



CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD DENTAL COLLEGE

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences,
Karnataka & Recognised by Dental Council of India, New Delhi)
Bommanahalli, Hosur Road, Bangalore – 560 068.
Ph: 080-61754680 Fax : 080 – 61754693E-mail:deandirectortodc@gmail.com
Website: www.theoxford.edu

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

Institutional Code of Conduct and Code of Ethics

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SUMMARY

The code of conduct and the code of ethics which includes Hippocratic oath ,dress code ,rules and regulations ,policies for students and staff is formed by the institution at all levels. Handbook exists for the code of conduct for students, teaching and nonteaching staff, administrative staff including Dean/Principal/Officials and other support staff mandatorily as per the management.

Details Of The Code Of Conduct And Code of Ethics At The Institutional Level

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PRINCIPAL
The Oxford Dental College
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Hippocratic Oath

I swear by Apollo the Healer, by Aesculapius, by Health and all the powers of healing and to call witness all the Gods and Goddesses that I may keep this oath and promise to the best of my ability and judgment. I will pay the same respect to my master in the science as to my parents and share my life with him and pay all my debts to him. I will regard his sons as my brothers and teach them the science, if they desire to learn it, without fee or contract. I will hand on precepts, lectures and all other learning to my sons, to those of my master and to those pupils duly appointed and sworn and to none other. I will use my power to help the sick to the best of my ability and judgment. I will abstain from harming or wrong doing any man by it. I will not give a fatal draught to anyone, if I am asked, nor will I suggest any such thing.

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Neither will I give a woman means to procure an abortion. I will be chaste and religious in my life and in my practice. I will not cut, even for the stone, but I will leave such procedures to the practitioners of that craft. Whenever I go into a house I will go to help the sick and never with the intention of doing harm or injury. I will not abuse my position to indulge in sexual contacts with the bodies of women or of men whether they be freemen or slaves. Whatever I see or hear, whether professionally or privately which ought not to be divulged I will keep secret and tell no one. If therefore, I observe this oath and do not violate it, may I prosper both in my life and in my profession, earning good repute among all men for all time. If I transgress and foreswear this oath, may my lot be otherwise

Students Charter

The major objective of the institute is to educate its students and to aim for their excellence in all aspects of teaching and learning, with greater attention to providing high quality teaching. This can be implemented with active participation from the students. The Student Charter sets out various codes of conduct expected of the students while receiving education. It identifies that ethical and honest behaviour and treatment nurtures the institutions relationship with its students.

Salient Features

- Students rights
- Professional behaviour



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- Dress code
- Leave policies
- Library policies

Anti - Ragging

Students Rights

Students Can Expect:

- To be treated with respect and equal , irrespective of their gender, religion, caste, race, disability or medical condition, cultural background, age or political conviction
- To have a comfortable study environment
- To communicate freely and to be able to voice alternative points of view in rational debate.
- To have personal information protected . Any personally sensitive information will be requested only when necessary for College/University academic or administrative functions and once collected, it will be adequately protected against inappropriate or un-authorized access.
- To be provided with complete timely helpful information regarding their course of study, enrolment and other administrative procedures that apply to them that feedback on assessment will be recognized as a valuable part of the educative process.
- Items of progressive assessment should be marked promptly and returned to students with feedback and the mark or grade obtained.



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- Students may access examination marks and scripts, together with appropriate feedback, following release of final results in a course that their copyright in any essay, assignment, thesis or dissertation they produce will be recognized and that students moral rights in relation to original academic work will be acknowledged in, for example, scholarly publications, academic presentations or teaching materials.
- That the facilities or equipment they use are safe and comply with the institutions occupational health and safety guidelines as members of the college community, students can expect: representation on major decision-making bodies and for provision for their representation to be included in statutes and rules of the college
- That student representative are, as often as possible, appointed by students themselves or by organizations representing the main opportunity to appraise the teaching performance of academic staff and to provide input into course planning and subject design.
- The following are the list of conduct that is expected of the student
- **Dress Code**
- Personal appearance reflect professional image in the dental college. Dental college curriculum involves treating the patients and hence professionalism has to imbibed at the outset .
- Clean neat, well sized, non-revealing clothing that is suitable for the clinical environment. Clean, neat, well maintained scrubs and clogs with socks (no open-toed footwear) are the only acceptable attire.
- A clean lab-coat must be worn in the laboratories.



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- Jewelry if worn should be clean and safe and appropriate for the environment.
Dangling jewelry worn by students who work in clinics is unsafe and carry infective material from the patient hence, should not be worn..
- Bathing, clean fingernails, hair of appropriate length and colour, and good personal hygiene are required.
- Hair should be clean, neatly arranged, safe and appropriate for the employee's work assignment. In the clinics and laboratories, hair longer than collar length must be pulled back and secured. Hair sculptures (i.e. designs cut into hair) are not appropriate for the work place environment.
- Beards, moustaches and sideburns must be clean, neat and trimmed.
- Students personal hygiene and appearance will be rated as part of the clinical performance evaluation.

Code Of Conduct For Students

- The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and be aware of all acts of misconduct like any incidents



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of ragging which are taking place on the Institute campus or any Institute related activities and functions.

- Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.

b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;

c) Possession or use of weapons, explosives, or destructive devices off campus

d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on and off-campus.

Anti-Ragging



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The Institute has a coherent and an effective anti-ragging policy in place-

Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) Any act that affects the mental health and self-confidence of any other student with or



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without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-ragging - Committee:

The Anti-Ragging Committee, as constituted by the Dean of the college and headed by student affairs advisors, shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counsellors, Faculty Advisors, Chairperson of the concerned Department.

Leave Policies

Library Policies

- Student has to maintain silence in library premises.
- Books can be issued on the library card and the student is expected to abide by the return policies of the library failing which they may be liable for a penalty.
- Books should be handled appropriately. No scribbling or tearing of the pages is acceptable.
- If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall enquire into the alleged violation and accordingly suggest the action to be taken against the said student of scholarship/fellowship for a specific time period.



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Suspension- A student may be suspended for a specified period. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Warning- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

Restrictions - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

Expulsion - Expulsion of a student from the Institute permanently.

Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc

Monetary Penalty May also include suspension or forfeiture of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also be followed by possible dismissal, along with the additional penalties.

Code Of Conduct For Teachers:

Following are the code of conduct for faculty members

1. All faculty members must maintain exemplary standards of punctuality, honesty and professional ethics.
2. The faculty appointed in the Institution will be on probation for one year from the date of joining.



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3. On completion of probation period, the Management reviews the faculty based commitment exhibited by the faculty.



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All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes and has to be reviewed by their respective HOD. Every faculty member shall discharge his/her duties efficiently & effectively as per the norms laid down by the respective Institution of The Oxford and Management from time to time. Every faculty member should report to the college at least 10 minutes before the commencement of Institution timing. All faculty members must be enthusiastic in taking up the subjects allotted to them

1. Every faculty member should be responsible to conduct regular classes and practical and also take extra classes whenever necessary for the benefit of students.
2. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.
3. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
4. No faculty member shall act in any manner that violates the decorum or morality within the campus.
5. Recognize the management as the prime source of his/her sustainable development.
6. Develop mutual respect and trust through his/her professional activities and outputs
7. Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the Institution.
8. All faculty members must refrain from any form harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status on performance and commitment exhibited by the faculty.

Teacher In Relation To Students

1. The teacher shall treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth.
2. Guide the students in their physical, social, intellectual, emotional, moral and spiritual development
3. Refrain from accepting remuneration for coaching or tutoring his/her own students. Any remedial classes must be brought to the notice of his/her immediate higher authority.



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4. Refrain from divulging confidential information about students except to those who are legitimately entitled to it.
5. Set a standard of dress, speech and behaviour worthy of example to the students.
6. Respect basic human dignity of students having their psychology in mind.

Dress Code for Teachers Dress Code for Teachers brings attention of students towards their dressing code. The professionalism portrayed in a teacher will always inspire students. Having this as a reference, The Oxford Educational Institutions also have its dress code for the respected faculty.

1. Every Faculty shall abide to the dress code decided by the Institution.
2. Every male faculty shall be in formal attire with neatly groomed hair and clean shaved.
3. Every female faculty shall follow traditional attire namely Saree or Salwar Kameez that is comfortable to wear.
4. She shall not wear tight clothing that makes her movements uncomfortable around the campus. Female faculty shall adhere to subtle accessories so that it does not distract the students during Lectures

Code of Ethics

The Oxford Dental College is an institute that seeks interest in overall development of the students. The prime goal is to propagate academic excellence, professionalism and personality development of the student. To achieve this, the institute has laid down certain rules and regulation policies which would aid in smooth functioning of the institute and help the student to strike balance between professionalism and personal responsibility. It is expected that all students will support and adhere to these policies. This Handbook specifies the standard procedures and practices of the Institute. This Code was developed with inputs from the Administration, faculty and students with the aim of defining the values and



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principles that are shared by students, faculty, and administration. The major objective of the institute is to educate its students. The College aims to excel in all aspects of teaching and learning, with greater attention to providing high quality teaching. This is implemented with an active participation from the students. The Student Charter sets out various codes of conduct expected of the students as they receive their education. It identifies that ethical and honest behavior and treatment nurtures the institutions relationship with its students.



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7.1.9 [Document 1]

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Code of Ethics for Staff

Teaching Faculty

Teachers and Their Responsibilities

1. A teacher shall provide professional education services in a non-discriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
4. A teacher shall not knowingly make false or malicious statements about students or colleagues.
5. Manage their private affairs in a manner consistent with the dignity of the profession
6. Maintain active membership of professional organizations and strive to improve education and profession through them
7. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication
8. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation.

The Purpose of Code of Ethics is to share principled guide for future and current educators. The Code fulfils principles for ethical best practice, mindfulness, self-reflection and decision-making, setting the groundwork for self-regulation and self-accountability.

Essential Propositions:

1. Responsibility and Accountability to the Profession
 2. Responsibility of growing Professional Competence
 3. Responsibility to students and their career growth
 4. Responsibility to the Institution and every Community related to the Institution
 5. Responsibility towards effective use of Technology
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Code of Ethics for Non-Teaching Staff

1. Every staff employed in the University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. Being loyal to the Institution by ensuring punctuality and reliability in all duties.
3. Staff should display the highest possible standards of professional attitude that is required in the Institution.
4. Creating and maintaining with strong relationships with
 - a. Proper interactions with students
 - b. Maintaining professional behaviour with students and staff.
5. Dignity by treating students by care and kindness.
6. Honesty in words and Actions.
7. Being supportive and cooperate with other staff members.
8. Responsibility by meeting the required standards for every assigned task.
9. Respect by mutual respect, trust, and confidentiality
10. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
11. Staff should not use their position in the University for private advantage or gain.
12. He / she must respect and maintain the hierarchy in the Administration.
13. Develop friendly and co-operative relationships with the faculty members and provide cooperation to the fullest and support the faculty members for the development of the Institution.
14. He /she should strictly adhere to the official resumption/ closing time and must dress decently and appropriately.
15. Must not use unauthorized persons to perform official duties.
16. Refrain from passing information about colleagues to any individual or agency without his/her express permission.



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Non-Teaching Staff Responsibilities Towards Authorities

1. Any staff employed in the Institution when involved in criminal proceedings shall inform the Institution Head immediately.
2. No Staff employed in the Institution shall engage directly or indirectly in any trade or business.
3. No staff employed in the Institution shall engage himself/herself or participate in any activity which tends to create disharmony in the Institution.
4. No Staff employed in University shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.



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Screen shot of The Code of Conduct is Displayed on the Website

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

Details of Monitoring Committee of the Code of Conduct

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Summary

The monitoring committee is formed at the institutional level which comprises of Dean / Principal / All the department head's . This committee forms the rules and regulations along with the code of conduct and code of ethics and lot of policies which comprises of the dress code ,leave policies in co-ordination with the management .This committee also will have an anti-ragging committee who will be monitoring the students so that they don't involve in such activities .This committee works in co-ordination with the management.



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Composition And Minutes of Behavioural Monitoring Committee at College Level

Recruitment & Institutional Code of Conduct

(Behavioural Monitoring & counselling)

Sl.No	NAME	POST	DESIGNATION	MOBILE NO
1	Dr. A R Pradeep	Chairperson	Dean& Director ,Prof& HOD Periodontics	9845081190
2	Dr. Priya Subramaniam	Member coordinator	PG Director Professor& HOD Pedodontics	9844225624
3	Dr. Sirekha A	Member Criteria 6	Professor & HOD Conservative Dentistry	9620958898
4	Dr. Anuradha Pai	Member Criteria 3	Professor & HOD Oral Medicine	9845303297
5	Dr. Harish Kumar A	Member Professor & HOD	Professor & HOD Oral Surgery	9845665615
6	Dr. Archana Krishna Murthy	Member Criteria 1	Professor & HOD Public Health Dentistry	9845620292
7	Dr. Malathi Dayalan	Member Criteria 5	Professor & HOD Prosthodontics	9844275652
8	Dr. Laxmikanth	Member Criteria 7	Professor & HOD Orthodontics	9844093035
9	Dr. Leeky Mohanty	Member Professor & HOD	Professor & HOD Oral Pathology	9845067066



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White Coat Ceremony Of 2021-22

White coat ceremony is a programme organized by our college for the clinical students to guide them about the professional ethics this event is conducted once students enter into 3rd year as clinical students after their preclinical year White coat ceremony was held for 3rd BDS students before the commencement of Clinical Postings of the students. This programme was organized on 28 December 2021 in our college auditorium with almost 70 participants in this event Dr. A.R. Pradeep, Dean and Director and Dr Priya Subramaniam, Head of Dept of Pedodontics and director of PG studies were the guests of the day. The students were guided by eminent Dental Faculty and practitioners regarding Patient management, treatment procedures and infection.


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5. Report (With Annexures) on Internship orientation

Our college organised an orientation programme for all the interns on 06/01/22 in the college auditorium in this event the head of the institution addresses the new interns with regard to their responsibilities, code of conduct and professional ethics to be followed as a responsible doctor in the college and hospital the heads of all the department will guide the interns regarding the functioning of the departments. the faculty in the department will guide the interns about the protocol for working in the clinical sections they are guided regarding the utmost care to be given for patients. The programme was concluded with refreshments.


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Internal Quality Assurance Cell



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Report On Program Conducted On Professional Ethics Programmes For Teachers

Programme on professional ethics is conducted for the teachers where the teachers responsibilities towards the students are discussed .Teachers have to be impartial, show integrity, tell about ethical behaviour in the classroom and their conduct with parents and co-workers .They are told about protecting the rights of the students .Teachers are engaged in professional development activities which expands their teaching and learning concepts along with self evaluation .The teachers have to maintain the professional ethics throughout their teaching profession.

Report On Program Conducted On Professional Ethics Programmes For Administrators And Other Staff





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This professional ethics programme was conducted in the college for the non-teaching staff, administrative staff and other staff of the college. In this programme they are guided about the protocols to be followed in the college department wise as well as in our administrative section. The support staff in the clinical departments are also trained about the infection control, sterilisation protocols, biomedical waste disposal, maintenance of the hygiene in the department etc. This programme was attended by the non-teaching staff and madam Nancy was the speaker of the day.



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