



RAGAS DENTAL COLLEGE & HOSPITAL

(Unit of Ragas Educational Society)
Recognized by the Dental Council of India, New Delhi
Affiliated to The Tamilnadu Dr. M.G.R. Medical University, Chennai
2/102, East Coast Road, Uthandi, Chennai - 600 119. INDIA.
Tele : (044) 24530002, 24530003 - 06. Principal (Dir) 24530001
E-mail : principal@rdc.ac.in, web : www.rdc.ac.in

7.1.9 Code of conduct handbook

CODE OF CONDUCT FOR STUDENTS:

Each student enrolls in our institution with an undertaking to adhere by the following codes:

All sessions, including theory, practical lessons, and OP or Clinics, will start on time.

Once students are on campus, they must always wear an apron.

Mobile phone use is absolutely forbidden in classrooms, labs, libraries, and offices.

No leave will be granted unless it has been approved by the department's head of staff.

A medical certificate must be presented on the day of arrival if any medical leaves have been taken.

It is totally forbidden to use tobacco products, consume alcohol, or use addictive substances on college property.

Ragging and eve-teasing are not permitted on college campuses, and offenders will be punished according to the law.

Mass absences from classes, holding protests or agitations, or encouraging violence on campus or off are all regarded serious breaches of discipline, and violators will face harsh punishment.

Males should not enter female communal areas or lounges, and vice versa.

The principal is authorized by the Tamil Nadu Government's educational regulations to file, withhold any certificates, suspend, or expel any student if judged necessary.

Students should work together to maintain the college campus' cleanliness.

Any student who is found to have damaged college property will be disciplined and charged in accordance with the damage.

If several pupils are involved in the harm, they will each be held equally liable. To remain safe and arrive on time, students are urged to use the campus transportation service.

At least five minutes before each session, students should be in the classroom. Weekly tests and assessments should be taken seriously by students.

It is required of students to complete the entire course they have enrolled in.

If a student decides to discontinue the course in the middle, a Transfer Certificate won't be given until the student has paid all of the outstanding college costs for the next semesters.

Any change in the address of a student, parent, or guardian should be immediately reported to the principal.

No students will be allowed inside the campus without ID cards.

Without the principal's prior approval, students are not allowed to plan tours or meetings, attend any college gatherings, or raise funds for any cause.

It is not permissible to wander around the campus unnecessarily.

Dress Code:

Students must strictly abide by the following dress code:



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Boys:

Should wear formal shirts and pants (half or full sleeves). T-shirts, jeans, and casual attire are not permitted.

Should only wear on formal shoes.

Shoes like sneakers and slippers are not permitted.

Should regularly and properly trim their nails, hair, beards, and moustaches.

Girls:

Should only wear chudidhar, a long top, and a dupatta.

Both sides of the dupatta should be nicely pinned.

T-shirts, jeans, and short tops without a dupatta are not permitted.

Avoid wearing items that provide a strange appearance, such as tight bottoms, leggings, and gathers.

Should wear common leather or nylon sandals or shoes.

Chapels and high-heeled fancy shoes are prohibited.

Hostel rules and regulations:

Hostellers are required to stay in the room assigned to them and are not permitted to switch rooms without the warden's approval.

They must maintain a tidy and clean-living space.

At least 10 minutes before the start of the classes, all inmates are required to check out of the hostel.

Without the warden's prior approval, no student is allowed to stay in the hostel during college hours.

The hostel's main gate will close at 6.30 p.m. and reopen at 6.30 a.m.

When a hosteller becomes ill, the warden should be notified so that the proper treatment can be started.

The campus does not permit the use of vehicles.

Inmates shouldn't engage in any illegal or undesired activities (including drinking, writing on doors and walls, gambling, or smoking).

The damage to the rooms they occupy as well as to goods like fans, furnishings, tube lights, switches, toilet sinks, etc. shall be the responsibility of the hostellers.

They shall be required to pay the costs determined by the warden and the principal in the event that any hostel property is damaged or defaced.

It is recommended that students should not bring any valuables to the dorm.

Any loss brought on by the management's negligence will not be covered by their insurance.

After obtaining permission from the warden and paying the required amount to the warden toward renting, parents or guardians (of the same sex) are allowed to stay at the hostel for a maximum of two days.

They can obtain the food coupons from the warden after paying the due.

Inside the hostel, no electrical devices should be used.



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When students are absent, the rooms should be locked, and only the warden should be given the room keys.

The room must be vacated by the students if they take a lengthy vacation (more than 15 days).

The hostel for girls is off-limits to boys, and vice versa.

Ragging is strictly prohibited inside the hostel.

Those who are found guilty will be expelled out of the hostel.

Parties and celebrations of any type are prohibited inside the hostel.

Students staying in the hostel must check in by 3:40 PM.

On weekdays, between 3.30 and 6.30 p.m., students are allowed to leave campus for necessary activities with the prior approval of the principal and warden.

Between 3.30 and 6.30 pm, students are allowed to leave the hostel to use campus amenities including the library, restaurant, and internet centre with the warden's permission.

If a student wants to leave the dorm for an excursion, they must send a letter of permission from their parents by normal mail or expedited mail at least one day beforehand.

The principal and warden must properly acknowledge receiving the letter.

Courier and fax requests for permission are not accepted.

Parents who are coming to pick up their wards from hostel should always bring a visitor's pass.

Anti-ragging rules:

Administrative action in the event of ragging:

Following the steps outlined below and in compliance with the Dental Council of India and the Tamil Nadu Dr.M.G.R. Medical University, the institution shall discipline a student found guilty of ragging.

According to the facts of each ragging occurrence and the nature and seriousness of the incident determined on the recommendations of the anti-ragging squad, the anti-ragging committee of the institution shall make an appropriate decision, in regard to punishment or otherwise.

The anti-ragging committee may impose one or more of the following penalties on those found guilty, based on the type and seriousness of the guilt determined by the anti-ragging squad:

1. Suspension from attending classes and academic privileges.

2. Withholding or withdrawing financial aid, including scholarships and fellowships.

3. Being prohibited from participating in any tests, exams, or other evaluation procedures.

4. Hiding outcomes.

5. Being prohibited from representing the organisation at any youth festival, competition, or regional, national, or international event.

6. Being suspended or kicked out of the hostel.

7. Admission cancellations.

8. Being suspended from the school for one to four semesters.

9. Expulsion from the institution, which results in a time-limited ban on entrance to any other institution.



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In the event that the individuals responsible for the ragging act are not identified, the institution may use collective punishment, and the anti-ragging committee's decision to impose punishment may be appealed as follows:

1. When an institution that is a component of or linked with a university issues an order to the vice chancellor of the university.
2. To the Chancellor of the University in the event of an order.
3. The chairman or chancellor of any institution of national importance established by a law of the legislature, as the case may be.

When a member of the faculty or staff of the institution fails, in the eyes of the appointing authority, to report a racial incident or take prompt action to stop one, or shows indifference or indifference when someone complains of racial incidents, or fails to take prompt action, whether mandated by these regulations or not, to stop one, then such authority shall begin an investigation. The authority designated to appoint the institution's head shall take such departmental disciplinary actions, provided that where such lapse is attributable to the head of the institution, such action shall be without prejudice to any action that may be taken under the penal laws of abetment of ragging for failing to take prompt action in the prevention of ragging or punishing any student found guilty of ragging.

CODE OF CONDUCT FOR THE PRINCIPAL:

The principal's multiple responsibilities, including those of administrator, general manager, and facilitator of different academic activities.

The following are the codes that apply to the principal's behaviour:

Should work to build the institution by recognising the shared desire of the many parts of the institution for a stunning result.

Should treat all employees equally and refrain from discriminating against anyone based on their gender, caste, political views, economic status, or other factors.

Should take the appropriate actions to reduce or eliminate sexual harassment.

Should uphold financial openness in institution-related topics.

Should educate staff members on appropriate professional conduct

Should inspire the academic staff to plan and attend conferences, symposiums, and workshops.

Should support the publication of scholarly papers and foster research activities.

Students should be encouraged to participate in extracurricular activities to boost their self-esteem and socialism.

Should adhere to the decentralisation method to boost employee confidence.

Should make an attempt to keep a suitable learning environment and respect the staff members' and students' fundamental rights.

CODE OF CONDUCT FOR THE FACULTIES:

The goal of the teaching profession is to educate and arouse curiosity, thus faculties should be committed to attaining this goal.



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Faculty members should be receptive to student opinions and motivated to go above and above for those students who most need it.

Colleges should be accepting of criticism.

Faculties should foster a learning environment in the classroom and treat all pupils equally, regardless of their socioeconomic level, caste, creed, colour, gender, or other characteristics.

Faculties should lead by example and serve as role models for their students to encourage their curiosity and desire to learn.

Along with developing students' professional skills, professors should also instil in them a sense of civic duty, volunteerism, and social responsibility.

Colleges should be mindful of upholding the profession's honour.

Faculty members should be aware of the importance of teaching all students the fundamentals of medical science, preparing them to meet obstacles that may arise during practise, and encouraging the habit of discovering new areas of the field of medicine.

Faculty members should be excited in learning the most recent breakthroughs and improvements and putting them to use as updated knowledge teachers.

Faculty members should schedule time for research and provide students the chance to follow it up.

As a mentor for students, faculties should participate in seminars, CMEs, workshops, interactive sessions, sports, and extracurricular activities.

The institution should define how faculties should act and operate, and they should work together to promote students' social, emotional, and academic well-being.

During the three times a year Parent Teacher Meetings, which are held, teachers should engage with the parents of the pupils.

By putting into practise the enthusiasm of required training, certifications, and licences, faculties should adhere to professional ethics and behaviour to the letter.

Faculty members should follow the rules for doing and writing about scientific research. The highest standard of medical care should be provided to patients by faculties/doctors, who should also be willing to consider other experts' opinions. There should be no conflict between professional activity and private practise, and professional faculty should treat professional fellows with respectable regard while also treating non-professional, ministerial, and support employees the same way.

For the institution to run well, professors should refrain from taking unnecessary vacation time and maintain regular attendance.

CODE OF CONDUCT FOR NON – TEACHING STAFF:

To act professionally, non-teaching personnel should adhere to and observe the following: should be aware of the institution's policies, adhere to them, and work assiduously and honestly to complete the tasks assigned to them.

A leave of absence should be announced to the institution and the supervising authorities well in advance, barring the majority of situations.

Should not participate in a cause or any small business activity within the institution, nor should they work in any other capacity during working hours somewhere else.

Should not engage in political activism, anti-secular behaviour, or any other behaviour that would compromise institutional policies.



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Should show the utmost respect to their coworkers, superiors, fellow officers, management, and other students, and should refrain from any actions that might offend a person or a group. To ensure that they are present when needed and that the day runs smoothly, employees should be on time for work.

For the equipment's longevity and proper operation, it should be handled properly.

Should abstain from using narcotics, alcohol, tobacco, or chewing on metal.

Should not discuss any sensitive official matters with anyone (to which they are privy due to their position).

Should not alter any original documents to which they may have access.

Should perform their duties with integrity and honesty.

Shouldn't form an emotional connection with either students' parents or guardians.

Should resolve any disputes politely and respect the management's judgement.

No employee should be a hindrance on campus due to their actions in speech, deed, or thinking since mutual trust and goodwill among the group of employees will produce a peaceful environment.

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