

CODE OF CONDUCT



MES Dental College

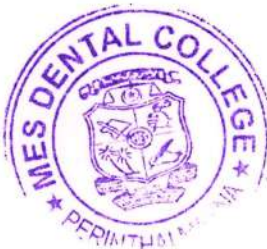
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MES Dental College, Malappuram is one of the reputed private dental colleges in Kerala. The college is popularly known as MES Dental College Malappuram and was founded in the year 2007-08. The college is affiliated with the Kerala University of Health Sciences, Thrissur and is approved by the Dental Council of India, Govt. of India. Now the college has become synonymous with one of the best private dental colleges in Malappuram.

The institute focuses and coordinates the prime aim of skill-building and personality development of the students. Seminars, conferences, debates, sports, dramatics etc., are the regular happenings of the institute besides the curricular academic studies, which indeed, is its key strength.

FACILITIES

Medical	Computer labs
Library	Sports
Auditorium	Cafeteria
Hostel	Laboratory
Hospital	OPD
Centre for Community Medicine	Blood Bank



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COURSES OFFERED

Course	Duration
BDS	4.5 years+1 year
MDS	3years
PhD	Full time-5years Part time-3years


INTAKE CAPCITY

Course	Intake
BDS	100

SPECIALITIES

Oral Surgery
Prosthodontics
Orthodontics
Periodontics
Conservative Dentistry
Pedodontics
Oral Pathology
Oral Medicine
Public Health Dentistry




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MDS COURSES OFFERED

Course	Speciality	Intake Capacity
MDS	Conservative Dentistry	3
MDS	Prosthodontics	3
MDS	Oral Surgery	3
MDS	Orthodontics	3

FACULTY & STAFF

This College provides a good ratio of well trained and highly educated faculty members equipped with modern technology. It also provides sufficient numbers of non-technical staff to provide an ambience of self-learning to the students. As faculty members of MES Dental College Malappuram, they are responsible for contributing and sustenance the standards of the medical education in the institution. All the faculty of the campus comply with the relevant policies, which are given below:

- Describe appropriate care based on the best available scientific evidence.
- Reduce inappropriate variation in value-based practices
- Provide more rational and practical behaviour towards the subject Taught.
- Focussing more and more on continuing education
- To promote efficient use of available resources
- To act as the focus for quality control, including audit
- To highlight shortcomings of existing literature and suggest appropriate future research

CODE OF CONDUCT

CHAPTER-I

GENERAL PRINCIPLES - CODE OF CONDUCT

The undergraduate dental training program (B.D.S. degree) will be four and a half years duration in addition to one year compulsory paid rotating internship and Postgraduate training (MDS) programme for 3 yrs.

- The students shall be required to engage in full time studies at the college during this period.
- They should be capable of self-assessment and be willing to update the knowledge & skills from time to time.
- They should maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.



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- Willingness to take part in the continuing education programmes, to update knowledge and professional skills from time to time and to apply the acquired knowledge & skills in day to day practice.
- Clinical Records, Logbooks and Work Diaries should be maintained regularly.
- The student should complete the entire Practical and Term - work such as Journals, Assignments and Projects and candidates pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized postgraduate teacher.
- Student is not permitted to run a clinic or work in a clinic / hospital / laboratory and shall not engage in private practice during the tenure of the course.

CHAPTER II CODE OF CONDUCT FOR STUDENTS

2.1 DISCIPLINE

- The student must stringently follow the disciplinary rules and regulations of the Institution.
- The student should follow the academic calendar and the curriculum prescribed by the University.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Any act of indiscipline or misconduct by a student shall be severely punished.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents, Guardian of the students and with the written consent from the Institutional Head.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

2.2 HUMAN VALUES

- To set high standards of respect and mannerism within the premises of college and dealing with each other professionally, courteously and humanely.
- Be truthful in all academic activities and with all the stakeholders of the institute.
- Be attentive and cooperative to teachers and peers on various academic and non academic activities.

2.3 DRESS CODE

- Students should dress up in neat uniform and wear the white coat as a symbol of professionalism, responsibility, duty, honor and compassion. Jeans is not allowed in the campus.

2.4 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, clinics Library etc.
- Mobile phone and Bluetooth devices are strictly prohibited in the exam hall.

2.5 ATTENDANCE

Undergraduate

- Students are expected to attend all sessions on a regular basis during the day.
- Student should have at least 80% attendance in theory and 80% in Practical/ clinical, in each subject separately in each year.




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- In case of non-exam going subjects prescribed by the university curriculum, the attendance requirement shall not be less than 70% in Lectures and Practical/ Clinical in the non-exam year.
- In case absence due to health issues must be reported with medical certificate and the medical leave should comply within the 20% of the permissible leave.
- Punctuality is of utmost importance and the student entering late will not be allowed to attend the class.
- Condonation for 80 % in the attendance will be permitted only once within the entire course period, granted by the Principal upon a formal, evidenced based application from the candidate.
- Under no circumstances will students be permitted to remain absent for any internal assessments conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

Postgraduate

- A postgraduate should work in the concerned department of the Institution for the full period as a resident.
- Every 355 days of the year are deemed to be working days.
- The student will be given casual leave for 20 days, but not more than 10 days at a stretch and should have 80% attendance (250 days) for each year of the course separately.

2.6 EXAMINATION

- The internal assessment examinations in theory and practical/ clinical will be held twice in a particular year followed by a model examination in the pattern of university examination.
- The internal assessment marks for a candidate in a subject will be calculated as the average of, the marks attained in the model examination and the highest among all other internal examinations, in the subject.
- To be eligible for the University examination, student should separately secure at least 40% of maximum marks for both theory and practical clinical in all subjects/papers, in internal examination.

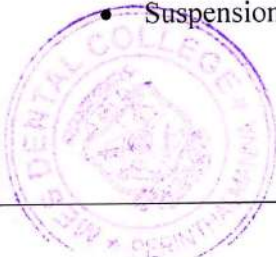
Conduction of examinations

- Candidates need to appear half an hour before the commencement of the examination at the examination hall.
- In the examination hall mobile phones, wrist watches and other electronic gadgets are strictly prohibited.
- Candidates should not indulge in any activities of copy / cheating and passing writing material to one another during the examination.
- All stationeries should be carried in transparent pouches.

2.7 RAGGING

Action will be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension / expulsion from the institution and hostel.



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- Debarring from appearing for any examination or other evaluation process and cultural events.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR will be filed in the local police station if found to guilty.

2.8 GENERAL

- Impolite talk/use of offensive language which offends the listener would be dealt with serious action.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.

CHAPTER III **CODE OF CONDUCT IN CLINICS**

- Students must at all times behave in an honorable and responsible manner and observe the ethical standards of registered Dental Code of Ethics, both in their relations with patients they encounter in clinical practice.
- In treating patients or carrying out practical work in class with fellow students, they must act with all reasonable care and under the direction of a clinical staff.
- Students must observe confidentiality with regard to information concerning patients and fellow students, which is available to them through practice or observation at the college clinic.
- Undergraduate students not suggested to give advice to patients or suggest medications or patent herbal remedies without appropriate supervision.
- Obtaining informed consent or other valid authority before undertaking any examination, investigation or provide treatment (except in an emergency), or before involving patients in teaching or research is a must.
- In their connections with patients, staff and fellow students, students are expected to act with sensitivity towards and respect for their colleagues backgrounds and points of view.
- Students practicing and perceiving in the clinic are expected to treat patients, staff and fellow students without detriment or discrimination of any sort.

Inappropriate Behavior

- Any student who is under the effect of alcohol or drugs, who is violent physically or verbally towards anyone (patient, staff or student) in the clinic, or who makes inappropriate advances towards a patient will be excluded from the clinic immediately.
- Any such exclusion and the reason for it will be logged in the student's clinical file.
- In deciding to exclude a student, the clinical staff in charge should act in consultation with the Head of the Department and report to the Principal with immediate effect.
- Negative feedback on a student's conduct in an external clinic is dealt with by a followup procedure. The practitioner giving the negative feedback is contacted for further details and the student is made aware of the feedback.
- In the case of a serious incident or three instances of negative feedback the Student Disciplinary Procedure would be invoked.



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Behavior that indicates a lack of fitness to practice

- Where a student's behavior over a period of time shows symptoms of mental or physical ill-health to the extent and there is doubt as to whether the student is able to maintain appropriate boundaries between their own concerns and the patient's needs, the clinical in-charge has to bring the matter to notice with the concerned Head of Department.

CHAPTER IV **CODE OF CONDUCT FOR PRINCIPAL**

Principal as the Head of Institute is solely responsible for addressing and settling all issues concerned with the stakeholders of education.


Responsibility of the Principal:

Subject to the supervision of the management/ board of directors, The Principal as an Academic Head of the College, shall be responsible for-

- Academic growth of the college
- Shall supervise the maintenance of discipline of the Institute
- Supervise and control the administration of all academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative duties and functions.
- Participation in the teaching, research and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as refresher/ orientation course, seminars, other training programmes organized by the University.
- Institutes programmes for academic competence of faculty members.
- The overall administration of the Institute and recognized Institution and their libraries and hostels, if any.
- Administration and supervision of curricular, co-curricular/extra mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
- Form various college level committees which are necessary for the development of the Institute.
- Make sure that the long-term and short-term development plans of the Institute in the academic programmes are appropriately handled and implemented through relevant authorities, bodies, committees and its members.
- Convening authorities, bodies or committees as required.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued in the college and by the University authorities and bodies.
- Overall supervision of the university examinations.
- Maintaining teachers self -assessment reports and their service books.
- Authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.
- Any other work relating to the institute or recognized institution relating to the administration of the Institute as may be assigned to him /her by the management from time to time.


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- Any of other policies revealed through monitoring, auditing, and reporting systems are to be eliminated or corrected.
- Lead, direct and co-ordinate within the institute and should monitor the code of conduct regularly.

CHAPTER-V CODE OF CONDUCT FOR STAFF

The code of conduct for faculty usually regulates the issues of teaching, learning, evaluation, relationship with the students, associated staff, management and parents, duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.


5.1 GENERAL RESPONSIBILITIES


- Adhere to a responsible pattern of responsibilities expected of them by the community, college authorities and students.
- Strive for continued professional growth through study and research.
- Express free and frank opinion by attending at professional meetings, seminars, conference etc on the knowledge contribution.
- Fulfillment of their tasks in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operation and support in performance of tasks related to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

5.2 DISCIPLINE

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- Contributing to the Institute's vision, mission and goals through the engagement of working time.
- Punctual, sincere and regular in their approach and dedicating their time and their best for the development of the Institute.
- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- Staff should attend all functions of the college according to the instructions of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status/ pregnancy or likelihood of pregnancy /physical features, disability or impairment (physical disability or medical status).
- Work in cooperatively with others in academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a




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superior officer in the discharge of his/her duties.

5.3 LEAVES

- As per the rules of the college issued-by the authorities staff shall get casual leaves, medical leaves and annual leaves.
- Leave should be informed priorly, provided with proper alternate arrangements made for class / lab/ invigilation.
- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

5.4 CLASSROOM TEACHING

- The staff should engage the entire allotted lecture hour.
- Use of "information Communication Technology (ICT)" for effective delivery of lectures.
- Provide special sessions for slow learner students.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by
 - Engaging students in their learning.
 - Working to achieve high level outcomes for all students maintaining records to manage, monitor, assess and improve student learning.
 - Engaging in reflective practice and developing their professional knowledge and teaching skills supporting the personal and professional development of others.
- The staff should involve themselves in the preparation of experimental procedures and promote the laboratory.
- The staff should involve themselves in more interactive methods like demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

5.5 CONTINUOUS ASSESSMENT

- Staff should prepare lecture wise lesson plan according to the allotted subject.
- No unethical practices are allowed while doing continuous assessment.
- The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the inputs may be useful for the student community at large.
- The staff should interact and inform about the habitual absentees, slow learner student, objectionable behavior etc to HOD /student counselor with the coordinators and Head of the Departments or student counselor Every Faculty Member should maintain academic record book.

CHAPTER VI **PROFESSIONAL ETHICS**

- Maintain ethical principles in all aspects of practice and set high standards of respect and mannerism within the college, to revere and treat each other in a professional, courteous and humane demeanor.



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- Be humble and know the limitations in your own knowledge and skill feel free to ask for help from colleagues when needed.
- Deliver proper patient care, irrespective of social status, caste, creed, or religion of the patient.
- To adhere to patients rights with respect for patient autonomy and maintain confidentiality.
- To provide excellent treatment and quality assurance in patient care at all times and not get involved into any unethical acts or practices.
- To adhere to good clinical and laboratory procedures and protocols of the college.
- To improve with infection control and safety guidelines of the Institution.
- Apply high moral and ethical standards while carrying out human or animal research.
- Any research projects within the institution should abide by the Institutional Research Policy and should authorities with the due permission of the concerned.
- Any form of plagiarism is to be avoided at all times.
- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.

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