUES IN RESEARCH WORK

Basic universal principles and ethical values on which the integrity and credibility of science are based, relates to the representatives of all scientific disciplines, without any exception. These principles include:

1. Conscientiousness in: presenting goals and intentions of planned or performed research, presenting research methods and procedures as well as interpretations of obtained results, providing information on possible threats, anticipated benefits and practical applications.
2. Credibility in: conducting research, criticism towards one's own results, meticulousness, attention to detail and great care in presenting research results.
3. Not using scientific authority when speaking on topics from outside of one's area of competence.
4. Objectivity in: interpretations and conclusions must be founded on facts, verifiable reasoning and data capable of proof and secondary review.
5. Openness in : discussions with other scientists on their own research, which is one of the key conditions for progress in science, contributing to public knowledge through publication of the findings, honest communication with the general public.
6. Transparency in : the handling of research data that guarantees data and materials availability after publication.
7. Duty to care for the participants and the subjects of research; research on living creatures should only be conducted where necessary (with the consent of the appropriate bioethics commissions) and should always rest on the principles of respect for human dignity and animal rights.
8. Fairness and Reliability in: evaluating work of other researchers, giving credit where credit is due by providing correct citation and reference information.
9. Courage to oppose views that are contrary to scientific knowledge and practices incompatible with the principles of scientific reliability.

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CODE OF ETHICS FOR RESEARCH WORK

The term 'Good Research Practices' covers detailed and universally understood rules of appropriate conduct that are possible to introduce in individual research units. These rules refer to the way a research work is carried out, presented and evaluated and are created to ensure that ethical requirements are met. Each researcher from the very beginning of his or her career should be aware of the rules. The following categories of good research practices are distinguished:

Research Data Management-

All original research data, that is primary data on which publications have been or will be based, in some cases samples or materials derived from the ongoing research, should be well-documented and safely archived to keep data from being manipulated and to make data accessible for future reference for a period of time adequate for a given discipline of science.

Research Procedures-

- All research studies should be preceded by the risk and consequence analysis to foresee how research results may affect the society and the environment.
- When applying for research funding researchers should formulate realistic goals and make every effort to accomplish them.
- Special care should be taken in the case of research studies carried out on human subjects. Human dignity and an individual's autonomy must be respected.
- All research subjects, be it organisms, environmental or cultural objects, should be handled with respect and care.
- The health, safety or welfare of a community or of collaborators should not be compromised.
- Researchers should be aware of the need for a balanced management of research funding.

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- In special justified cases, the confidentiality of data or research findings should be respected by the researcher.

Authorship and Publication-

1. The Researcher should publish the results and interpretations of his or her research in an honest, transparent and accurate manner so that other researchers can collaborate on the findings or be able to replicate them.
2. Authorship must be based solely on substantial intellectual contribution to the research. This includes significant contribution in initiating scientific idea, formulating conceptions, designing research, significant share in data acquisition, analysis and interpretation of data and in drafting the article or revising it critically for intellectual content.
3. Acquisition of funding, provision of technical assistance or materials, collection of data, general supervision of the research group by themselves do not justify authorship. All authors are fully responsible for the content of publication, unless it is specified that they are responsible only for a specific part of the study within their speciality. When listing authors and their affiliations, it is appropriate to mention what was the nature of their contribution to the research.
4. Sequence of authors should be consistent with the existing customs in a given scientific discipline and agreed by all, ideally at the start of the project.
5. Intellectual contributions of others that have influenced the reported research should be appropriately acknowledged.
6. Financial or other types of support for research should be properly mentioned and acknowledged.
7. Publication of the same (or substantial parts of the same) work in different journals is acceptable only with the consent of the editors of the journal and where proper reference is made with respect to the first publication.

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Peer review and assessment-

1. Reviewers should not agree to peer review any research, scientific achievements or research concepts of other scientists, when the research falls outside their areas of expertise.
2. Reviewers involved in the review process with regard to research projects, publications, scientific achievements, applications for faculty positions in scientific institutions and other forms of recognition, should withdraw from involvement in the review process, if there is any conflict of interest between them and evaluated individuals.
3. Reviewers should provide accurate, objective, substantiated and justifiable assessments.
4. Reviewers should maintain confidentiality until the manuscript is published.
5. Reviewers and editors shall not make any use of the data or ideas presented in submitted manuscripts without the author's permission.

CODE OF CONDUCT FOR HOSPITAL PATIENTS

- As this is an educational institution, patients are being treated by students/ interns/ post graduate students under the direct supervision of trained faculty.
- Treatment is provided on appointment basis. This is at discretion of the individual department.
- Misbehaviour with staff/ students will attract non treatment in the institute.

CODE OF ETHICS FOR VISITORS

- THE VISITORS/PATIENTS SHOULD ABIDE BY THE RULES OF THE INSTITUTION AND THE HOSPITAL.
- THE VISITORS/PATIENTS SHOULD PARK THEIR VEHICLES IN THE DESIGNATED PLACES.
- THE VISITORS/PATIENTS SHOULD NOT CONSUME ALOCHOL OR CIGARETTE IN THE CAMPUS OF THE INSTITUTION.
- THE VISITORS/PATIENTS SHOULD NOT LITTER IN THE CAMPUS.
- THE VISITORS/PATIENTS SHOULD NOT CONSUME FOOD IN THE CAMPUS PREMISES OTHER THAN IN THE CANTEEN.
- THE VISITORS/PATIENTS SHOULD NOT SPIT IN THE CAMPUS PREMISES.
- THE VISITORS/PATIENTS SHOULD NOT CONSUME TOBACCO IN THE CAMPUS PREMISES.
- THE VISITORS/PATIENTS SHOULD MAINTAIN SOCIAL DISTANCING IN THE CAMPUS.
- THE VISITORS/PATIENTS SHOULD WEAR MASKS IN THE CAMPUS PREMISES.
- THE VISITORS/PATIENTS SHOULD USE SANITIZER AT ALL THE PLACES PROVIDED IN THE CAMPUS PREMISES.
- THE VISITORS/PATIENTS SHOULD BE SEATED IN THE DESIGNATED WAITING AREAS OF THE HOSPITAL.
- THE VISITORS/PATIENTS SHOULD MAINTAIN THE DIGNITY AND SILENCE FOR THE SMOOTH FUNCTIONING OF THE HOSPITAL.
- THE VISITORS/PATIENTS IF HAVING GRIEVANCES SHOULD REPORT TO THE PRINCIPAL.