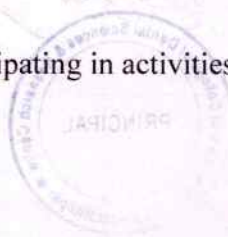


## CODE OF CONDUCT FOR STUDENTS

- 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.
  - 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.
- 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.





- 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 Committee :**

#### Important Contact Person:-

<b>Important Contact Person:</b> Dr. Anupam Chouksey	- 9303132147
Dr. Prashant P. Jaju	- 9752093011
<b>Dean:</b> Dr. G. S. Chandu	- 9630441061
<b>Rectors:</b> Mr. Sachin Shrivastava	- 9826957627
Mrs. Sonali Vishwakarma	-9993887614
Mrs. Rakshi Shrivastava	- 9826957627
Dr. Sudev C S	- 8921468462
<b>Protectors:</b> Dr. Prashant P. Jaju	- 9752093011
<b>Hostel Warden Boy Hostel:</b> Mr. Sachin Shrivastava	- 9826957627
Dr. Sudev C S	- 8921468462
<b>Girls Hostel Warden:</b> Mrs. Sonali Vishwakarma	-9993887614



Mrs. Rakshi Shrivastava - 9826957627  
**Mess In-charge:** Mr. Laxman Rajput - 9406534047  
**Library In-charge:** Mr. Sachin Shrivastava -9826957627  
**Pg In charge: Boys:** Dr. Abhishek Kawadkar - 8827491247  
**Girls:** Dr. Arpana Bansal -9981505756  
**Rest Room In-Charge:** Mr. Preetam Rajput -9977758788

**Details of local Police / civil administration/ hospital**

**TI (Gandhi Nagar):** Mr. Arun Sharma - 9479990643  
**Suditi hospital:** 0755-266662  
**Ambulance:** 108, 09617710214

**Details of security officers & Security guards:**

Mr. Singhraj Singh Mishra (Gunman) - 9826963920  
Mr. Budha Sing (Gunman) -7047618184  
Mr. Deepak - 7247032167  
Mr. Vikash - 9770963847  
Mr. Suresh - 7828032135  
Mr. Pushpendra - 8839309908  
Mr. Narendra Sen - 9399461458  
Mr. Ramesh Meena - 6269182566  
Mr. Amrat - 7617212640  
Mr. Ram Singh Meena -7354595848

**Details of emergency response system:**

Dr. Anupam Chouksey - 9303132147  
Dr. Prashant P. Jaju - 9752093011  
Dr. G. S. Chandu - 9630441061  
Mr. Sachin Shrivastava - 9826957627  
Mr. Preetam Rajpoot - 9977758788

**Details of Bus In charge:** Mohd. ILiyaz Khan -9893467273

**Details of Parking In-charge:** Mr. Preetam Rajput -9977758788





	Mr. Singhraj Singh Mishra	- 9826963920
<b>Details of women cells:</b>	Dr. Arpana Bansal	- 9981505756
	Dr. Ambika Shrivastava	- 9977466626
	Dr. Ankita Vastani	- 9993508485
	Dr. Babita Niranjana	- 9893079353
<b>Dealing with SCs, STs, OBCs, Minorities &amp; Transgender:</b>	Mr. Sandeep Malviya	- 9827224620

### 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.



## CODE OF CONDUCT FOR TEACHERS AND ACADEMIC STAFF

### **DISCIPLINE:**

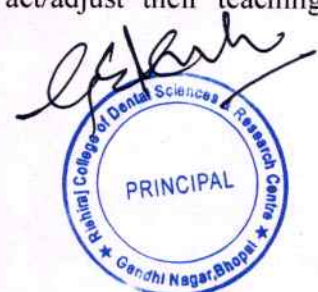
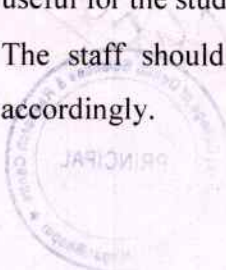
- The faculty members should report to the college at least 10 minutes before the commencement of the college timings.
- The work plan of the teaching staff must ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

### **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.





- Leave applications should be submitted to the concerned authorities at least 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.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student.
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a student by other 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.



## 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.

## 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 conform 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.





- 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.

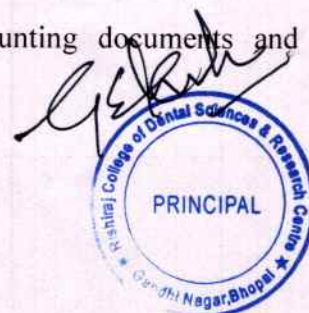
### **CODE OF CONDUCT FOR SUPPORTING STAFF**

#### **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.
- 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.
- Perpetuating high standards in science is of crucial importance.







**RISHIRAJ COLLEGE OF DENTAL SCIENCES  
AND RESEARCH CENTRE, BHOPAL**



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**Bhopal, MP, India**

**Gandhi Nagar, Bhopal, 462036,**

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**RISHIRAJ COLLEGE OF DENTAL SCIENCES  
AND RESEARCH CENTRE, BHOPAL**



**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 alcohol 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.



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**Bhopal, MP, India**

**Gandhi Nagar, Bhopal, 462036,**

**Lat 23.304590, Long 77.341954**

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