



**CHHTRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
DENTAL COLLEGE AND HOSPITAL, KANCHANWADI,  
PAITHAN ROAD, AURANGABAD, INDIA.**



**HAND BOOK FOR CODE OF CONDUCT**

**INTERNAL QUALITY AND ASSURANCE CELL (IQAC)**

**CHHTRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
DENTAL COLLEGE AND HOSPITAL, KANCHANWADI,  
AURANGABAD, INDIA.**

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## CODE OF CONDUCT FOR DEAN

- a. Conduct Himself/herself with transparency, fairness, Honesty, highest degree of ethics and decision making that is in the best interest of the college.
- b. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- c. Adhere to responsible pattern of conduct and demeanor expected of them by the community.
- d. Provide inspirational and motivational value based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- e. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- f. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.
- g. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- h. Manage their private affairs in a manner consistent with the dignity of the profession.
- i. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- j. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

  
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## CODE OF CONDUCT FOR TEACHING FACULTY.

### Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large, therefore every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which has already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

### **Teacher should:**

1. Adhere to responsible pattern of conduct and demeanor expected of them by the community.
2. Perform their duties in the form of teaching, tutorials, practical's, seminars and research work consciously and with dedication.
3. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
4. Manage their private affairs in a manner consistent with the dignity of the profession.
5. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
6. Seek to make professional growth continuous through study and research
7. Maintain active membership of professional organization and strive to improve education and profession through them.
8. Manage their private affairs in a manner consistent with the dignity of the profession.

  
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9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation
10. Abide by the act statue and ordinance of the university and to respect its ideals, vision, mission, cultural practices and tradition
11. Participate in extension, co-curricular and extracurricular activities, including the community service.

## **II Teachers and students**

### **Teachers should:**

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Encourage students to improve their attainments develop their personalities and at same time contribute to community welfare.
3. Pay attention to only the attainment of the student in the assessment of merit
4. Aids students to develop an understanding of our national heritage and national goals
5. Inculcate among students scientific temper, spirit of enquiry and ideals of democracy, Patriotism, social justice, environmental justice and peace.
6. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
7. Treat the students with dignity and not behave in a vindictive manner towards any of them for any behaviour.

  
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8. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
9. Deal justly and impartially with students regardless of their religion, cast, gender, political, economic, social and physical characteristics.
10. Refrain from inciting students against other students, colleagues or administration.

### **III TEACHERS AND COLLEAGUES**

#### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
3. Speak respectfully of other teachers and render assistance for professional betterment.
4. Refrain from making unsubstantiated allegations against colleagues to higher authorities.

### **IV TEACHERS AND AUTHORITIES**

#### **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
2. Co-operate through the organizations in the formulation of policies of the other institutions and accept offices

  
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3. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
4. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
5. Adhere to the terms of contract
6. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
7. Give and expect due notice before a change of position takes place and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **V. TEACHERS AND NON-TEACHING STAFF**

### **Teachers should:**

1. Treat the nonteaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in functioning of joint-staff councils covering both the teaching and non-teaching staff.


## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

Try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

  
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## VII. TEACHERS AND SOCIETY

### **Teachers should:**

1. Perform the duties of citizenship participate in community activities and shoulder responsibilities of public offices.
2. Beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
3. Work to improve education in the community and strengthen the community's moral and intellectual life.
4. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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## CODE OF CONDUCT FOR SUPPORTING STAFF

### ADMINISTRATIVE STAFF

- The administrative shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and seek training in those areas where they are not equipped to meet the priorities of the college make the reasonable efforts to actively engage in learning and in personal and professional Development to continually improve skills and knowledge relevant to the role and area of expertise and for personal growth.
- The administrative staff will cooperate with other members in extending public knowledge and appreciation of the profession and its achievements and will strive to protect it from misrepresentation and misunderstanding.
- The administrative staff will behave in a way that upholds the mission both as individuals and representatives of the college and be committed, respectful and honest, courage and maintains sustainability.
- The administrative staff are required to show consideration for the work place and property of the college and others and behave in the ways that uphold the mission, values, reputation and name of the college.
- The Administrative staff should not engage in unlawful behaviour.
- The Administrative staff shall admit and take responsibility for the mistakes or the involvement in situations that result in unfavourable outcome and work to rectify as quickly as possible.
- The Administrative staff shall work for sustainability and protection of environment more broadly use the resources of college as efficiently and effectively as possible and to avoid waste.
- The Administrative staff's confidential report of the department should be a part of personal file of that employee and should be kept confidential by staff members working with this department.

  
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- The Administrative staff shall provide constructive and accurate comments and feedback to students, staff and other members of the college Community.
- The Administrative staffs are expected to demonstrate courtesy and respect in all dealings with students, academic employee and support staff.
- The Administrative staff must consider the promotion and preservation of the safety and welfare of the students and other staff to be the paramount duty.
- The Administrative staff should respect the confidentiality and privacy of students, other staff.
- The Administrative staff should be accountable in all work and should work with authenticity, sincerity and truthfulness, perform duties diligently, ethically and consciously and in accordance with reasonable and lawful supervisory directions and comply with college policies and procedures.
- The Administrative staff actively participate and contribute to the workplace to foster productivity and equity in workload and a positive inclusive workplace culture.
- The Administrative staff should take additional responsibilities if required as assigned by principal.
- The Administrative staff use all forms of social media platforms and online activities belonging to or connected with the university in a responsible and appropriate manner, and will not bring the college into dispute through the personal use of social media.
- Establish and maintain cooperative and collegial relationships with other administrative staff members and shall avoid any false, malicious or indiscriminate injury to or criticism of the profession reputation or work of others.

  
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- The Administrative staff shall resist, and if necessary, report to the proper authorities' instances in the workplace of harassment for reason of sex, creed, race or age.
- The Administrative staff should avoid any misconduct involving alcohol or substances abuse or misuse, which would adversely affect the work performance.
- The Administrative staff should have fundamental concern for justice and equity and for the dignity of all human beings. They should value and celebrate difference and diversity and the ideas, contributions, choices and approaches of others. Behave and communicate in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully.
- The Administrative staff should be fully conversant with all aspects of the college policies and procedures and be prepared to implement them.
- The Administrative staff shall not accept outside employment or accept any form of compensation from outside sources which would impair the efficiency and effectiveness of administrative section.
- The Administrative staff strives to avoid conflicts of interest, communication and information either given in confidence or such that confidentiality is required to serve the best interest of immediate employer shall not be revealed by administrative staff.

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## INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

- Students should follow the academic calendar as per the instructions of the Head of the Department.
- Any type of damage to institute and campus property will be punishable.
- Student's first priority at college is to learn. Avoid distractions that interfere with or are counterintuitive to the mission.
- No person shall be invited to address or entertain the students of the college without the prior return permission of college authorities.
- Unauthorised entry of outsiders into campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or hostel.
- Disciplinary action will be initiated against students indulging into teasing, molestation, ragging, harassment, bully and untoward incidents.
- Students are supposed to follow strictly the basic rules and regulations of the institute while attending college during regular hours or during college sponsored activities.
- Students are prohibited from indulging in anti-institutional, antinational, antisocial, communal, immoral or political expression and activities within the campus and hostel.
- All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents, guardians of the students and with the return consent of the management.
- Any act of indiscipline or misbehaviour by the student will be punishable.
- It is mandatory to the students to use helmets while travelling. Without wearing helmets they will be restricted to enter college campus.
- Any case of criminal activity or violation of law and order in the college campus will be reported to the police.
- Students should park their vehicles in parking zone only, any student found breaking the rule will be punished.

  
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- To make the college campus and classrooms clean and free from plastic and litter. students shall only use the wastebins for disposing waste materials

### **5.1 HUMAN VALUES**

Be honest in all the academic activities and all the stakeholders of the institute

- Be attentive, fair and cooperative to your teachers and peers on various academics and non-academic activities.
- Believe in loving, sharing and caring.

### **5.2 I-CARD**

- Every student must carry with him/her college and campus I-Card everyday while attending lectures and appearing for various examinations. The student should take his/her identity card and library card for home lending, from the library at the beginning of the year.
- The student should carry identity card with him/her regularly and identity card should be produced when demanded by the authorised person of the institute.
- If student has lost library card or I-Card it should be reported immediately to the co-ordinator/HOD and the librarian with an application.

### **5.3 DRESS CODE**

- Student should wear grey trousers, white shirt, black shoes, white apron and surgical headcap as a symbol of professionalism, responsibility, duty, honour and compassion. Wearing jeans will not be allowed in the college hours.
- Students are expected to wear college uniform regularly.

  
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#### **5.4 Mobile Phone**

- Student should switch off their mobile phones while in the classroom, laboratory, clinics, and library as per notification.
- Mobiles are strictly prohibited during study time and clinical postings.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- Loss or theft of mobiles, modern means of communication, laptops and others belongings are at student's risk.

#### **5.5 ATTENDANCE**

- Student should be regular in attendance for all lectures & clinical postings during the day.
- Student should have atleast 75% attendance in the lectures of every subject 80% overall performance.
- If the student is found irregular in attendance disciplinary action will be taken.
- Absence due to health issues must be reported with medical certificate to the head and higher authorities of the institute.
- The student coming late shall not be allowed to enter the class.
- Punctuality is of utmost importance and the student entering late will not be permitted to class.
- The student must report about the sickness to their parent guardian/teacher/office/principal of the institute.
- On no account will student be allowed to remain absent for any Internal assessment examination conducted by the institute.
- The student should complete all the clinical record books, assignments.
- For Postgraduate students:

  
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- A postgraduate should work in the concerned department of the institution for the full period as a resident. And be regular throughout the three year course tenure.

### **5.6 Examination**

- During the academic year both for theory and practical two internal examination and prelim will be conducted.
- The internal assessment marks for a candidate in a subject will be calculated as the average of the marks obtained in the internal and preliminary examination.
- The student should secure atleast 50percent of the minimum marks for both theory and practical examination to be eligible to appear for Annual University examination.
- Candidate must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone and wrist watches are strictly prohibited in the exam hall during the examination.
- Candidate should not communicate, transfer and pass on any cheating/copy/writing material to one another in any manner during the examination.
- All candidates must carry their stationaries in transparent pouches.

### **5.7 RAGGING**

- As per supreme courts ruling of written petition (civil no656 of 1988) Ragging in any form is strictly prohibited the most stringent measures against anyone caught ragging shall include the below mentioned disciplinary actions.
- What constitutes Ragging??
- Ragging constitutes one or more of the following acts

  
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- Any conduct by student or students whether by words spoken or written or by any act that has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities 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 fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course bds and which has the effect of causing or generating sense of shame or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student.
- Any act by senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other 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 fresher or an/other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assault, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a person.
- Any act or abuse by spoken words, emails, internet social networks, posts, public insults which would also include deriving perverted pleasure, Vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self confidence of fresher or any.

The Punishment to be given in case of ragging Action to be taken against students indulging and abetting in ragging as per the directions of Hon'ble Supreme court of India Maharashtra act no Xxxiii of 1999, the Maharashtra prohibition of ragging act, 1999 (As modified up to the 29<sup>th</sup> August 2012)

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Cancellation of Admission and also debarred from taking admission in any institution in India.

Suspension from attending classes.

Withholding/Withdrawing scholarship /Fellowship and other benefits.

Debarring from appearing in any test/examination or other evaluation process.

Withholding results.

Debarred from representating the institution in any regional, national or international meet, tournament, youth festival etc.

Suspension/expulsion from the institution.

Collective punishment if larger numbers of students are involved in the act of ragging.

FIR with local police leading to imprisonment.

## 5.8 LIBRARY RULES

The main function of library is collection and preservation of knowledge and its dessimination to all.

Facilities our library has been designed keeping in mind rhe needs of both students and faculty.

There is separate section for Undergraduates, Postgraduates and the faculty.

Separate Room in the library is well Equipped with computer, webcam facilities to provide benefits of E-Journals, E-Library,E-Books to all the students, staff, faculty.

  
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**Attendance:** All library users after entering the library should enter the in time with the necessary details and while leaving should enter out time.

**Counter Facility:** While entering the library users should leave their personal belongings bags, Helmets etc at the counter.

**Decorum:** All library users should maintain silence in the library and should not disturb others .Mobile phones are strictly prohibited in the library.

Smoking, eating, chewing tobacco is strictly prohibited in the library.

Library users should not Deface, Mark, Cut, Mutilate or damage the reading material in any way Person doing so will be fined heavily ,apart from being asked to pay the cost of the damage. if users repeats the offence Membership will be terminated.

### **5.9 CODE OF CONDUCT FOR HOSTEL**

- 1) At the time of hostel admissions, students must take approval of hostel coordinator and principle of Concern College.
- 2) Ragging is utter misbehaviour. The student indulged in such act will be prosecuted as per the law in force including expel from the hostel and also the rules and regulation of concern college and university will be applicable.
- 3) A muster is kept in the office of the rector for recording attendance / Biometric attendance which will be signed by the hostel student daily at given time.
- 4) Gossiping in the staircase, corridors and in the premises of the hostel is strictly prohibited.
- 5) Mutual exchange of room / room partner by the student is not allowed.
- 6) Right to revise the schedule of rates for hostel fees is reserved with the management.

  
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- 7) Smoking Tobacco chewing and possessing alcoholic drinks, drugs, spitting, any weapon is strictly prohibited. External Food material, Packed food, cakes and cold drinks is not allowed in hostel premises.
- 8) Security of the belongings and valuable items of any kind in the room rest with the room owners. Management does not shoulder any responsibility for theft/losses of belongings from the room or the premises of the hostel.
- 9) The hostel students have to notify the name and address of one of their local guardians for help during emergencies with changes in contact number telephone / cell number, etc.
- 10) Use of electrical /electronic appliances i.e. Room heater, electric stove and tea maker gas stove, audio system, in the room are prohibited.
- 11) Rector and any employees authorized by the management and management representative (Female) have a right to enter in the rooms for inspection at any time.
- 12) Parents / Guests / Non Hostelites or Ex-students are not allowed for stay in the hostel.
- 13) Hostel has a mess facility that is compulsory.
- 14) Hostel fees once paid is not refundable during the year even if the room is vacated. Next year fees to be cleared at the end of the year i.e. before 31<sup>st</sup> May
- 15) All the material provided in the hostel room should be used very carefully , internal damages will be recovered from the hostellites.
- 16) Parents must visit their ward in a hostel at least twice in a year.
- 17) Submission of the leave application and procuring the gate-pass for moving out of the campus is compulsory. This must be approved by hostel

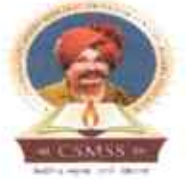
  
DEAN  
Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Dental College & Hospital  
Kanchanwadi, Aurangabad.



  
DIRECTOR  
Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Dental College & Hospital  
Kanchanwadi, Aurangabad.



CHHTRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
DENTAL COLLEGE AND HOSPITAL, KANCHANWADI,  
PAITHAN ROAD, AURANGABAD, INDIA.



coordinator and Principle. Any negligence in part of the above will have to submit the undertaking of the same.

18) On 1<sup>st</sup> June of every year, all students are requested to submit written application for Hostel continuation with the approval of Hostel Coordinator.

19) After completion of education, students must take approval of Hostel Coordinator and Principle of hostel cancelation.

20) Reporting late in the hostel i.e. after 09:00 p.m. Have to submit an undertaking. Three Undertakings of a Hostelite shall remain eligible to be debarred from the hostel.

21) Disobedience of order by the hostelite will invite severe punishment by the Rector and concerned authorities.

22) It is the responsibility of student to maintain discipline and strictly follow the above rules /Instructions. If these are not followed or violated by the student the Management has a right to take disciplinary action including expulsion from the hostel.

23) Electricity & water is very important and precious in our life. So it should be used very carefully and whenever it is necessary. Please switch off buttons when it is not required.

24) For emergency, In-house Medical Assistance is available wherein student has to pay only Medicine charges but for Hospitalisation Student charges will be applicable as per Hospital norms & should be borne by parents.

25) Parents are requested not to provide two-wheeler facility if provided CSMSS will not be responsible for it. In case, vehicles are provided parents

  
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are requested to provide Helmet, Driving license. Parking of vehicles at owner's risk.

26) Covid-19 Pandemic Protocols taking Vaccinations, Wearing Mask, Regular Washing of Hands Facial and Personal Hygiene and maintaining social distancing. Also, to follow guidelines issued by Local Authority, State Govt. and Central Government.

**Other Rules:**

- 1) Every student should bring two sets of Bed Sheets Pillow Covers and Blankets it is the duty of every student to change it regularly and clean it regularly.
- 2) Students are requested to keep minimum books study materials and Clothes which are required. This precaution is to avoid fire incidences.
- 3) Cleaning and mopping of the room is everybody's responsibility. It should be done by rotation.

**DEAN**

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