



**EDUCARE
INSTITUTE OF
DENTAL SCIENCES**

Kiliyamannil Campus, Chattiparamba, Malappuram - 676 504
Tel: 0483 2705602 / 2705603 / 2708353/ Fax: 0483 2706707
E-mail: admin@educareinstitute.in website: www.educareinstitute.in
An ISO 9001:2015 certified institution

CODE OF CONDUCT POLICY

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PREPARED BY	VERIFIED BY	APPROVED BY
		
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CODE OF CONDUCT – STUDENTS, TEACHERS, STAFFS & VISITORS

CODE OF CONDUCT - STUDENTS

The Educare Institute of Dental Sciences is in the continuous process of refinement and has set high standards for all curricular and extra-curricular activities. The college desires that all the students of this institution use all the academic resources available and excel in their professional and personal life. Our college is affiliated to Kerala University of Health Sciences and has the approval by medical council of India.

The Rules and Regulations are applicable to all the students getting admitted to the College and the document is displayed in the college website which is in a downloadable and printable format and a hard copy will be kept in the college office.

WORKING HOURS:

College working hours 8:00 am – 4:00 pm (may not be applicable to clinical postings)

- Class timings are to be strictly adhered to and students are not permitted to enter or leave the class without the permission of the faculty. Late-comers are not entitled for attendance to the particular session.
- Written permission from the HOD/ Principal is required for student to leave the campus during class hours, whatever be the reason.

COLLEGE AUTHORITY

The Principal is the ultimate 'Authority' of the college regarding discipline or any other matter, and any decision/ action taken by the said Authority shall be final and binding.





IDENTITY CARD:

On joining, each student will be issued an identity card. When inside the campus, it is mandatory for the student to carry the identity card when inside the campus.

RULES AND REGULATIONS AT EDUCARE INSTITUTE OF DENTAL SCIENCES

- All students at this institution are required to wear neatly pressed clean uniforms.
- All students are required to wear a tidy apron and should wear valid ID Card while they are working.
- Male students must be well groomed and well presented.
- Formal shoes are required. During working hours, sandals, sports shoes, slippers are not permitted.
- Female students should properly tie up their hair.
- Students are expected to take good care of college property, and any damage will be handled seriously and paid for by the students.
- No political or other movements are allowed on campus.
- Students are not allowed to participate in any racial or antisocial activity on campus, if they do severe disciplinary actions will be taken.
- There are separate hostels in the campus for boys and girls, and individuals who reside in the hostel are required to abide by the hostel rules.

Academic Rules and Regulations

The overall behaviour of every student must be decent. The authorities will assess every student's behaviour and academic performance on a regular basis, and any violations will be sternly prosecuted. According to the gravity of the offense, proper course of action will be taken, which may include preventing the offender from taking the university exam or ejecting them from the hostel or institution.

Dental Council of India (DCI) and Kerala University of Health Sciences (KUHS) norms are carefully followed by Educare dental college from time to time.

The following requirements must be met in order to be eligible to take the university examinations for BDS.





1. Attendance requirements are 75% in theory and 80% in practical or clinical for eligibility to appear for the examinations in the subjects. In subjects that are taught in more than one phase – The learner must have 75% attendance in theory and 80% in practical in each phase of instruction in that subject.
2. If an examination comprises of more than one subject, the candidate must have 75% attendance in each subject and 80% attendance in each clinical posting.
3. Regular periodic examinations shall be conducted throughout the course. There shall be no less than three internal assessment examinations in each preclinical/para clinical subjects and no less than two examinations in each clinical subject in a professional year. an end of posting clinical assessment shall be conducted each professional year.
4. When subjects are taught in more than one phase the internal assessment will be done in each phase and must contribute proportionately to the final assessment.
5. Day to day records and log books should be given importance in internal assessment. Internal assessment will be based on competencies and skills.
6. The final internal assessment in a broad clinical speciality shall comprise of marks from all the consultant specialities. The proportion of the marks for each constituent speciality shall be determined by the time of instruction allotted to each.
7. Learners must secure at least 50% marks of total marks (combined in theory and practical/clinical; not less than 40% marks in theory and practical separately) assigned for internal assessment in a particular subject in order to be eligible for appearing at the final university examination of the subject. Internal assessment marks will reflect as separate head of passing at the summative examination.
8. Those with attendance levels less than required will be strongly prohibited from taking the exam.
9. If any candidate fails in an exam, then he/she will have to appear for the exam for the failed subjects as per the university guidelines and time schedule.
10. Students must pay the exam fee and all other fees without fail for the extended course period.
11. Once tuition fees have been paid to the college, there will never be a refund.
12. For post graduate students the guidelines and eligibility are set as per KUHS and DCI rules, from time to time.





The number of attempts a student can take for clearing each term and the entire course are set according to DCI guidelines.

- The department protocol established in accordance with KUHS and DCI norms will be followed while conducting the internal assessment marks following an evaluation of the grades and attendance.
- It will be the responsibility of the students to review their internal evaluation results and attendance information posted on the notice board. Any disparity in attendance or grades must be brought to the concerned HOD's attention right away. Once the attendance and grades have been reported to the university, they cannot be changed or modified.
- Payment of college fees must be made by the due date specified by the management in an appropriate notification.
- Once paid, tuition and other fees are non-refundable.
- After completing the course and obtaining a no-dues certificate from each department and library, the caution deposit may be refunded. When requesting a return of their caution deposit, students must present the original receipt.
- The academic monitoring software will record each class daily attendance and if a student's attendance is irregular, the parent may be notified.
- Under normal circumstances, taking part in co-curricular or extra-curricular activities on or off the campus during working hours/days without permission from the Principal is regarded as missing classes. However, the aforementioned absence may be executed upon submission of a copy of the participation certificate or letter.
- Any absence lasting longer than three days due to medical condition must be supported by the submission of a medical certificate. Within two days of the student returning to regular classes, student should produce the same.





POLICY AGAINST RAGGING

Ragging is not tolerated at Educare Institute of Dental Sciences, and violators will have to face severe consequences. An 8-member committee against ragging has been established by the college comprising of teachers and staff. The anti-ragging committee will look into any reported or observed crime and take appropriate corrective action. The Principal will get the report for further action. The personnel will rotate often, and the anti-ragging committee will perform many surprise visits to the first-year hostel. Any form of ragging, including verbal or physical abuse, is strictly prohibited. Anyone found to have violated the rules will be expelled from the college and will have to face legal consequences. If unfortunately, any student faces any kind of ragging, the incidence has to be drawn to the notice of the anti-ragging committee and strict action will be taken against the offender.

KERALA PROHIBITION OF RAGGING ACT 1998

- According to Kerala Prohibition of Ragging Act (1998): "Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any, educational institution and includes
 1. Teasing, abusing of, playing practical jokes on or causing hurt to such student
 2. Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.
- Ragging within or outside educational institution is prohibited.
- *Law states – Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside, any educational institution, shall on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.*
- Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution, the head of that educational institution shall, without prejudice to the forgoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the





complaint to the police station having jurisdiction over the area in which educational institution is situated for further action.

- o Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he/she shall intimate the fact, in writing, to the complainant.
- o Copy of the prohibition of Ragging act 1998 will be available in the institution for reference.
- o The applicants as well as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the Act in the application form.

USE OF DRUGS, ALCOHOL AND SMOKING IS PROHIBITED

It is totally forbidden to smoke, drink, use, distribute, or be in possession of any illegal drugs, alcohol, or other psychotropic substances on college property or while participating in college-related activities.

Violations of the aforementioned rules shall be dealt with severely. The student will be subject to severe disciplinary measures, reported to the local police, and dealt with in court later.

USAGE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES

- Use of mobile phones is not permitted in academic buildings or in classrooms, and violators will face harsh disciplinary actions.
- The college administration will maintain custody of the cell phone, will only be returned after disciplinary actions.
- Principa/HOD can make a surprise inspection visit to any classroom at any time.
- If cell phones or other electronic devices are discovered during a test, the student will be subjected to immediate repercussions and a thorough investigation will be done for necessary measures.





USE OF SOCIAL MEDIA IN A CONSCIOUS MANNER

- In general, students are asked to utilize social media platforms like Facebook, WhatsApp, and other ones properly and refrain from making any offensive or provocative comments.
- Anyone who publishes or forwards hate speech based on their caste, creed, religion, sex, or gender identity on social media or the internet will face harsh disciplinary action.
- Without the approval of the College Administration, students may not use the College's logo or image in any posts they make online or in other communications.

THE RESPONSIBILITIES OF STUDENTS

- All safety precautions must be observed by students during pre-clinical and clinical laboratory practice.
- Any physical problems or issues brought on by the student's negligence are not the management's fault.
- Campus politics are not entertained as the college prioritizes professional learning, allowing students to focus more on their studies.
- If any damage to the lab equipment or college property is found to be caused by the student's negligence by the authority, the student will have to take responsibility and replace the damaged item.
- Events or programs sponsored by outside organizations are not permitted inside or outside the campus without prior consent.
- If necessary, students must tell the Principal and Management and obtain permission from them before inviting the police or the media to the campus on their own.
- Fund raising for the College's official programs must be done in a transparent manner and with sufficient oversight through proper channel, after approval from authorities.
- Every student who owns a car and parks it on campus is required to register the vehicle information with the college administration.
- It is not permitted to park a vehicle in a restricted area; only the designated parking space may be used.
- Students can use the college's grievance cell, and the authority will address any legitimate complaints.





- Before meeting any staff members or students on the college campus, visitors who are friends or relatives of any student must obtain prior approval from the Principal by providing a valid form of identification.
- Any act of disrespect towards a staff member that affects the college's discipline will be dealt with severely, and in extreme cases, the student may be expelled from the institution.
- Students can use the college's grievance cell, and the authority will address any legitimate complaints.
- The college firmly opposes discrimination based on cast, creed, or colour, class, religion, etc. Any such behaviour that is discovered will be dealt with harshly, and the offending student will face disciplinary action.
- Students who choose to withdraw from college in the middle of the course for whatever reason will only be issued a TC (Transfer Certificate) and any other Certificates upon full payment of all tuition owed for the remainder of the term and upon satisfaction of all other college obligations.

LIBRARY RULES

Students are allowed to borrow/ refer books subject to the following rules of the library.

WORKING HOURS

Monday to Saturday - 8:00 am to 7:00 pm

MEMBERSHIP IN THE LIBRARY AND THE BOOK LENDING PROCESS

- The student must fill the library Google form after scanning the library QR code for enrolment.
- Each student will receive a non-transferable membership card in due time, which serves both as an entry card as well as a borrower card.
- Student is allowed for two books to be checked out at a single time, and the member is accountable for it. Borrowed books are to be brought back and renewed every 10 days. If the card is lost or damaged, it must be reported to the librarian. After the payment of the fine, a duplicate card will be given in those circumstances.





- It is possible to borrow one overnight reference book, which must be returned the very next day morning. Failure to do so will result in an overcharge for each day of delay.
- Strict silence must be maintained in the library, reading room and the courtyard leading to the library.
- Personal items such as bags, books, aprons, mobile phones, umbrellas, and other items are not permitted within the library. They can use property counter for keeping the same.
- In order to receive a "No Dues Certificate" from the library, the borrower must return/renew all the books they have checked out, pay any late fines, and on completion of the course, should surrender their membership card to the librarian.

ACCOMMODATION IN HOSTEL

- Hostel facility is provided for legitimate students only, Chief Warden will assign rooms and the hostel shall be under the immediate supervision of the Chief Warden, the Residential Wardens, and the Principal.
- There are separate hostels for male and female students.
- The provision of hostel facility shall be assumed to have ended at the conclusion of each academic year, and students who choose to remain in the same room, must apply for admission again each year.

RULES

- Only the designated pupils are permitted to remain in the room, and any infraction will be dealt with harshly.
- Prior payment of the room rent and caution deposit is required for hostel admittance.
- The security of the valuables in the room is not the responsibility of the hostel administration.
- Before leaving the hostel for personal reasons, every inmate must obtain permission from the staff member in charge in writing.
- After admission, no student may leave hostel without Chief Warden's prior approval.
- Hostel possessions must be carefully maintained and if any damage is found, the student is fully responsible and corrective action will be taken.





- Students are not allowed to utilize any extra electrical devices in their rooms without the Chief Warden's prior approval.
- Any student who, within six months after admission, requests to leave the hostel without a good cause forfeits the full caution deposit.
- Adhere carefully to the hostel schedule and check into your respective rooms before the specified time. To enter the hostel after the designated time, prior approval from the warden is required.
- Students who wish to use the library will be allowed to do so until 7 pm, and the librarian must certify this.
- Visitors must wait in the designated visitor's area supplied by the hostel since they are not permitted inside the hostel rooms.
- No food will be provided in the rooms, and students are not permitted to bring food outside of the dining hall.
- Restrictions are for security reasons, and all students are kindly asked to abide by them for their own benefit. Guests are not permitted to eat in the hostel.

ATTENTION PARENTS AND GUARDIANS

It is important to realize that the aforementioned rules and guidelines are in place to ensure the smooth operation of the college and that students develop values that will enable them to contribute positively to society. As a result, parents and guardians are asked to work with the management by making sure that their children attend class regularly, pay attention to their academics, and maintain discipline both within and outside of the college. Parents and guardians are expected to be personally invested in the development of their children.

CHANGES, THEIR APPLICABILITY, AND THEIR INTERPRETATION

- The management retains the right to change, revoke, alter, or amend any of the aforementioned rules and laws.
- The rules and guidelines established by the various departments as well as other institutions/committees, including the college library, dormitories, bus facility, central computer centre, examination malpractice prevention committee, cultural committee,





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physical education committee, etc. are legally binding and relevant in the given situation.

- In addition to the rules and regulations established by the college, students are also subject to the applicable rules and regulations published by the university and different regulatory agencies of the central state government.
- The Principal will have the last say in how to appropriately apply the Rules and Regulations in the best interest of the institution and any interpretation given shall be binding.





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CODE OF CONDUCT - TEACHERS

Aiming at quality as output, Educare Institute of Dental Sciences is setting high standards in teaching and patient care and experts the staff to inculcate good qualities and commitments to attain this. The college has formulated a code of conduct for all staff to insist the value of respect, professionalism, dedication, unity, empathy, and diversity. Teachers are instructed to follow the code of conduct and provide a conducive environment for the academic, co-curricular and extracurricular activities. Most of the teachers are treating doctors also. Employees are the backbone of our institution and expects 100% commitments from all the teaching staffs.

We set Code of Conduct for all teachers mainly to make sure that everyone follow and practice set values, for the bright future of our institution.

COMMITMENTS UNDER THE CODE:

- Unity and mutual respect among teachers are a very essential part of a healthy and peaceful college environment. When mutual respect combines with professionalism, it gives the best results.
- Discrimination, violence and disrespectful behaviour from any teaching staff cannot be entertained in our institution. A teacher must be a person who treat their students equally well and should not allow any external or internal influence to affect your duties. He/ She should not fall prey to internal politics and prejudice about students and their colleagues.





CODE OF CONDUCT FOR PRINCIPAL

Principal is the highest authority of the institution. He/ She has to ensure that the college functions according to the guideline set by the management, University and DCI. Principal should be the bridge between the management and staff and students of the institution and is responsible for monitoring the function.

Responsibilities:

1. Maintain standards of highest quality of personal and professional conduct and to ensure it for others.
2. Take necessary action to maintain discipline in the institute as and when required.
3. Formation and monitoring various committees necessary for the development and proper functioning of the institute.
4. Strictly adhere to and implement all university guidelines and regulations, as well as DCI and Govt. directives from time to time.
5. Encourage faculty members to attend and conduct seminars/ workshops/ conference.
6. Encourage faculty members to author textbooks and publish research paper in reputed National and International Journals.
7. Provide leadership, direction and coordination within the institute, as a role model.
8. Convene meetings with teachers and non-teaching staffs and students to ensure smooth functioning and conduct of various academic and non-academic activities.
9. Ensure implementation of Institutional policies for the staff and students.
10. Maintain confidentiality of concerned reports.
11. Submission of an annual report on the progress achieved in different developmental and collaborative programs.
12. Taking care of welfare of the students and staff.

CODE OF CONDUCT FOR TEACHING STAFF:

1. Be regular and strictly adhere to college timings. Daily attendance will be monitored by verifying the biometric punch register and signature in the office/ department attendance register.





2. Teaching staff must wear decent and neat attire while coming to college to uphold professional dignity.
3. Leave of any nature must be informed to the Head of the Department/ Principal and taken accordingly.
4. Utilize working time fruitfully for official purpose and curricular activities and to refrain from chitchats and gossiping.
5. Provide a conducive environment for gender equality and must treat women staff with due respect professionally.
6. Avoid travelling outside for private needs during duty hours.
7. Have self-belief and positive attitude towards academic activities.
8. Keep all teaching schedules and activities updated.
9. All correspondence must be done through HOD/ Principal.
10. Be impartial in decision pertaining to the students and fellow staff.
11. Encourage students for the academic achievements and excellence and mould them as a better human being.
12. Be courteous towards fellow staff, non-teaching staff, students and parents.
13. Active involvement in academic, co-curricular and extracurricular activities.
14. Newly appointed staff will be monitored during the probation period (first 3 months from joining) for their performance, attitude and behaviour. Staff who has satisfactorily completed his/ her probation period will be considered for permanent appointment by the employer.
15. Initial salary of the staff is fixed and consequent revision also will be done accordingly after assessing the overall performance thoroughly.
16. Monitoring through mentor system and appropriate care to academically weak students is a responsibility of the teacher.
17. Ethical practice: Maintain patient details confidentially.
18. An employee desirous of leaving the service of the institution should give resignation letter 3 month prior to the proposed date, or shall pay back, to the management, 3 months' salary if without notice period.





19. Case of any breach in code of conduct or discrimination by fellow staff, is to be reported to the management. The identity of the staff that reports will be kept confidential and strict action will be taken against the person who violates the rule.

CODE OF CONDUCT FOR ADMINISTRATIVE/NON-TEACHING STAFF

Educare Institute of Dental Sciences has formulated code of conduct for all administrative staff in this organization. It is a comprehensive document on guidelines regarding socially and institutionally acceptable behaviour, which all the administrative staff should adhere to, on a day to day basis so that the institution functions in a smooth and coordinated manner.

1. Strictly adhere to duty timings, including punching in and out.
2. Maintenance of discipline in the institution.
3. Devote 100% of duty time and resources for the benefit, integrity and fame of the institution.
4. Every other employee, regardless of his or her role, should be treated with dignity and respect.
5. Approach duty with utmost professionalism and maintain a dignified dressing befitting the institute.
6. Taking care of welfare of the students and all other staffs.
7. Must uphold high standards of conduct at all times, never lose temper, and act in a calm, courteous manner.
8. Do not engage in gossips, loud talking, or any other disruptive behaviour which tends to create disharmony among the staffs or in the society.
9. Uniforms and supplies are to be worn during duty hours only.
10. Employees must diligently carry out their duties under the guidance of their immediate superiors and must obey and follow all written and oral orders and directives given by the superiors from time to time.
11. Employees should abstain from substance abuse in any form. It will be considered as a serious offense.





12. Serious misconduct is described as insubordination and/or deliberate defiance to superior's orders.
13. Employees working on shift basis should not vacate the place without handing over duty to the next person.
14. Employees must follow the directives posted on the bulletin boards or as notice/circular by their superiors or department heads from time to time.
15. Employees are expected to accept additional or different work, usually falling under the category of employment allocated to them by the employer or Principal, Head of the Department, or Superiors, in addition to the key routine work allotted to the specific post held by them.
16. Any untoward happening or emergency that occurs inside the Institution during or outside the duty hours must be promptly notified to their respective superiors or to the management.
17. Every employee is required to take proper care of the Institution's property, supplies, tools and equipment and workplace.
18. Employees who are asked to wear Personal Protective Safety Equipment (PPE) or other protective measures when on the job must do so without fail.
19. Employees should follow official working hours and only take time off with prior approval.
20. Women workers must be treated with dignity, decency, modesty, and professionalism.
21. Employees must ensure the data security of the institution's infrastructure and proper internet use.
22. Should accept and promote diversity, encouraging an appropriate mix of people from various ethnic, educational, social and professional backgrounds, for collaborative and healthy work environment.
23. No discrimination related to religion, caste, social, educational, and economy status will be entertained.
24. Every employee has a duty to protect and preserve the absolute confidentiality of information that he or she learns or acquire by performing his/her job.
25. Should take an active role in training and faculty development programs.





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26. Shall strictly adhere to all university acts, laws, ordinance, guidelines and regulations as well as DCI and Govt. directives.

CODE OF CONDUCT FOR VISITORS

Code of conduct for visitors and guests is designed to promote and preserve a safe environment for all who visits the Educare campus and to the staff and students in the campus. The college strictly urges all the visitors to adhere to the rules and reserves the right to take legal action against visitors and guests for misconduct.

1. Smoking, alcohol consumption and substance abuse are strictly forbidden in and around campus.
2. Do not litter in the college premises.
3. Not to engage in activities that could disrupt the harmonious functioning of the institute.
4. All visitors must show up at reception upon arrival.
5. The visitor card must be filled in immediately following the report at reception.
6. Parents and guests are only approved to meet the Chairman/ Principal after making an appointment with the office.
7. Permission has to be obtained from office for meeting faculties.
8. Anyone who damages property on the premises of the college is liable to penalties.

