



SREE ANJANEYA INSTITUTE OF DENTAL SCIENCES

RUN BY SREE ANJANEYA MEDICAL TRUST

ALABAR MEDICAL COLLEGE CAMPUS, ULLIYERI, KOZHIKODE- 673 323

E- mail: office@said.edu.in website: www.said.edu.in

Ph: 0496 2701802 mob: +91 9544 393 383

7.1.9: Code of conduct handbook exists for students, teachers and academic and administrativestaff including the Dean / Principal /Officials and support staff.

- 1. The Code of conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the code of conduct**
- 3. Institution organizes professional ethics programs for students, teachers and the academicand administrative staff**
- 4. Annual awareness programs on the code of conduct are organized**

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CERTIFICATE OF THE HEAD OF INSTITUTION



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DR . GOPINATH PV
PRINCIPAL

TO WHOMSOEVER IT MAY **CONCERN**

This is to certify that, our Institution have Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean / Principal /Officials and support staff.

1. The Code of conduct is displayed on the website
2. There is a committee to monitor adherence to the code of conduct
3. Institution organizes professional ethics programs for students, teachers and the academic and administrative staff
4. Annual awareness programs on the code of conduct are organized




PRINCIPAL

Dr. GOPINATH P. V. MDS
Principal
SREE ANJANEYA INSTITUTE OF DENTAL SCIENCES
Malabar Medical College Campus
Ulliyeri, Kozhikode - 673323



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**COMMITTEE COMPOSITION NUMBER OF PROGRAMS
ORGANIZED**



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COMMITTEE COMPOSITION



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COMMITTEE FOR ADHERENCE OF CODE OF CONDUCT

I am herewith reconstituting the Code of Conduct Committee with the following members. The Roles & Responsibilities of the committee are enclosed.

1. DR GOPINATH (PRINCIPAL)
2. DR ARUN TOM (VICE PRINCIPAL)
3. DR. SAMEER P (VICE PRINCIPAL)
4. DR THEJAS
5. DR TOJAN CHACKO
6. DR JOSE JACOB
7. DR RAJU SUNNY
8. DR DEEPTHI ANNA CHERIAN
9. DR SANUPA S MADHAVAN
10. DR SHERIN C JOSE




PRINCIPAL

Dr. GOPINATH P. V. MDS
Principal
SREE ANJANEYA INSTITUTE OF DENTAL SCIENCES
Malabar Medical College Campus
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Roles & Responsibilities of Code of Conduct Committee:

1. Identifying the code of Conduct for the following stakeholders:

- Students
- Teachers
- Administrators
- Other staff

2. Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Hand books.

3. Reviewing the Codes at specific intervals.

4. Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.

5. Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff.

Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff



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CODE OF CONDUCT COMMITTEE

CIRCULAR

No.said//CCC/002/2023

Date:15.02.2023

This is to inform all the code of conduct committee members, that there will be a meeting on 16/03/2023 at 11:00 AM in principal chamber. All the committee are requested to attend the meeting without fail.

AGENDA:

1. To discuss the matters related to duties of clinical students towards patients.
2. To assign duties to the staff and reinforce ethical guidelines towards patients



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CODE OF CONDUCT COMMITTEE

Minutes of meeting

The meeting commenced at 11:00 AM with the Code of Conduct Committee members in attendance. The following points were discussed and decisions weremade:

The committee deliberated on the responsibilities of clinical students concerning patient care. It was emphasized that clinical students must uphold professionalism, empathy, and ethical conduct. Specific points highlighted included:

- Ensuring patient care is of the highest standard, with dignity and respect maintained at all times.
- Improving communication skills to effectively interact with patients and their families.
- Adhering strictly to confidentiality guidelines regarding patient information.
- Upholding ethical standards in all patient interactions and procedures.

The committee discussed the assignment of duties to staff to support and enforce ethical guidelines.

- Responsibilities were allocated to ensure continuous monitoring and adherence to ethical standards across all hospital departments.
- It was decided that regular training sessions and workshops would be organized to reinforce ethical behavior among all staff members.

The meeting adjourned at 12:15 pm with a vote of thanks by the chairman.



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CODE OF CONDUCT FOR ADMINISTRATORS



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Name of the Policy/ Guidelines	Code of Conduct for Administrators
Short Description	Guidelines on desirable conduct of Administration
Scope	This code of conduct is applicable to all administrative staff of Kerala University of Health Sciences (KUHS) and its constituent colleges and departments
Policy status	☒ Original ☐ Revised
Date of approval of Version 1	
Revision No.	0
Brief description of last revision	Not Applicable
Date of approval of current revision	Not Applicable
Effective date	
Approval Authority	Board of Management
Responsible office	Vice Chancellor



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1. Introduction
2. Definitions
3. Code of conduct statements
4. Procedure for handling misconduct
5. Disciplinary measures



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Code of conduct for Administrators

Introduction

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of Administrators. The conduct of university administrators, faculty, and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

Definitions

1. University refers to KUHS
2. Employee means all staff of the KUHS, including full-time, part-time or casual staff
3. Student means all students of the KUHS, including but not limited to fee paying students, exchange students, certificate course students and students attending short term courses
4. Administrators include all University Officers and Heads of Institutions, Heads of Constituent Units who report to the Vice Chancellor / Chancellor.

Code of conduct statements

Administrative staff must refrain from (prohibited conduct, but not limited to):



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1. Acts of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Any form of sexual harassment. Sexual harassment includes, but is not limited to:
 - a. leering or staring
 - b. obscene sexual communications in any media including social networking
 - c. persistent following or stalking
 - d. persistent unwelcome invitations, telephone calls or emails
 - e. sending of sexually explicit emails or text messages
 - f. sexually suggestive words, gestures or sounds
 - g. unwanted ongoing declarations of affection or approaches for affection, including gifts display of sexually suggestive material, use of university computer systems for the retention and distribution of sexually explicit material.
 - h. unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual.
 - i. unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.
3. Posting derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.
4. Accept any gift, favour, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties.
5. Engaging in actions that violate the ethical principles contained in this Code or provisions of law.

Administrative staff must (desirable conduct, but not limited to):

1. Comply with applicable governmental laws, rules, and regulations
2. Act with competence and strive to advance competence, both in self and in others



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3. Treat all stakeholders with respect & civility and recognize their right to disagree
4. Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service
5. Understand the University's vision, mission, core values and objectives and contribute constructively to their ongoing evaluation and reformulation.
6. Use university resources solely for normal functioning of the University. They may not be used for personal gain and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties.
7. Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
8. Disclose possible conflict of interest, financial or otherwise, direct or indirect, in any business, transaction, or professional activity which may be in substantial conflict with the proper discharge of one's duties.

Procedure for handling misconduct

1. Any complaint / allegation of misconduct is to be reported to the Vice Chancellor (or Chancellor if Vice Chancellor or Pro-Chancellors is /a are party to the complaint).
2. For minor infractions, the Vice Chancellor may investigate the complaint / allegation and decide on the disciplinary action in consultation with a Senior University Official.
3. The Vice Chancellor / Chancellor will, when required, refer the complaint / allegation to a Standing Disciplinary Committee or constitute a Disciplinary Committee for inquiry into the complaint / allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Vice Chancellor / Chancellor will be the deciding authority on the final action to be taken.
4. The Administrator alleged with misconduct will be given an opportunity to present his / her case in person and in writing before action is initiated.
5. Incidents involving sexual harassment should be referred to the Institutional Anti-Sexual Harassment cell.



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Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to:

1. Written warning or reprimand (Memo)
2. Issuance of an apology
3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, University / Institutional facilities, services, activities or programs
4. Probation during which specified conditions must be fulfilled and good behaviour must be demonstrated
5. Payment of costs or compensation for any loss, damage or injury caused by the conduct
6. Fines or loss of fees
7. Expulsion from campus / off-campus University provided accommodation
8. Suspension
9. Termination of service



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CODE OF CONDUCT FOR TEACHERS

Name of the Policy/ Guidelines	Code of Conduct for Teachers
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Short Description	Guidelines on desirable conduct of Teachers
Scope	This code of conduct is applicable to all faculty members (teachers) of Sree Anjaneya Institute of Dental Sciences.
Policy Status	☒ Original ☐ Revised
Date of approval of Version 1	
Revision No.	0
Brief description of last revision	Not Applicable
Date of approval of current revision	Not Applicable
Effective date	
Approval Authority	Board of Management
Responsible officer	Principal



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 - Professional responsibilities
 - Relationship with students
 - Relationship with colleagues
 - Relationship with administration
4. Procedure for handling misconduct
5. Disciplinary measures



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Code of conduct for Teachers

Introduction

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of teachers in respect of discharge of their professional responsibilities and relationship with students, colleagues and administrators. A teacher is constantly under the scrutiny of students and the society at large. Therefore, every teacher should ensure that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Definitions

1. University refers to KUHS
2. Employee means all staff of the KUHS, including full-time, part-time or casual staff
3. Student means all students of the KUHS, including but not limited to fee paying students, exchange students, certificate course students and students attending short term courses

Code of conduct statements

Personal conduct

Teachers will refrain from (prohibited conducted but is not limited to):



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1. Acts of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 2. Intentionally damaging or destroying university property or property of other students / employees of the University
 3. Possessing, consuming, distributing, selling of alcohol, tobacco and other substances of abuse in the University campus
 4. 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
 5. Posting derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.
 6. Any form of sexual harassment. Sexual harassment includes, but is not limited to:
 - a. leering or staring
 - b. obscene sexual communications in any media including social networking
 - c. persistent following or stalking
 - d. persistent unwelcome invitations, telephone calls or emails
 - e. sending of sexually explicit emails or text messages
 - f. sexually suggestive words, gestures or sounds
 - g. unwanted ongoing declarations of affection or approaches for affection, including gifts display of sexually suggestive material use of university computer systems for the retention and distribution of sexually explicit material
 - h. unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
 - i. unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing



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7. Engaging in or inciting others to engage in conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
 8. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
 9. Violating rules regarding use of personal vehicles inside the campus.
 10. Bringing a false charge against any member of the University under this Code.

Professional responsibilities

Teachers must:

1. Seek to continuous professional growth through study and research
2. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
3. Maintain active membership of professional organizations and strive to improve education and profession through them
4. Perform their core duties teaching, service, research and administration conscientiously and with dedication
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as designing and developing curricula, assisting in appraising applications for admission, advising and counselling students and assisting the conduct of university and college examinations including supervision, invigilation and evaluation
6. Participate in extension, co-curricular and extra-curricular activities including community service.

Relationship with students



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Teachers must:

1. Accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
2. Respect the right and dignity of the student in expressing his/her opinion
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
6. Be affectionate to the students and refrain from behaving in a vindictive manner towards any of them for any reason
7. To the extent possible, make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
8. Aid students to developing an understanding of national heritage and national goals
9. Refrain from inciting students against other students, colleagues or administration

Relationship with colleagues

Teachers must:

1. Treat other members of the profession in the same manner as they themselves wish to be treated
2. Speak respectfully of other teachers and render assistance for professional betterment
3. Refrain from making unsubstantiated allegations against colleagues
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour
5. Treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking

Relationship with administration



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Teachers must:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities or create conflicts of interest
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest of the students and in conformity with dignity of the profession
5. Adhere to the conditions of their employment contract
6. 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

Procedure for handling misconduct

1. Any complaint / allegation of faculty misconduct is to be reported to the Head of the Institution.
2. For minor infractions, the Head of Institute may investigate the complaint / allegation and decide on the disciplinary action in consultation with a senior faculty member / administrator as designated in institutional policies.
3. The Head of Institution will, when required, refer the complaint / allegation to a Standing Disciplinary Committee or constitute a Disciplinary Committee for inquiry into the complaint / allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Head of the Institution will be the deciding authority on the final action to be taken.
4. The faculty member / teacher alleged with misconduct will be given an opportunity to present his / her views in person and in writing before action is initiated.



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5. Incidents of misconduct that involve infringement of the law, involve law enforcement agencies or jeopardize the safety and reputation of the Institution / University have to be brought to the notice of the Registrar of the University.
 6. Incidents involving sexual harassment should be referred to the Institutional Anti-Sexual Harassment cell.

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to):

1. Written warning or reprimand (Memo)
2. Issuance of an apology
3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, University / Institutional facilities, services, activities or programs
4. Probation during which specified conditions must be fulfilled and good behaviour must be demonstrated
5. Payment of costs or compensation for any loss, damage or injury caused by the conduct
6. Fines or loss of fees
7. Expulsion from campus / off-campus University provided accommodation
8. Suspension
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CODE OF CONDUCT FOR STUDENTS



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Name of the Policy/ Guidelines	Code of Conduct for Students
Short Description	Guidelines on desirable conduct of students
Scope	This code of conduct is applicable to all faculty, students and research scholars of all departments of Sree Anjaneya Institute of Dental Sciences.
Policy Status	☒ Original ☐ Revised
Date of approval of Version 1	
Revision No.	0
Brief description of last revision	Not Applicable
Date of approval of current revision	Not Applicable
Effective date	
Approval Authority	Board of Management



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Responsible Office	Principal

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3. Code of conduct statements

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Academic Conduct

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Code of conduct for students

Introduction

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behaviour. Study at the University presents opportunities for interacting with other members of the University community. The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

Definitions

1. University refers to KUHS



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2. Student means all students of the KUHS, including but not limited to fee paying students, exchange students, certificate course students and students attending short term courses.

Code of conduct statements

Personal conduct

Students must refrain from (prohibited conduct but not limited to):

1. Acts of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Intentionally damaging or destroying university property or property of other students and/or faculty members
3. Possessing, consuming, distributing, selling of alcohol, tobacco and other substances of abuse in the University campus
4. 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
5. Posting derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.
6. Ragging
 - a. As per the Order of the Honourable Supreme Court of India, ragging in any manner is considered a punishable criminal offence and is banned. Any student found indulging in ragging, in whatever manner, either directly or indirectly, shall be severely dealt with.
 - b. "Ragging means causing, inducing, compelling or forcing students, whether by the way of a practical joke or otherwise, to do any act which detracts from human dignity or violated his person or exposes him to ridicule or to forbear



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from doing any lawful act by intimidating wrongfully restraining, wrongfully confining or injuring him or by using criminal intimidation, wrongful confinement, injury or the use of criminal force”.

7. Any form of sexual harassment. Sexual harassment includes, but is not limited to:
 - a. leering or staring
 - b. obscene sexual communications in any media including social networking
 - c. persistent following or stalking
 - d. persistent unwelcome invitations, telephone calls or emails
 - e. sending of sexually explicit emails or text messages
 - f. sexually suggestive words, gestures or sounds
 - g. unwanted ongoing declarations of affection or approaches for affection, including gifts display of sexually suggestive material, use of university computer systems for the retention and distribution of sexually explicit material
 - h. unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
 - i. unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing
8. Engaging in or inciting others to engage in conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
9. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
10. Violating rules regarding use of personal vehicles inside the campus.
11. Bringing a false charge against any member of the University under this Code.
12. Encouraging, aiding or conspiring with another student in the commission of prohibited conduct, or encourage or aid behaviour by a non-student which, if committed by a student, would be prohibited conduct under this Code.



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Academic Conduct

Students must (desirable conduct, but not limited to):

1. Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests
2. Conform to the University's requirements for working with humans, animals and biohazards
3. Use University resources, including information and communication technology resources, in a lawful and ethical manner and for university purposes only, unless express permission has been granted for non-University or private usage
4. Behave professionally, ethically and respectfully in all dealings with the University's learning partners

Students will refrain from (prohibited conduct, but not limited to):

1. Any activity or behaviour that would unfairly advantage or disadvantage another student academically
2. Forging, unauthorized alteration, or unauthorized use of any University documents or records, or any instrument or form of identification.
3. Intentionally furnishing false information to the University.
4. Intentionally furnishing false information to persons outside the University concerning the student's academic record, degree, or activities.
5. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.

Procedure for handling student misconduct

1. Any complaint / allegation of student misconduct is to be reported to the Head of the Institution.



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2. For minor infractions, the Head of Institute may investigate the complaint / allegation and decide on the disciplinary action in consultation with a senior faculty member / administrator as designated in Institutional policies.
3. The Head of Institution will, when required, refer to a Standing Disciplinary Committee or constitute a Disciplinary Committee for inquiry into the complaint / allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Head of the Institution will be the deciding authority on the final action to be taken.
4. The student alleged with misconduct will be given an opportunity to present his / her views in person and in writing before action is initiated.
5. Incidents of misconduct that involve infringement of the law, involve law enforcement agencies or jeopardize the safety and reputation of the Institution / University have to be brought to the notice of the Registrar of the University.
6. Incidents of ragging should be referred to the Institutional Anti-Ragging Committee
7. Incidents involving sexual harassment should be referred to the Institutional Anti-Sexual Harassment cell

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to:

1. Written warning or reprimand
2. Issuance of an apology
3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, University / Institutional facilities, services, activities or programs
4. Probation during which specified conditions must be fulfilled and good behaviour must be demonstrated
5. Payment of costs or compensation for any loss, damage or injury caused by the conduct
6. Fines or loss of fees



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7. Expulsion from hostel / campus accommodation
 8. Suspension
 9. Expulsion