



233, Tiwari Ganj, Ayodhya Marg, P.O. Juggour (Via Chihat), Lucknow - 226028 (U.P.)
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General Guidelines on Code of Conduct and Ethics

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SARASWATI DENTAL COLLEGE

(Affiliated to Dr. Ram Manohar Lohia Avadh University, Faizabad)

Code of Ethics & Conduct

(An Initiative of Internal Quality Assurance Committee)

Principal
Saraswati Dental College
Lucknow

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SARASWATI DENTAL COLLEGE

Code of Ethics & Conduct



APPROVED BY:

A handwritten signature in black ink, appearing to be 'R. S. Bedi', with a long horizontal line extending from the end.

Prof. (Dr.) R. S. Bedi
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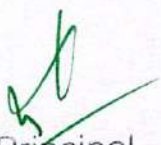
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Dated: 13/10/2018

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CHAPTER I

CODE OF DENTAL ETHICS

A. Declaration:

Every dentist who has been registered (either on Part A or Part B of the State Dentists Register) shall, within a period of thirty days from the date of commencement of these regulations, and every dentist who gets himself registered after the commencement of these regulations shall, within a period of thirty days from such registration, make, before the Registrar of the State Dental Council, a declaration in the form set out for the purpose in the Schedule to these regulations and shall agree to have read, understood and thence to abide by the same.

B. Duties and Obligation of Dentists in General

Character of Dentist / Dental Surgeon

In view of the important role of a Dentist/ Dental Surgeon as a health professional educated and trained in surgical and medical treatment of diseases of the Oral cavity, he shall:

- Be mindful of the high character of his mission and the responsibilities he holds in the discharge of his duties as an independent health-care professional and shall always remember that care of the patient and treatment of the disease depends upon the skill and prompt attention shown by him and always remembering that his personal reputation, professional ability and fidelity remain his best recommendations
- Treat the welfare of the patients as paramount to all other considerations and shall conserve it to the utmost of his ability
- Be courteous, sympathetic, friendly and helpful to, and always ready to respond to, the call of his patients, and that under all conditions his behaviour towards his patients and the public shall be polite and dignified;

Maintaining Good Clinical Practices:

The Principal objective of the Dental profession is to render service to humanity with full respect for the dignity of profession and man. Dental Surgeons should merit the confidence of patients entrusted to their care, rendering to each a full measure of service and devotion. They should try continuously to improve medical knowledge and skills and should make available to their patients and colleagues the benefits of their professional attainments. The Dentist/ Dental Surgeon should practice methods of healing founded on scientific basis and should not associate professionally with anyone who violates this principle. The honoured ideals of the dental profession imply that the responsibilities of the Dental Professionals extend not only to individuals but also to Society.

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- Membership in Dental and Medical Associations and Societies: For the advancement of his/her profession, a Dental Surgeon should be encouraged to affiliate with associations and societies of dental, oral and

allied medical professionals and play a proactive role in the promotion of oral health in particular and health of an individual in general.

- A Dentist / Dental Surgeon should enrich his professional knowledge by participating in professional meetings as part of Continuing Dental and Medical Education programs/Scientific Seminars/Workshops as stipulated by the regulations made by the statutory bodies from time to time and should register any mandatory requirements with the state registration bodies or any other body as stipulated.

Maintenance of Dental/Medical records:


- Every Dental surgeon shall maintain the relevant records pertaining to his out- patients and in-patients (wherever applicable). These records must be preserved for a minimum period of three years from the date of commencement of the treatment in a format determined by the Council or accepted as a standard mode of documentation.
- If any request is made for medical or dental records either by the patients / authorized attendant or legal authorities involved, the same may be issued to the competent authority within 72 hours after having obtained a valid receipt for all documents. It is prudent to keep certified photocopies /carbon copies of such submissions.
- A Registered Dental practitioner shall maintain a Register of Medical Certificates giving full details of certificates issued. When issuing a medical certificate he shall always enter the identification marks of the patient and keep a copy of the certificate. He shall not omit to record the signature and/or thumb mark, address and at least one identification mark of the patient on the medical certificates or report. The medical certificate shall be prepared as in Appendix 2 of this document, Revised Dentists Code of Ethics Regulations, 2012.
- Efforts shall be made to digitalize dental/ medical records for quick retrieval.

Display of Registration Numbers:

- Every Dental practitioner shall display the registration number accorded to him by the State Dental Council in his clinic and in all his prescriptions, certificates and money receipts given to his patients.
Dental Surgeons shall display as suffix to their names only recognized Dental degrees which are recognized by the Council or other qualifications such as certificates/diplomas and memberships/honours/ fellowships which are conferred by recognized Universities / recognized bodies approved by the Council and obtained by convocation in person or in absentia. Any other qualifications such as medical degrees, doctorates, post-doctoral degrees or any degree that has bearing on the person's knowledge or exemplary qualification may be used as suffix in a manner that does not convey to the observer or patient a false impression regarding the practitioner's knowledge or ability as a dental professional. Abbreviations of memberships in association or organizations of professionals should not be used as abbreviations in a manner that is misleading to the public [refer to Article 8.9.3 of this document, Revised Dentists Code of Ethics Regulations, 2012 for relevant details].

Prescription of Drugs:

Every dental surgeon should take care to prescribe and administer drugs in a responsible manner and ensure safe and rational use of drugs. He should as far as possible, prescribe drugs in a generic form.


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Highest Quality Assurance in patient care:

Every Dental practitioner should ensure quality treatment that does not compromise the outcome of treatment. He must be vigilant about malpractice by other practitioners that may jeopardize the lives of others and which are likely to cause harm to the public. All practitioners should be aware of unethical practices and practices by unqualified persons. Dentists/ Dental Surgeons shall not employ in connection with their professional practice any attendant who is neither registered nor enlisted under the Dentists Act and shall not permit such persons to attend, treat or perform operations upon patients wherever professional discretion or skill is required.

Exposure of Unethical Conduct:

A Dental Surgeon should expose, without fear or favour, incompetent or corrupt, dishonest or unethical conduct on the part of members of the profession. It is the responsibility of the dental surgeon to report to the competent authorities' instances of quackery and any kind of abuse including doctor-patient sexual misconduct, misuse of fiduciary relationship, child abuse and other social evils that may come to their attention.

Payment of Professional Services:


The Dental Surgeon, engaged in the practice of his profession shall give priority to the interests of patients. The personal financial interests of a dental surgeon should not conflict with the medical interests of patients. A dental practitioner should announce his fees before rendering service and not after the operation or treatment is under way. Remuneration received for such services should be in the form and amount specifically announced to the patient at the time the service is rendered. It is unethical to enter into a contract of "no cure - no payment". Dental Surgeons rendering service on behalf of the State shall refrain from anticipating or accepting any consideration. While it is not mandatory to offer free consultations to fellow dental or medical professionals and their immediate family, it will be deemed a courtesy to offer free or subsidized consultations and treatment to them in situations where no significant expenses are incurred.

Observation of Statutes:

The Dental Surgeon shall observe the laws of the country in regulating the practice of his profession including the Dentists' Act 1948 and its amendments and shall also not assist others to evade such laws. He should be cooperative in observance and enforcement of sanitary laws and regulations in the interest of public health. He should observe the provisions of the State Acts like Drugs and Cosmetics Act, 1940; Pharmacy Act, 1948; Narcotic Drugs and Psychotropic Substances Act, 1985; Environmental Protection Act, 1986; Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954; Persons with Disabilities (Equal Opportunities and Full Participation) Act, 1995 and Bio - Medical Waste (Management and Handling) Rules, 1998 and such other Acts, Rules, Regulations made by the Central/State Governments or local Administrative Bodies or any other relevant Act relating to the protection and promotion of public health.

Signing Professional Certificates, Reports and other Documents:

A Registered Dental Surgeon involved independently in the treatment of dental and oral surgical problems may be called upon to sign certificates, notifications, reports etc. He is bound to issue such certificates and to sign them. Documents relating to disability, injury in the oral and maxillofacial region and deaths occurring while under the care of such dental surgeons should be signed by them in their professional capacity for subsequent use in the courts or for administrative purposes etc. Any registered dental surgeon who is shown to have signed or given under his name and authority any such certificate, notification, report or document of a similar character which is untrue, misleading or improper, is liable to have his name deleted from the Register.


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CHAPTER 2

DUTIES OF DENTAL PRACTITIONERS TO THEIR PATIENTS

Obligations to Patients

- Though a Dental Surgeon is not bound to treat each and every person asking his services, he should attend emergencies reporting to the clinic and should be mindful of the high character of his/her mission and the responsibility he discharges in the course of his professional duties. The Dental Surgeon should see patients at their hour of appointment as far as possible unless he is unable to do so due to unforeseen delays. He should never forget that the health and the lives of those entrusted to his care depend on his skill and attention. A Dental Surgeon should endeavour to add to the comfort of the sick by making his visits at the hour indicated to the patients. A Dental surgeon advising a patient to seek service of another Dental Surgeon or physician is acceptable. However in the case of medical emergency a Dental Surgeon must institute standard care including resuscitation in case of cardiac episodes, for which all dental surgeons must be adequately trained in basic life support.
- A Dental Surgeon can refuse treatment using his discretion but it should not be on the basis of any discrimination of colour, caste, religion, nationality or the presence of ailments such as HIV or other contagious diseases. However in keeping with the dictum of medical care, the dental surgeon must 'continue to treat' if he/ she has accepted the patient for treatment. Treatment can be terminated on the wishes of the patient or with the resolution of the complaint for which the patient sought treatment. Treatment can also be terminated if the patient is in need of additional or expert care for which the Dental surgeon is not equipped to treat or if it falls outside the range of his expertise. In such instances, the patient should be referred to such specialists or higher centres where treatment is possible.
- A Dental Practitioner having any incapacity detrimental to the patient or which can affect his performance vis-a-vis the patient is not permitted to practice his profession.

Confidentiality:

- Confidences concerning individual or domestic life entrusted by patients to a Dental Surgeon and defects in the disposition or character of patients observed during professionally attending to a patient should never be revealed unless such a revelation is required by the laws of the State. Sometimes, however, a clinician must determine whether his duty to society requires him to employ knowledge, obtained through confidence as a health care provider to protect a healthy person against a communicable disease to which he is about to be exposed. In such instance, the Dental Surgeon should act as he would wish another to act toward one of his own family in like circumstances.

Prognosis:

- The Dental Surgeon should neither exaggerate nor minimize the gravity of a patient's disease. He should ensure himself that the patient, his relatives or his responsible friends have such knowledge of the patient's condition as will serve the best interests of the patient and the family.

The Patient must not be neglected:

- A Dental surgeon is free to choose whom he will serve. He should, however, respond to any request for his assistance in an emergency. Once having undertaken a case, the Dental Surgeon should not neglect the patient, nor should he withdraw from the case without giving adequate

notice to the patient and his family. He shall not wilfully commit an act of negligence that may deprive his patient or patients from necessary Dental/Medical care.



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CHAPTER 3

DUTIES OF DENTAL SURGEONS AND SPECIALISTS IN CONSULTATIONS

Consultation Etiquettes:

- A Dental Surgeon should ordinarily be able to deal with all common diseases of the Oral cavity by virtue of his qualification and training. However, if the patient requires expert care of a specialist, appropriate references to Dental or Medical specialists may be made according to the nature of the problem. It is the duty of a specialist to refer the patient back to the patient's original dentist after the treatment for which the referral was made. While the specialist can collect his or her fees it would be unethical to pay commissions or any kind of gratuity to the referring dental surgeon.
- A Dental Surgeon shall not receive from the radiologist, laboratory or dispensing chemist any kind of commission in the form of money, gifts or gratuity for referrals. All referrals for investigation should be judicious, justifiable and done in the best interests of the patient to arrive at a diagnosis.

Consultation for Patient's Benefit:

In every consultation, the benefit to the patient is of foremost importance. All Dental Surgeons engaged in the case should be frank with the patient and his attendants.

Punctuality in Consultation:

Punctuality for consultations should be observed by a Dental Surgeon except in the case of unavoidable professional delays which are justifiable.

Opinions and Disclosure:

- All statements to the patient or his representatives made by any Consulting Healthcare Professional and/or the paramedical staff(nurses, etc.,) should take place in the presence of the Dental Surgeon, except as otherwise agreed. The disclosure of the opinion to the patient or his relatives or friends shall rest with the Dental Surgeon.
- Differences of opinion should not be divulged to the patient unnecessarily but when there is irreconcilable difference of opinion the circumstances should be frankly and impartially explained to the patient or his relatives or friends. It would be up to them to seek further advice, if they so desire.

Treatment after Consultation:

No decision should restrain the attending Dental Surgeon from making such subsequent variations in the treatment if any unexpected change occurs, but at the next consultation, reasons for the variations should be discussed/ explained. The same privilege, with its obligations, belongs to the consultant when sent for in an emergency during the absence of attending Dental surgeon. The attending Dental Surgeon may prescribe medicine at any time for the patient, whereas the consultant may prescribe only in case of emergency or as an expert when called for.

Patients Referred to Specialists:

When a patient is referred to a specialist by the attending Dental surgeon, a case summary of the patient should be given to the specialist, who should communicate his opinion in writing to the attending Dental surgeon.

Fees and other charges:

- A Dental Surgeon or the Clinic run by him shall clearly indicate the cost of treatment for the procedure and make an estimate of all costs likely to be incurred. Any increase in subsequent cost should be justified by the Dental surgeon. There is no bar on the display of fees and other charges in the Dental Clinic. Prescription should also make it clear if the Dental Surgeon himself dispensed any medicine.
- A Dental Surgeon shall write his name and designation in full along with the recognized dental degrees and the registration particulars in his prescription letter head.

Note: In Government hospitals where the patient-load is heavy, the name of the prescribing doctor must be written below his signature.



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CHAPTER 4

RESPONSIBILITIES OF DENTAL SURGEONS TO ONE ANOTHER

Dependence of Dental Surgeons to each other:

- A Dental Surgeon should consider it as a pleasure and privilege to render gratuitous service to other dentists, physicians and their immediate family dependants. However there is no mandatory bar on one accepting fees particularly when it involves expensive materials and time.

Conduct in Consultation:

- In consultations, no insincerity, rivalry or envy should be indulged in. All due respect should be observed towards the Dental Surgeon/physician in-charge of the case and no statement or remark be made, which would impair the confidence reposed in him. For this purpose no discussion should be carried on in the presence of the patient or his representatives.

Consultant not to take charge of the case:


- When a specialist Dental Surgeon has been called for consultation, the Consultant should normally not take charge of the case, especially on the solicitation of the patient or friends. The Consultant shall not criticize the referring Dental Surgeon. He shall discuss the diagnosis treatment plan with the referring Dental Surgeon.

Appointment of Substitute:

- Whenever a Dental Surgeon requests another Dental Surgeon to attend his patients during his temporary absence from his practice, professional courtesy requires the acceptance of such appointment only when he has the capacity to discharge the additional responsibility along with his other duties. The Dental Surgeon acting under such an appointment should give the utmost consideration to the interests and reputation of the absent Dental Surgeon and all such patients should be restored to the care of the latter upon his return.

Visiting another Case:

- When it becomes the duty of a Dental Surgeon occupying an official position to see and report upon a condition and appropriate treatment, he should communicate to the Dental Surgeon in attendance so as to give him an option of being present. The Medical Officer / Dental Surgeon occupying an official position should avoid remarks upon the diagnosis or the treatment that has been adopted.


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CHAPTER 5

DUTIES OF DENTAL SURGEONS TO THE PUBLIC AND TO THE PARAMEDICAL PROFESSION

Dental Surgeons as Citizens:

- Dental Surgeons, as good citizens, possessed of special training should disseminate advice on public health issues. They should play their part in enforcing the laws of the community and in sustaining the institutions that advance the interests of humanity. They should particularly co-operate with the authorities in the administration of sanitary/public health laws and regulations.

Public and Community Health:

- Dental Surgeons, especially those engaged in public health dentistry, should enlighten the public concerning oral health and prevention of oral diseases such as dental caries, periodontal health, pre-cancerous lesions and oral cancer. At all times the dental surgeons should notify the constituted public health authorities or hospitals of every case of communicable disease under his care, in accordance with the laws, rules and regulations of the health authorities.

Pharmacists / Nurses:

- Dental Surgeons should recognize and promote the practice of different paramedical services such as Dental Hygienist, Dental Mechanic, Pharmacy and Nursing as professions and should seek their cooperation wherever required.



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CHAPTER 6

UNETHICAL ACTS

A Dental Surgeon shall not aid or abet or commit any of the following acts which shall be construed as unethical. For the purpose of this regulations a dental surgeon refers to all registered practitioners whether they are in individual private practice, attached to hospitals, teaching hospitals or employed by others whether they are corporate or otherwise:

Advertisement:

- The global position on the issue of Ethics of Advertisement by Dental / Medical professionals has drastically changed over the last few decades. A Dentist or a group of Dentists may advertise provided that they maintain decorum, keeping in mind the high moral obligations and the value that society places on the important nature of their work and the moral character and integrity expected of them. Dental Surgeons are expected to exhibit integrity, honesty, fidelity and selfless service. Monetary commitments can only be secondary to the welfare of his patients. Under these circumstances it is unethical:
- To indulge in demeaning solicitation and false promises through advertisements or direct marketing of individuals, clinics or hospitals in contravention of the National Advertising Council or any other body regulating advertising in the country;
- To advertise, whether directly or indirectly or being associated or employed with any organization or company including corporate bodies that indulges in such activities in a manner which gives unfair professional advantage by cold targeting vulnerable groups and conducting camps and other promotional activity in schools, colleges, old age homes and distributing handbills, claim vouchers and other business promotional activities. Registered charitable organizations including registered body of Dental or Medical persons which provide fully free dental care and treatment out of altruism are however exempted;
- To be associated with or employed by those who procure or sanction such false and misleading advertisements or publication through press reports that promise inducements, rebates and false benefits;
- To employ any agent or canvasser for the purpose of obtaining patients in a manner that is commercial; or being associated with or employed by those who procure or sanction of such employment;
- To use or exhibit any disproportionately large sign, other than a sign which in its character, position, size and wording is merely such as may reasonably be required to indicate to persons seeking the exact location of, and entrance to, the premises at which the dental practice is carried on, and nowhere else;
- To allow the Dental Surgeon's name to be used to designate commercial articles such as tooth paste, tooth brush, tooth powder, mouth washes liquid cleaners, or the like except if such articles are fabricated in the dental clinic e.g. dentures, crowns, bridges, etc.;
- To permit publication of the Dental Surgeon's opinion on any procedure, equipment, in the general or lay papers or lay journals except when validated or supported by evidence based studies;
- To indulge in surrogate advertisements in the garb of educating the public through TV programs, magazines or periodicals. Any public information disseminated to the public in good faith and intention should not carry addresses telephone numbers, e-mail addresses etc., of the Dental Surgeon or the clinic employing him to attract patients to their establishment;



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- To advertise in the electronic media, such as in television programs, that display names, addresses and telephone number of dentists as on-screen 'scrollers', or, of the clinics employing such dentists, etc;

Soliciting:

- Soliciting of patients, directly or indirectly, by a Dental Surgeon, by a group of Dental Surgeons or by institutions or organizations is unethical except when permitted under the provisions mentioned later (vide 8.2.1 to 8.2.10 of this document, Revised Dentists Code of Ethics Regulations, 2012). A Dental Surgeon shall not make use of himself (or his name) as subject of any form or manner of advertising or publicity through any mode either alone or in conjunction with others which is of such a character as to invite attention to him or to his professional position, skill, qualification, achievements, attainments, specialties, appointments, associations, affiliations or honors and/or of such character as would ordinarily result in his self-aggrandizement. A Dental Surgeon shall not give to any person, whether for compensation or otherwise, any approval, recommendation, endorsement, certificate, report or statement with respect of any drug, medicine, nostrum remedy, surgical, or therapeutic article, apparatus or appliance or any commercial product or article with respect of any property, quality or use thereof or any test, demonstration or trial thereof, for use in connection with his name, signature, or photograph in any form or manner of advertising through any mode nor shall he boast of cases, operations, cures or remedies or permit the publication of report thereof through any mode.
- A Dental Surgeon is however permitted as an ethically acceptable practice to make a formal announcement in press regarding the following:
 - On starting practice.
 - On change of type of practice.
 - On changing address.
 - On temporary absence from duty for a prolonged period of time.
 - On resumption of practice after a break a prolonged period.
 - On succeeding to another practice.
 - About the availability of new equipment or services without boastful claims of being the 'best' or 'first' especially if such services are already available in other facilities.
 - Through insertion in Telephone directories, Yellow pages or on the internet is permissible and will only serve as public information. However any claim to superiority or special skills over others will be construed as unethical practice.
 - Through maintenance of websites about dentists or dental clinics where all information is factual will not be construed as unethical practice. Websites can also carry details of treatment facilities available and the fees for the same. This will in fact help patients to make informed choices through a transparent system. However websites should not make claims or statements that are not factual and therefore misleading to the public.

Publicity and Signage:

- Printing of self- photograph, or any such material of publicity in the letter head or on sign board of the consulting room or any such clinical establishment shall be regarded as acts of self-advertisement and unethical conduct on the part of the physician. However, printing of sketches, diagrams, picture of human system shall not be treated as unethical;
- Using or exhibition of any sign, other than a sign which in its character, position, size and wording is merely such as may reasonably be required to indicate to persons seeking the exact location of, and entrance to, the premises at which the dental practice is carried on is considered unethical. These include:
 - Use of sign-board with the use of such words which trivialize the dignity of the profession or notices in regard to practice on premises other than

those in which a practice is actually carried on, or show cases, or flickering light signs and the use of any sign showing any matter other than his name and qualifications as defined under Clause (j) of Section 2 of the Act;

- Affixing a sign-board on a Chemist's shop or in places where the dentist does not reside or work.
- A Dental Surgeon shall not claim to be a specialist either through displayed signs on the name board and / or the office stationery (visiting cards, letterheads, etc.,) unless he has a special qualification (which is recognized by the Council) in that Specialty. A Dental Surgeon can however practice all branches of Dentistry provided he shows adequate qualification, competence and bona fide training in the concerned branch or branches.

Patent and Copyrights:

- A Dental Surgeon may patent surgical instruments, appliances and medicine or Copyright applications, methods and procedures. However, it shall be unethical if the benefits of such patents or copyrights are not made available in situations where the interest of large population is involved.

Running an Open Shop (Dispensing of Drugs and Appliances by Physicians):

- A Dental Surgeon should not run an open shop for sale of medicine for dispensing prescriptions prescribed by doctors other than him or for sale of dental medical or surgical appliances. It is not unethical for a Dental Surgeon to prescribe, supply or sell drugs, remedies or dental appliances in his clinic as long as there is no exploitation of the patients. Drugs prescribed by a Dental Surgeon or brought from the market for a patient should explicitly state the proprietary formulae as well as generic name of the drug

Rebates and Commission:

- A Dental Surgeon shall not give, solicit, or receive nor shall he offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for dental, medical, surgical or other treatment. A Dental Surgeon shall not directly or indirectly, participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.
- Provisions of Section 8.6.1(of this document, Revised Dentists Code of Ethics Regulations, 2012) shall apply with equal force to the referring, recommending or procuring by a physician or any person, specimen or material for diagnostic purposes or other study/work. Nothing in this section, however, shall prohibit payment of salaries by a qualified physician to other duly qualified person rendering medical care under his supervision.

Secret Remedies:

- The prescribing or dispensing by a physician of secret remedial agents of which he does not know the composition, or the manufacture or promotion of their use is unethical and as such prohibited. All the drugs prescribed by a dental surgeon should always carry a proprietary formula and clear name.

Human Rights:

- The physician shall not aid or abet torture nor shall he be a party to either infliction of mental or physical trauma or concealment of torture inflicted by some other person or agency in clear violation of human rights.



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Unethical Practices:

The following shall also be the unethical practices for a Dentist:

- A Dental Surgeon shall not employ a Dentist / Dental Surgeon in the professional practice or any other professional assistant (not being a registered dental hygienist or a registered dental mechanic) whose name is not registered in the State Dentists Register, to practice Dentistry as defined in Clause (d) of Section 2 of the Act. He may however retain the services of a medical practitioner or anaesthetist as necessary;
- Signing under his name and authority any certificate which is untrue, misleading or improper, or giving false certificates or testimonials directly or indirectly to any person or persons;
- Use of abbreviations after the Dental Surgeon's name except those indicating dental qualifications as earned by him during his academic career in dentistry and which conform to the definition of 'recognized dental qualification' as defined in Clause (j) of Section 2 of the Act, or any other academic qualifications from a recognized university obtained through a convocation indicating exemplary achievement. Any degree conferred on an honorary basis should be suffixed with the words "Honoris Causa". Such unacceptable abbreviations include, but not necessarily restricted to the following which are not academic qualifications:
 - R.D.P. for Registered Dental Practitioner;
 - M.I.D.A. for Member, Indian Dental Association;
 - F.I.C.D. for Fellow of International College of Dentists;
 - M.I.C.D. for Master of International College of Dentists;
 - F.A.C.D. for Fellow of American College of Dentists;
 - M.R.S.H. for Member of Royal Society of Hygiene;
 - F.A.G.E. for Fellow of Academy of General Education, etc.;
- Submission of false information in declaration form at the time of assessment of Dental College.
- Serving as (Duplicate faculty) i.e. working simultaneously in two/more Dental Colleges.
- Conviction for any crime by any court will constitute unethical act
- Not enriching his/her professional knowledge by participating in professional meetings as part of Continuing Dental Education programs."

Naming and Styling of Dental Establishments:

A Dental Surgeon or a group of Dentists/ Dental Surgeons shall refer to their establishment as a dental clinic. It may however be referred to as a dental hospital if the practice involves surgical treatment of oral and dental diseases under local or general anaesthesia and if the patients need to be maintained as an in-patient for part of a day or for several days for post-operative care provided the hospital fulfils the statutory requirements for such hospitals or establishments in the respective states;

Contravention of Statutory Provisions:

A Dental Surgeon shall not contravene any of the acts referred to in Article 3.9 of this document, Revised Dentists Code of Ethics Regulations, 2014, and named in Annexure 3 of the same document and the rules made there under as amended from time to time, involving an abuse of privileges conferred there under upon a dentist, whether such contravention has been the subject of criminal proceedings or not.

Signing of Certificates:

A Registered Dental Surgeon is bound by law to give, or may from time to time be called upon or requested to give certain certificates, notification, reports and other documents of

similar character signed by them in their professional capacity for subsequent use in the courts, or elsewhere for administrative purposes, etc. Such documents, among others, include the ones given at Appendix 4 of this document, Revised Dentists Code of Ethics Regulations, 2014. A Dental Surgeon shall not sign under his name and authority any certificate which is untrue, misleading or improper, or give false certificates or testimonials directly or indirectly to any person or persons. He shall however deem it his duty to sign all necessary certificates relating to health of the patients.

Doctor-Patient Sexual Misconduct:

A Dental Surgeon shall not be involved in immorality involving abuse of professional relationship and involve in sexual misconduct with a patient by misusing fiduciary relationship.

Abiding by all Laws of the Land:

A Dental Surgeon shall not aid or abet in any violation of the laws of the land or be involved in any matter that is against public policy. He shall not be convicted by a court of law for offences involving moral turpitude/ criminal acts.


Relationship with Pharmaceutical Companies and Medical and Dental Industry:

Gifts, Travel, Hospitality, Monetary Grants:

- A Dental Surgeon shall not receive any gift from any pharmaceutical or allied health care industry and their sales people or representatives. A Dental Surgeon shall not accept any travel facility inside the country or outside, including rail, air, ship, cruise tickets, paid vacations etc. from any pharmaceutical or allied healthcare industry or their representatives for self and family members for vacation or for attending conferences, seminars, workshops, CDE/CME program etc., as a delegate. A Dental Surgeon shall not receive any cash or monetary grants from any pharmaceutical and allied healthcare industry for individual purpose in individual capacity under any pretext. Funding for medical research, study etc. can only be received through approved institutions and Professional Organizations by modalities laid down by law / rules / guidelines adopted by such approved institutions, in a transparent manner. It shall always be fully disclosed.

Dental / Medical Research

- A Dental Surgeon may carry out, participate in, and work in research projects funded by pharmaceutical and allied healthcare industries. A Dental Surgeon is obliged to know that the fulfillment of the following items of this document, Revised Dentists Code of Ethics Regulations, 2012] will be an imperative for undertaking any research assignment/project funded by industry - for being proper and ethical. Thus, in accepting such a position a Dental surgeon shall:
 - Ensure that the particular research proposal(s) has the due permission from the competent concerned authorities.
 - Ensure that such a research project(s) has the clearance of national/state/ institutional ethics committees/bodies.
 - Ensure that it fulfils all the legal requirements prescribed for medical research.
 - Ensure that the source and amount of funding is publicly disclosed at the beginning itself.
 - Ensure that proper care and facilities are provided to human volunteers, if they are necessary for the research project.
 - Ensure that undue animal experimentations are not done and when these are necessary they are done in a scientific and a humane way.
 - Ensure that while accepting such an assignment a Dental Surgeon shall have the freedom to publish the results of the research in the greater interest of the society by inserting such a clause in the MOU (Memorandum of Understanding) or any other document / agreement for any such assignment.


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Maintaining Professional Autonomy:

In dealing with pharmaceutical and allied healthcare industry, a Dental Surgeon shall always ensure that there shall never be any compromise either with his / her own professional autonomy and / or with the autonomy and freedom of the medical institution.

Affiliation:

A Dental Surgeon may work for pharmaceutical and allied healthcare industries in advisory capacities, as consultants, as researchers, as treating doctors or in any other professional capacity. In doing so, a medical practitioner shall always:

- Ensure that his professional integrity and freedom are maintained.
- Ensure that patients' interest is not compromised in any way.
- Ensure that such affiliations are within the law.
- Ensure that such affiliations /employments are fully transparent and disclosed.

Endorsement:

A Dental surgeon shall not endorse any drug or product of the industry publically. Any study conducted on the efficacy or otherwise of such products shall be presented to and / or through appropriate scientific bodies or published in appropriate scientific journals in a proper way.



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CHAPTER 7

PUNISHMENTS AND DISCIPLINARY ACTIONS

A Dental Surgeon shall not aid or abet or commit any acts which shall be construed as unethical.

- It must be clearly understood that the instances of offences and unethical conducts which are given above do not constitute and are not intended to constitute a complete list of the infamous acts which calls for disciplinary action, and that by issuing this notice the Dental Council of India and or State Dental Councils are in no way precluded from considering and dealing with any other form of professional misconduct on the part of a registered practitioner. Circumstances may and do arise from time to time in relation to which there may occur questions of professional misconduct which do not come within any of these categories. Every care should be taken that the code is not violated in letter or spirit. In such instances as in all others, the Dental Council of India and/or State Dental Councils have to consider and decide upon the facts brought before the Dental Council of India and/or State Dental Councils.
- It is made clear that any complaint with regard to professional misconduct can be brought before the appropriate Dental Council for Disciplinary action. Upon receipt of any complaint of professional misconduct, the appropriate Dental Council would hold an enquiry and give opportunity to the registered Dental practitioner to be heard in person or by pleader. If the Dentist/ Dental Surgeon is found to be guilty of committing professional misconduct, the appropriate Dental Council may award such punishment as deemed necessary or may direct the removal altogether or for a specified period, from the register the name of the delinquent registered practitioner. Deletion from the Register shall be widely publicized in local press as well as in the publications of different Medical and Dental Associations/ Societies/Bodies.
- In case the punishment of removal from the register is for a limited period, the appropriate Council may also direct that the name so removed shall be restored in the register after the expiry of the period for which the name was ordered to be removed.
- Decision on complaint against delinquent Dental Surgeons shall be taken within a time limit of 6 months.
- During the pendency of the complaint the appropriate Council may restrain the Dental Surgeon from performing the procedure or practice which is under scrutiny.
- Professional incompetence shall be judged by peer group as per guidelines prescribed by State Dental Council. For this purpose the State Dental Council shall institute an Ethics Committee consisting of qualified persons of integrity and good name from amongst prominent registered Dental Surgeons in the State.



- There either on a request or otherwise the State Government or any competent authority is informed that any complaint against a delinquent practitioner has not been decided by a State Dental Council within a period of six months from the date of receipt of complaint by it and further the State Government or any competent authority has reason to believe that there is no justified reason for not deciding the complaint within the said prescribed period, the State Government or any competent authority may.
- Impress upon the concerned State Dental council to conclude and decide the complaint within a time bound schedule.
- May decide to refer the said complaint pending with the concerned State Dental Council straightaway or after the expiry of the period which had been stipulated by the Regulation in accordance with para above, to itself and refer the same to the Ethical Committee of the State Dental Council for its expeditious disposal in a period of not more than six months from the receipt of the complaint with the State Government.
- Any person aggrieved by the decision of the State Dental Council on any complaint against a delinquent Dental Surgeon, shall have the right to file an appeal to the State Government within a period of 60 days from the date of receipt of the order passed by the said State Dental Council.
- Provided that the State Government may, if it is satisfied that the appellant was prevented by sufficient cause from presenting the appeal within the aforesaid period of 60 days, allow it to be presented within a further period of 60 days


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CHAPTER 8

Code of Conduct (Students)

Following rules have to be followed by the students residing in the hostel –

A. College Leave Policy

- i. As per the DCI/University norms 75% attendance every year is mandatory for BDS students (theory as well as for practical/clinical classes) and 80% attendance is mandatory for MDS students to be eligible to appear in University Professional Examinations. Any student failing to confirm to this eligibility criterion will not be allowed to appear in the University Exam and parents will desist from pressing upon the college authorities to complete the attendance unlawfully. Therefore parents are requested to keep track of the leave record of their wards to avoid any disappointment at a later time.

Note: The above leeway (25% for practical/clinical and 25% for theory) includes all type of sick or emergency leaves).

- ii. There will be three Internal Assessment Examinations during each academic year for every class (I, II, III & IV BDS & MDS). As per DCI norms, it is mandatory to score 50% marks separately in theory & practical/clinical to be eligible to appear in annual university examination. Any student failing to adhere to this rule will not be allowed to appear in the university examination.
- iii. Any student failing in more than one subject will not be promoted to next class as per the Dental Council of India norms. However it is mandatory for them to attend classes/clinics again with the successor batch before they are allowed to appear in examination on the basis of attendance criteria.
- iv. Leave for going home on working days should be forwarded through HOD to the Principal/Vice Principal only. Leave will be sanctioned only on receiving a signed request letter submitted by the parent / guardian (in case if the parents are not alive) in person or via post / email from a registered email id. In case of an emergency the request may be made by the parents telephonically from the registered phone number only but a signed letter must be submitted when the inmate returns to the hostel. Otherwise leave will not be sanctioned under any circumstances.
*College email id: hostelsdc@saraswaticolleges.com
contactsdc@saraswaticolleges.com
- v. Leave applications should be submitted to the concerned authorities at least three days in advance. Otherwise the leave application will not be considered.
- vi. No permission will be granted for night stay outside the hostel including at Local Guardian's house.
- vii. All parents / guardians are supposed to register at least one telephone / mobile number and one email id with the college office at the time of admission. All requests for leaves must be made through these numbers / email id only. It will be

the responsibility of the student / parent / guardian to update any changes in the registered telephone number / email id/address for correspondence.

B. Hostel outings and leaves

- i. In and Out Register – Inmates are required to enter the date, his/her own name, year of admission, course, and time along with their signatures in the entry registers both at the hostel gate as well as at the campus gate while going out and also while coming back in to the campus. Any student found not adhering to this rule will be strictly reprimanded.
- ii. Possession of Identity Card is mandatory at all times in the college as well as during outing. No outing will be allowed without showing the Identity Card at the gate.
- iii. Time for reporting back to the hostel in case of outing or gate pass is before 07:30 P.M. Disciplinary action will be taken against those reporting late to the hostel.
- iv. Roll call of all the inmates will be taken daily at 08:30 P.M. by the Warden. Disciplinary action will be taken against those found absent during the roll call.
- v. Inmates will be permitted to go out of the hostel only on designated “*Outing*” days.
 - a) Saturday – 01:00 P.M. to 07:00 P.M.
 - b) Sundays and Gazetted holidays – 10:30 A.M. to 07:00 P.M.
- vi. Gate Pass – Permission for going out of the campus on non outing days will be given only in dire emergency for short duration and a *gate pass* will be issued for the same. Gate passes will be issued by the Provost / Asst. Provost during college hours (i.e. between 08:30 A.M. to 03:30 P.M.). In case a gate pass is required after college hours it will be issued by the Warden after consultation with the Provost / Asst. Provost only.
Note: A gate pass can be availed only once in a week.
- vii. Out Pass – Permission for going home will be given only during vacations and extended college holidays. An *out pass* will be issued for the same by the Provost / Asst. Provost only. In case of an emergency if an out pass is required during working days it will be issued by the Provost / Asst. Provost only after sanctioning of leave by the Principal / Vice Principal. Completed out passes should be submitted to the Provost office at least three days prior to the leave / vacation after completing the formalities mentioned above otherwise the leave request will not be considered (Please refer point A/ii). In case of a dire emergency an out pass may be issued on the same day but only after a personal request by the parent / guardian telephonically or through fax / email.
- viii. Format of Leave/Out Pass/Gate Pass: College provides a printed format of Leave/ Out Pass Application having 4 parts for signing by concerned authority. The first part is for the leave and should be signed by the in charge - Student Leave Policy (Vice Principal/Principal). The second, third & fourth part of the format will be used for out pass and will be signed by the Provost / Asst. Provost. In the absence of Provosts it will be signed by the Vice Principal/Principal.

ix. Availability of College Leave/Out Pass/Gate Pass Format:

- a) College Leave/Out Pass - Inmates may collect College Leave/Out pass format from hostel Warden.
- b) Gate Pass - Counter of Main Reception Ground Floor (On working days /hrs) or Hostel Warden (From 3.00pm onwards).

x. Submission of College Leave/Out Pass/Gate Pass:

- a) Inmates are advised to fill all information as required in the format i.e. Name, Year, Address of destination place/, Telephone no./Mobile no. /Reason/ Details of Date & Time in-out/ Hostel Room no./ Days of Leave. *Incomplete Leave/Out Pass/Gate Pass application will not be entertained.*
- b) Completed format should be submitted to the office of the Provost during college working hours. Out pass applications must be submitted at least three days prior to the date of leave.

xi. Instruction for submitting the Leave/Out Pass by the Inmate:

- a) First & Second Part: to be submitted in Provost office (College copy)
- b) Third Part: to be submitted to the Warden (Warden Copy)
- c) Fourth Part: to keep with themselves (Student's copy). Inmates are advised to keep this part with them till returning to hostel and produce it on asking. This part should be signed by the parents and after returning back to the hostel it will be submitted to the Warden.

xii. Authorized Member of Students Leave Policy-

1. Principal - Leave / Out Pass (in the absence of Provost & Vice Principal)
2. Vice Principal - Leave / Out Pass/Gate pass (in the absence of Provost)
3. Provost - Out Pass / Gate Pass
4. Warden - Gate Pass (After 03.30 P.M.)

*In the absence of above authorities the Management's decision will be applicable.

C. Meal/ Food stuff / Tea & Snack

i. Following Meal/ Food stuff / Tea & Snack will be served at their specified times

- a) Breakfast
 - Monday to Saturday - 07.30 A.M. to 08.15 A.M.
 - Sunday - 09.30 A.M. to 10.30 A.M.
- b) Lunch
 - Monday to Saturday - 12.30 P.M. to 1.00 P.M.(for BDS II/III/IV year)
 - 1:00 PM. to 1:30 PM. (for BDS I year)
 - Sunday - 02.00 P.M. to 03.00 P.M.
- c) Tea - 5:00 PM to 5:30 PM (winter)
5:30 PM to 6:00 PM (summer)
- c) Dinner
 - Daily - 08.30.P.M. to 09.30 P.M.

- ii. No meal/ tea will be served in the Rooms. No one is allowed to carry utensils in the room.
- iii. Students are to refrain from asking for any thing other than mentioned in the Menu.
- iv. Menu shall be prepared by the Hostel management in consultation with Vice Chairperson of the College.
- v. No student is allowed to enter the mess kitchen under any circumstances. Inmates are expected to treat the Mess Staff with respect and not to threaten or manhandle them. Complaints, if any, are to be forwarded to Mess Management.

D. Furniture and Fixtures facility in the allotted Room


- i. Rooms are supplied with the furniture and fixtures as allotted to the students. These items are to be maintained in proper condition by the students concerned. Breakage if any will be charged from the users. At the time of admission tube light/electric bulb will be provided by the college in working condition and at the time of leaving the Hostel finally, the students should hand over these things in working condition only.
- ii. In case an individual could not be pin pointed (identified) for any damage then a system of collective fine shall be imposed.

E. Electrical items

- i. Replacement of fused/damaged furniture/bulb/tube light will be the responsibility of the user.
- ii. Sound system/TV/ Electric kettles/ Heaters or any other electrical appliances in the rooms are strictly prohibited. Any one found using these items will be fined and their items will be confiscated. A fine of Rs. 10,000/- will also be imposed.
- iii. All electrical points including Geyser points are to be switched off when not in use. Damage to such items will be the responsibility of user if a person is pin pointed or collective otherwise.
- iv. Any item (e.g. bulbs, tube lights, gysers, furniture items, etc) fitted at a particular place are not to be removed or fitted at any other place.

F. General Instructions

- i. Every inmate of the hostel should have the civic responsibility that he or she should not cause inconvenience, annoyance or disturbance to others.
- ii. All inmates are expected to keep their rooms as well as the common areas neat and clean for maintaining hygienic and healthy atmosphere.
- iii. Use of Mobile is strictly prohibited during college working hours.
- iv. Use of tobacco/alcohol/narcotic drugs is strictly prohibited in the college premises. Any student found indulging in such activities shall be severely dealt with and shall be liable for expulsion and fine.


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- v. Possession and use of any lethal weapons or any instrument / object/contrivance, which is likely to cause physical harm to others, is strictly prohibited and will attract legal action.
- vi. The hostel rooms are subject to inspection at any time by the College / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Any student found indulging in such unauthorized activities shall be severely dealt with and shall be liable for expulsion and legal action.
- vii. The inmates should not enter into any unnecessary conversation, quarrel or altercation with the mess/hostel staff and fellow inmates. Use of abusive / vulgar language against any body is strictly forbidden. In case of any grievance, a written complaint against the concerned person should be lodged with the Warden / Provost.
- viii. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be liable for strict disciplinary action including suspension or expulsion. In this regard, the decision of the Management is final and binding on the individual concerned.
- ix. Male students are not permitted to enter in the Girl's Hostel compound and vice versa.
- x. Day scholars and outsiders are strictly prohibited to enter the hostel compound.
- xi. Inmates are responsible for their own items. They are advised not to keep cash, gold or any valuable ornaments / items in the rooms and take adequate safety measures for safeguarding their possessions. Institutional authorities will not be held responsible for any loss of such possessions/items under any circumstances.
- xii. Possession of Vehicles (two wheelers & four wheelers) is prohibited for hostel inmates. Day scholars bringing their own vehicle will be permitted if they have college sticker in their vehicles. College sticker can be procured from Administrative Office. Any person without helmet on two wheeler will not be allowed to enter the college premises.
- xiii. Students are not allowed to play outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents & injury to the inmates.
- xiv. Students will wear the nameplates/ID Cards at all times when they are in campus.
- xv. No incense stick, Dhoopbatti, lamp and candles are allowed in the rooms. If any inmate is found using such things, he/she will be imposed a fine of Rs. 5,000/-.
- xvi. It is compulsory for all inmates to have their mobile numbers as well as telephone/mobile numbers of their parents/guardians and local guardians registered in the office of the Warden. *Parents/Guardians are advised to meet the Warden occasionally and get their contact details registered personally. Any changes in contact detail must immediately be updated in the Warden as well as college office. Parents/Guardians are advised to update the changes in their contact details personally.* This will help the Hostel/College authorities to contact the concerned persons in case of any emergency. *Hostel/College authorities will not be responsible for any delays in contacting the concerned persons due to incorrect contact details.*
- xvii. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property.


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G. Proper dress code should be followed on all college days

- i. All students must come to college in prescribed college uniform only.
- ii. Casual wear including denims (Jeans), T-shirts, sports shoes, floaters, etc. are strictly prohibited during college hours.

H. Ragging

- i. Ragging of juniors by the seniors is a punishable offence as per the Supreme Court ruling. Any incidence of ragging of fresher by the seniors causing mental and physical agony will be severely punished on a written complaint by the student.
- ii. The college has constituted a Disciplinary Committee / Anti Ragging Committee which is responsible to control / prevent ragging.
- iii. Senior faculty members of Disciplinary committee will be on rotational duty as an anti ragging squad which will conduct raids / surprise visits to check ragging.
- iv. Students are liable to be punished when found guilty by the disciplinary committee depending upon the nature and severity of the ragging or any other activity of indiscipline. The punishment can be financial, suspension, or rustication from the institute. FIR may also be lodged against students indulging in ragging.

Members of the disciplinary committee:

1	Dr. R. S. Bedi Principal	9889816455	7	Student representative (Female) Akanksha Dubey	8318339652
2	Dr. Alka Yadu Chief Provost	9457184877	8	Student representative (Male) Mohd Anas	9889026593
3	Dr. A. K. Srivastava	9454886706	9	Mr. Vijay Khanna Parent Representative	9319969810
4	Dr. Suleman Abaas Khan, Provost	9838605551	10	Police Commissioner Rep. Mr. Anand Kumar Shahi Thana Incharge, Chinhat, LKO	94544003846
5	Dr. Ayush Razdan Singh, Provost	9793467975	11	Mrs. Kusumangini Mathur, Social Worker	9793220033
6	Mr. V. K. Dixit Admn. Officer	9889003298	12	Mr. Angad Mishra Lawyer	9305035226

All Students and hostel inmates should abide by the above instructions carefully. Any body found violating the rules is liable for fine and necessary actions.


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SARASWATI DENTAL COLLEGE AND HOSPITAL

GENERAL GUIDELINES ON CODE OF CONDUCT AND ETHICS

AN INITIATIVE OF

Institutional Code of Conduct and Ethics Committee (ICCEC)

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Saraswati Dental College & Hospital
Lucknow



SARASWATI DENTAL COLLEGE AND HOSPITAL

GENERAL GUIDELINES ON CODE OF CONDUCT AND ETHICS

Institutional Code of Conduct and Ethics Committee

(ICCEC)

Prepared By

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Member Secretary
ICCEC

Members ICCEC :-

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Dr. S. A. Khan
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Dr. Himangi Dubey
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Dr. Shomaila Ahmad
Mr. Vijay Acharya

Prepared on:

04/12/2020

Approved By

Dr. K. N. Dubey
Principal SDC &
Chairman ICCEC

Principal
Saraswati Dental College & Hospital
Lucknow

Approved on:

09/12/2020

Saraswati Dental College & Hospital
Lucknow

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SARASWATI DENTAL COLLEGE AND HOSPITAL, LUCKNOW

CODE OF CONDUCT FOR PRINCIPAL, DEAN, TEACHING STAFF, EMPLOYEES & BDS/MDS STUDENTS

INSTITUTIONAL CODE OF CONDUCT FOR PRINCIPAL AND DEAN

The Principal is the academic and administrative head of the Institution. The Principal of the college has got multifaceted roles to play and shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on.

The Principal has to make Ethical decisions based on the best interests of the staff and students which must be fair in their disciplinary actions for all the members of faculty, non-teaching staff and students.

Principal should forward the annual performance appraisal of the staff without any bias or prejudice. He needs to honor all aspects of employment contract.

The Principal and Dean should stand by their words. Their failure to provide adequate supervision on and off campus equates to total disregard for the position held because they are responsible for the holistic development of the college.

They shall prepare the annual report of the progress of the college for onward submission.

They must disclose any acts that result in criminal and civil charges against them. They are supposed to maintain professional boundaries and must refrain from inappropriate conduct and relationships with staff and students.

Text messages, phone calls and social media interaction that are deemed unethical must be avoided by them. Exhibiting Objective Leadership, they should empower all their staff and students to reach their maximum potential. They should carry themselves with the highest integrity.

They must allow teachers to practice reasonable educational freedom without interference and must allow students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

They should chalk out a policy and plan to execute the vision and mission. They should recommend and forward communication to the authorities. They should execute any other qualitative and quantitative work for the welfare of the institution.

They should monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback.

They should always be honest, fair, objective, supportive, protective and law binding. They should ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them firmly. They should promote community institution interaction and inculcate research development too.

INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his / her conduct in a college environment has great impact on students and supporting staff. Being responsible teacher needs to shoulder certain norms.

Keeping this in mind it is expected that **No teacher shall...**

- Knowingly or willfully neglect his/her duties.
- Discriminate against any student on the ground of Gender, caste, creed, language, and place of origin, social and cultural background.
- Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
- During the period of service, they cannot join any other college or pursue any course of study without the prior approval of the Head of Institution.
- Remain absent from the college without sanction of leave or without previous permission of the head of the respected department or head of Institution. They cannot leave the country without prior sanction from the competent authority.
- Claim leave as a matter of his/her right.
- Accept any remuneration related job from any source other than the institution or give personal tuition to any student or engage him/her in any business.
- Prepare or publish any book, studies, case report, or assist, whether directly or indirectly to outer entity against the interest of the institution.
- Enter into any personal monetary transactions with any student or parent.
- All teachers are responsible for maintaining their Class Attendance Register, and follow their new work schedule. The accountability rests solely in the hands of the concerned teachers.
- All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the management committee.
- Mobile phones are strictly not permissible in the ongoing Lecture Halls, Labs and operatories. But for the purpose of student education and online teaching/presentation/seminars/webinars, faculty can use the mobile.

Non-compliance or violation of any of the above-mentioned rules can lead to appropriate action being taken against the concerned individual.

Academic Conduct

- The teachers should reach the college five (05) minutes before the commencement of the regular classes.
- The teachers should engage the full 45 minutes lecture and should not leave class early.
- Teachers are not allowed to use Cell phone while taking classes.
- Teachers may use the audio-visual content for effective delivery of lectures.
- Teachers should take special care of slow learners and pay special attention to them. Teachers are expected to volunteer to take up extra classes/remedial classes for students in exigency.
- Internal assessment to be carried as per the schedule. The internal assessment like class test, quiz, group discussion and seminar are to be conducted and the marks obtained by the students should be informed to them.
- Teachers should create motivation among the students for academic upliftment and should try to bring out their creativity/originality.
- Teacher must follow the academic calendar of the college and the lesson plan prepared by them.
- The teachers are encouraged to conduct research on their topic of interest. The institution will provide necessary infrastructure for the same.
- The teachers should write text books, publish articles in reputed journals and present papers in seminars and conference.
- The Teachers are encouraged to attend faculty development programs, skill improvement programs etc. to enhance their knowledge.
- Teachers should carry out other institutional, administrative, academic and cocurricular, activities that may be assigned to them from time to time.
- Teachers should attend departmental meetings, seminars etc. and take active part in college functions like sports week, college Foundation Day, Independence Day, Republic Day and other celebrations etc.
- The teachers should be punctual in college working days for the smooth functioning of college activities. They must sign in and sign out every working day.
- Teachers must remain available in the college during office hours.
- The Teachers should come to the college with formal dress and maintain decency.
- No teacher should involve himself/herself in any form of contemporary political activity directly or indirectly except their concerned association election either inside or outside the campus.
- Teachers must not disclose confidential information in the course of professional service unless required for professional purpose or asked by court.
- No teacher should involve herself or himself in any act of moral turpitude on his or her part which may bring discredit or lower the image of the institution.
- Teachers must keep all the records accurate and up to date.

- No teacher shall send circulars, organize meeting or programs in the campus without prior permission and coordination with the Principal/Head of concerned department.
- No representation to any government authority or university in the name of the college should be made by any teacher without the permission of the principal.
- All the teachers should try to be available on the re-opening day and the last working day of each session.
- Teachers should refrain from any type of drugs, alcohol and intoxicants inside the college campus and must keep in mind that they have to set examples for students.
- Teacher should help to keep the campus clean and hygienic during working hours to ensure patient, student and clinician's safety in the institution.
- The staff should not undertake any other job within the stipulated office hours, neither shall they engage themselves in any trade or business within college premises.

CODE OF CONDUCT FOR EMPLOYEES

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always adhere fir judgment about the way they conduct themselves when doing their work and representing Saraswati Dental College and Hospital, Lucknow. The success of the college is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Saraswati Dental College and Hospital, Lucknow, will comply with all applicable policies, procedures, laws and regulations, and expects its Directors, Heads, Professors, Nodal officers and all employees to conduct themselves in accordance with relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of each employee of the Institution.

LEVELS OF MISCONDUCT

There are two levels of misconduct – Minor and Gross Minor instances of misconduct should initially result in informal advice being given by the principal without having to resort to disciplinary and legal action – if this proves unsuccessful then leaning on the formal disciplinary and legal procedure may be required.

Cases of Gross Misconduct are more serious than ordinary instances of poor conduct. Gross Misconduct may result in strict disciplinary and legal action, including immediate dismissal and the College is not obligated to issue notice or pay in lieu of notice in the grave circumstances. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

The following are few examples of infractions of rules of conduct that may result in disciplinary and legal action, up to the termination of employment:

- Theft or inappropriate removal or possession of any property or tampering time keeping/salary related records of employees.
- Unauthorized use of college property, facilities, or resources.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college-owned vehicles or equipment's in operatory.
- Possession of weapons or explosives in the college campus.
- Negligence or improper conduct leading to damage of college, student, or employee-owned property.
- Sexual or other unlawful harassment or discrimination.
- Fighting, threatening violence, or causing harm to others in the workplace.
- Behavior that prevents others from doing their allocated work.
- Insubordination or other disrespectful conduct with non-teaching/teaching staff.
- Smoking in campus.
- Excessive absenteeism or any absence without notice.
- Unauthorized unavailability from work station during the workday.
- Unauthorized or improper use of telephones, e-mail system, or other college-owned equipment.
- Unauthorized disclosure of confidential information of patients.
- Providing false information regarding previous employment, marks, qualifications etc.
- Sleeping while on duty.
- Selling, attempting to sell or promoting the sale of non-college merchandise while in college premises.
- Use of College supplies, equipment, property, or services to carry out private business ventures.
- Violation of HR policies, violation of Local, State, or Central Laws.
- Any willful behavior that results in the destruction of college property or brings injury to another employee.
- Unsatisfactory performance or conduct or conduct which reflects unfavorably to college.
- Engaging in works, profession or business other than the college duty.

COMPLIANCE WITH LAWS AND REGULATIONS, RULES AND POLICIES

Employees and individuals representing Saraswati Dental College and Hospital Lucknow, must transact college business in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, non-discrimination, privacy, confidentiality of employee, privacy of patient's records; workplace safety and community Health.

All employees and individuals representing the college should understand that noncompliance to rules and policies may have adverse financial and disciplinary consequences to them s well as for the Institution.

CONFLICT OF INTEREST

A Conflict of interest arises when a college member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the college. All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a college member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, **the employee must do the following: -**

- Disclose clearly and fully in writing to the concerned HOD with the nature of the decision or transaction and the potential conflict of interest.
- Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or processing of the transaction.
- No gifts or services from vendors should be accepted.

CONSULTING AND OUTSIDE EMPLOYMENT

If a person is a full-time employee of the college, the employee's main employment responsibility is devoted towards Saraswati Dental College and Hospital Lucknow. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be obtained in advance from the Principal, Patron and concerned college Authorities for NOC.

NON COMPETITION OBLIGATION

During the period of employment with Saraswati Dental College and Hospital Lucknow and after its termination or after retirement due to any reason what so ever, they will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/or in any other like capacity: disclose any Confidential Information or trade secrets or patient treatment policies of Saraswati Dental College and Hospital Lucknow to any third party, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of themselves or any third party (including any competitors of Saraswati Dental College and Hospital Lucknow) or to the detriment of Saraswati Dental College and Hospital Lucknow or disclose to anyone the identities and other related information of any of Saraswati Dental College and Hospital, Lucknow' clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of Saraswati Dental College and Hospital Lucknow. During the course of the employment at Saraswati Dental College and Hospital, Lucknow, one will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

INTELLECTUAL PROPERTY RIGHTS AND COPYRIGHT OWNERSHIP

Saraswati Dental College and Hospital Lucknow, respects the ownership of intellectual material governed by copyright laws. College Employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult Saraswati Dental College and Hospital Lucknow Intellectual Property Policy. Use of the college's seal and letterhead is restricted to college business. Questions regarding use of the seal and letterhead should be referred to the College Authorities.

Proper Use of College Property and Funds

All equipment and material is the property of Saraswati Dental College and Hospital Lucknow unless otherwise clearly mentioned. All employees must ensure that college resources are to be used only for intended purposes. College employees have an obligation to manage the College's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the institution that are under their control. College resources may not be used to facilitate contributions to candidates of public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. These equipment's and armamentarium is to be utilized in the most effective and efficient manner possible towards the accomplishment of Institution/University goals and objectives. College resources may not be converted to personal use, either for oneself or another person.

ACCURACY OF RECORDS AND REPORTING – FINANCIAL & ACADEMIC

The records, data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the business, revenue & academic operation of the college. College employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the Institution Authorities.

All reports, including travel/reimbursable bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

Acceptable Use of Campus Network and Computing System

It is the responsibility of each member of the college to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at Saraswati Dental College and Hospital Lucknow, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and CCTV. College computing systems are college resources are provided to college employees for record maintenance or research purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at any time. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college are also unacceptable on the network, computing systems and other electronic services including the following-

- Accessing inappropriate materials/contents.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

Institutional Code of Conduct and Ethics Committee of Saraswati Dental College and Hospital, Lucknow, exert compliance efforts on teaching college employees regarding ethical standards, nevertheless violations may occur. In addition, employees of the Dental College may have concerns about matters that they are not sure represent violations. Therefore, college Employees should report suspected violations or concerns about these standards promptly to one of the following college offices: Human Resources, Principal, and concerned authority. Reports can be made anonymously unless the caller wishes to leave their contact information.

The College will investigate claims of inappropriate activities, including informing the college authorities of claims related to the misuse of college assets and violation of compliance laws. The College will protect from retaliation against anyone who makes an effort in good faith to appropriately disclose perceived wrongdoing.

Consequences of Violation

Any non-compliance of the above code of conduct, any other related HR policies, non-performance or insubordination will be considered as a gross violation under the established disciplinary practices and procedures of college and may carry disciplinary consequences, up to dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.

GENERAL CONDUCT AND BEHAVIOUR FOR MDS STUDENTS

Identity Card: Students shall always carry their Identity card issued by the college; Student without the Identity card may not be allowed to enter the college premises. The Identity card must also be shown as and when asked by the college authorities within the campus.

Proper conduct: Students shall behave in a civilized manner during their stay in the college. They must be co-operative with fellow students and shall not participate in any form of ragging of any student.

Inappropriate usage of language: Students shall neither use such language, which disturbs the other student mentally or physically nor use such words which may hurt the religion or may cause feeling of insult other students.

Outing during classes: Students are to stay within the campus during their schedule of classes & practical / Clinics. Students going out of the campus should seek permission in writing from the HODs/Principal.

Usage of college premises: Students must leave the college building after their classes are over unless if they have specific assigned work/night duty, or want to use the library facilities. They are not expected to loiter in the campus before or after their class timings.

Parking Facility: Parking space outside the college is provided to park the vehicles at "OWNER'S RISK" Though a security guard is normally present, the students are advised in their own interest, to lock the vehicles properly to avoid any theft or loss. The college will not be responsible for security of the vehicles.

Tobacco/ drug free campus: Intoxicants, including smoking, betel or tobacco chewing are strictly prohibited in the college. No student, after consumption of drugs, alcohol, any intoxicant should enter the premises of the college. Erring students will be fined a minimum amount of Rs. 2000/- INR subject to increase at the discretion of the Principal along with appropriate disciplinary action including expulsion from the hostel or the institution.

Discipline in Library: Absolute silence must be observed in the library. Please contact the librarian for any help if required. Students must maintain proper discipline and behavior in the library. Students must not enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any presents or gratification in any form to the librarian.

DRESS CODE

Prescribed Uniform: Students should be dressed neatly in the prescribed uniform when coming to attend the classes & clinics. Students without prescribed uniform may be refused entry by security personnel at the main gate or by the Principal/HOD in College premises.

Dress Code on Saturday: Any dress other than the prescribed uniform except Jeans, T-shirts and sports shoes.

DISCIPLINARY ACTION

The following are deemed as acts of Indiscipline and may lead to debarring a student from attending the course any further.

- Violation of rules and regulations laid down by the college.
- Taking recourse to unfair means during examination and assessment.
- Indecent behavior or use of abusive or threatening language anywhere in the college campus or through electronic/social media with any other student or staff member.
- Indulging in ragging/ misbehavior /violence with any other student or staff member.
- Note: The college holds the authority of a surprise inspection of the hostel / room/ college premises as and when required basis without prior information.

GENERAL CONDUCT AND BEHAVIOUR FOR BDS STUDENTS

Identity Card: Students shall always carry their Identity card issued by the college. Student without the Identity card may not be allowed to enter the college premises. The Identity card must also be shown as and when asked by the college authorities within the campus.

Proper conduct: Students shall behave in a civilized manner during their stay in the college. They must be co-operative with fellow students and shall not participate in ragging of any student.

Inappropriate usage of language: Students shall neither use such language, which disturbs the other student mentally or physically nor use such words which may hurt the feeling or insult other students.

Outing during classes: Students are to stay within the campus during their scheduled classes & practical / Clinics. Students going out of the campus should seek permission in writing from the HOD/Principal in case of any emergency.

Usage of college premises: Students must leave the college building after their classes are over unless if they have specific assigned work, or want to avail the library facilities. They are not expected to loiter in the campus before or after their class timings.

Tobacco/ drug free campus: Intoxicants, including smoking, betel or tobacco chewing are strictly prohibited in the college. No students, after consumption of drugs, alcohol, any intoxicant should enter the premises of the college. Erring students will be fined a minimum of Rs. 2000/- subject to increase at the discretion of the principal along with appropriate disciplinary action from the hostel or the college.

Usage of Mobile phones: Use of mobile phones is strictly banned during scheduled classes/clinics and in the library. If any student is found to be doing so will be fined and the device will be confiscated until further notice. Students can use mobile phones outside these areas, eg- canteen.

“During COVID-19 Pandemic, Students are allowed to use Mobiles to attend Online classes and seminars”.

Discipline- Absolute silence must be observed in the library. Please contact the librarian for any help. Students must maintain proper discipline in the Labs and Central Library. Students neither enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any presents or gratification in any form to them.

Students must ensure that they avoid gathering and shouting near the main entrance and office areas, class rooms, Lab etc. Students shall devote their whole time to the assigned work and shall faithfully, diligently and willingly carry out instructions or orders given to them from time to time. It is the moral duty of all students to keep the campus clean. Garbage must be thrown in the dustbins available at different locations in the campus. Every student shall be polite, courteous and obedient in his or her behavior with the college's academic/administrative and subordinate staff.

Students must have a high standard of discipline and loyalty to the college and personal conduct of every student should be exemplary. Tampering with the notice boards is prohibited.

Violation of rules: If any student is found violating the above mentioned rules, the college has the right to withdraw any facilities granted to him / her. The Principal / College Authorities have the right to debar him / her from appearing in the College / University examinations or he / she may be expelled from the college or hostel.

DRESS CODE

College Uniform: Students should be dressed neatly in the prescribed uniform when coming to attend the classes, clinics, library, Clinical Lab and Cafeteria or while during college associated activity inside or outside campus. Students are also required to wear only leather shoes (Black with laces) with uniform. Students without suggested uniform may be refused to enter by security personnel at the main gate or by the Principal/HOD.

Dress Code on Saturday: Any dress other than the prescribed uniform except Jeans, T-shirts and sports shoes is recommended for faculty only. Male students should have trimmed hair. **Long hair, punk/spiked hairstyles and Beard of any kind are strictly not permitted. Visible tattoos and body piercings are strictly not allowed.**

LIBRARY RULES

A student/faculty can borrow one Text Book for 7 days.

Fines/Penalty:-

If a book is not returned in the stipulated time the member will be charged a penalty as per rules. The fine should be paid at the library books return counter.

Rs 10/- per day per book up to one week after issued time, Rs. 20/- per day after one week. Rs. 500/- for lost/damaged ID card. If a member loses a book issued against his/her ticket, the penalty will be as follows: -

- He / she will have to replace the book lost. In addition, he /she will pay the fine till return /replacement of the book.
- If the book is not easily available in the market, then the current cost of the book will be charged to the student. If a member loses his/ her borrower's ticket, he /she shall make an immediate written report to the Librarian and Principal.

The main function of a library is the collection and preservation of knowledge for its dissemination to all.

Facilities: The Central Library is air-conditioned and has been designed with a lot of care, paying adequate attention to the needs of both the faculty and students.

Study area for Faculty: There is a separate enclosure for faculty members to enable them to pursue their research interests with maximum concentration.

Seating arrangement for students: Unlike other libraries where student sit together and read, here students may sit on their individual desk for absolute concentration.

General Rules of Library

Attendance: All library users must sign in/out in register manually ,available in the Library.

Decorum: Users should maintain silence in the library and should not disturb others. Smoking / eating / talking / chewing is strictly prohibited in the library. Usage of Mobile phones are strictly prohibited inside the library.

Counter facility: While entering the library users should leave their personal belongings such as apron, bags, personal books, helmets, etc. at the property counter.

Damage to library property: User of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence second time, his / her library tickets would be impounded and the membership will be terminated.

HOSTEL RULES

Students are required to bring the following items with them while joining the hostel. One bed Roll comprising of Bedsheets, Bedcover, Pillow, Mattress, Quilt (for winter) etc. One Bucket, one mug, one water jug, one flask, two glasses. Toiletries and Curtains.

Hostel attendance: Hostel doors will be closed at 9.00 p.m. for Interns and PGs and 8 pm for first year students up to final year students every day. As per outing is concerned student must punch the biometric machine accordingly between 7:30 pm to 7:45 pm. Residents will not be allowed to enter or leave the hostel after the stipulated time except in a medical emergency.

A Biometrics machine is installed in the hostel for attendance. The student has to mark attendance on daily basis. i.e. evening stipulated time (as mentioned above). Erring residents will be penalized as per discretion of the Principal/ Warden.

Stay with Parents/ Local Guardians: The residents of the Hostel can stay with local guardians after obtaining written permission from the parents/Administrative Officer/Warden/Principal only on weekends after the classes. Permission for night out is not allowed during the weekdays except in case of serious medical emergency.

Maximum limit for stay with Parents/ Local Guardians:

Residents will be allowed to stay with the Parents or Local Guardians once a month after seeking permission from the Warden. The Local Guardian's authority letter in order to allow the resident must be submitted at least one day prior to the Hostel Warden.

Visit of parents: Parents of the residents are not allowed to stay in the hostel. Parents can avail the facility of meeting with student while staying outside the college premises.

Hostel Committees: The following committees will be constituted to manage the hostel and to look into the day-to-day problems of hostel residents.

- | | | |
|----------------------|-------------------|---------|
| 1. Cultural Programs | 2. Games / Sports | 3. Mess |
| 4. General Welfare | 5. Discipline | |

These committees will work under the overall supervision of the Warden who will take directions/instructions from the **principal** as and when required.

Restriction: Parties / get together are not allowed in the Hostel without the Warden's / Principal's permission.

Prohibited items: Use of radios, music systems, irons, heaters and any other electrical appliances is strictly prohibited in the hostels. Students found using them will be penalized and their short/long outing will be cancelled. Cleanliness of the rooms will be the sole responsibility of the residents.

Appropriate dress code: It is normally expected that the residents will follow simplicity and will not wear any dress objected by the Principal/Warden. Common room & study room: All hostels have common room & study room available for all students.

Note: - All the Residents will follow the rules strictly and obey the orders of the Warden / Principal. Hostel residents violating any of the above rules are liable to be expelled / suspended from the hostel without any show cause notice or prior intimation. The decision of the College authorities will be final. The Principal / College Authorities have abundant power to modify or change the hostel rules.

Electricity Consumption:

Regarding the usage of Desert coolers in summer, cooler will be procured by the concerned resident on his/ her own expense after getting due permission. Electrical installations required for the cooler will be provided by the College in respective rooms. The residents will have to pay Rs. 3500/- per cooler / person in advance towards consumption of electricity. Air Conditioner requiring residents would be provided separate postpaid sub meter to measure electricity consumption.

Important Note: -

Consumption / Possession of Liquor / Smoking / Chewing tobacco or any kind of drugs is strictly prohibited in college premises. If any student is found guilty, he / she is liable to be suspended from the hostel as well as from the college and be penalized appropriately.

DISCIPLINE-

Following are considered as acts of indiscipline which may lead to debarring the student from attending the course further or stay in the college premises.

- Violation of rules and regulations laid down by the college.
- Taking recourse of unfair means during examination and assessment.
- Indecent behavior or use of abusive or threatening language anywhere in the College Campus or through electronic / social media with any other student or staff member.
- Indulging in ragging / misbehavior / violence with any other student or staff member. The College holds the authority of a surprise inspection of the hostel / room/ college premises as and when required basis without prior information.

Handling Of College Property

College property is an asset for all the students. It is the responsibility of all the students to keep the property intact. Articles, pictures, documents etc. must not be torn off from the reading / study material available in the library as it will hamper the needs of fellow students. In case anything is required by the students, permission may please be sought from the principal.

Student should take care not to deface the college premises. Pasting of posters, charts, pamphlets etc. of any kind is not permitted without prior permission of the Principal/Warden. In case any financial responsibility is given to a student he/she must fulfill it cautiously. In case the money is handed over to any individual student for any particular job assigned to him / her, the accounts for the money must be given to the authorized representative of the college within 24 hours of the completion of the job.

MOBILE PHONES

Use of mobile phones: Students are not allowed to use the mobile phone anywhere in the College during college hours.

Day Scholars: Day Scholars are allowed to bring mobile phones, but it must be SWITCHED OFF during college hours. Students are permitted to use the mobile phone only in the canteen or outside the college Lecture Hall/Lab.

Mobile phones are only allowed during COVID-19 pandemic/any declared pandemic for Online Classes and Seminars.

RAGGING

As per Supreme Court's ruling of written petition (Civil No. 656 of 1998) Ragging in any form is strictly prohibited. The most stringent measures against anyone caught indulged in ragging shall include the below mentioned disciplinary actions.

What Constitutes Ragging

Ragging constitutes one or more of the following acts:

- Any misconduct by student whether by words spoken or written or by circulated by web.
- 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 group of students which Causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in a fresher or any other student.
- Ordering any student to do an act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame/torment/ embarrassment so as to adversely affect the physique or psyche of such fresher/New comers.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a junior/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 compelling heavy expenditure on a fresher.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of student.
- Any act or abuse by spoken words, emails, internet social network, 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 a fresher or any other student adversely.

The punishments to be given in such case are:--

- Cancellation of admission.
- Suspension from attending classes/clinical postings/peripheral postings.
- Withholding/withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/ University examination or other evaluation process.

- Withholding results.
- Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
- Suspension /expulsion from the hostel.
- Rustication from the institution from a period ranging from 1 to 4 professional exams.
- Expulsion from the institution and debarring from admission to any other institution.
- Monetary fine against ragging is between Rs 25000/- and 1,00,000/- INR.
- Collective Punishment- When the persons committing or abetting the crime of Ragging are not identifies, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- F.I.R will be lodged to Local Police station which may lead to imprisonment.

Precautions/ Safety Measures to Be Observed:

- In order to overcome the apprehension to join the college and during the first few days can be easily overcome if student is aware to do -
- To know the concerned person in the college for any complaint against ragging or members of Anti Ragging Committee.
- Be aware of the rights under the rules.
- Don't lash back physically or mentally at any indecent or vulgar act of seniors and allowing seniors to come back in a group anytime/anywhere.
- Don't try to confront ragging. Find a way to escape from it.

Vipul Kumar

Dr. Vipul Srivastava
Member Secretary, ICCEC

K. N. Dubey

Dr. K. N. Dubey
Chairman, ICCEC
Principal
Saraswati Dental College & Hospital
Lucknow

K. N. Dubey
Principal
Saraswati Dental College & Hospital
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