

Altamash Institute of Dental Medicine

Department of Medical Education

Name of Policy	Policy of Code of Conduct
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1. Purpose

This code of conduct policy forms part of students learning agreement with the Altamash Institute of Dental Medicine. It sets out standards of behavior with the applicable laws, rules and regulations of accreditation bodies and with the high standards of ethics and core values of the institute. Students are expected to read and understand these codes and uphold these standards in their everyday behaviors, also taking in account the vision, mission and goals of the institute.

1.1.Vision of AIDM

Our vision is to provide an inspiring academic environment which delivers sound clinical education through highly qualified faculty contributing to our national duty as health care professionals.

1.2.Mission of AIDM

We forge the future of dentistry by flourishing impeccable clinicians, educators and researchers to deliver oral health by caring for the needs of diverse community, seeking innovations in education, patient care, research and serving as leaders in health profession.

1.3. Goals of AIDM

- Recognize the basic scientific principles needed to practice the quality standards of oral health care.
- Follow and select appropriate scientific resources related to new guidelines governed by the dental profession.
- Practice evidence based dentistry as an independent practitioner aligned with national and international guidelines.
- Engage in self-directed lifelong learning.
- Effectively manage community based oral health in order to employ professionalism and work ethics in practice.
- Recognize basic steps of research and participate voluntarily in ongoing latest research projects.

2. Scope:

The scope of this policy:

Students who are admitted to the Altamash Institute of Dental Medicine in Certificate, diploma, undergraduate and postgraduate programs

3. Policy statement

This policy aims to inform rules and regulations followed by AIDM and to stop unethical activities during teaching and examination or elsewhere, if the students will not abide to the rules mentioned in this policy, there will a disciplinary action taken from disciplinary committee and will may result in facing serious consequences, as well as serious social misconduct or infraction of civil criminal laws.

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3.1. Code of Conduct (Rules and Regulations):

- 3.1.1. No student or group of students shall form political society/ association/ organization.
- 3.1.2. No outsider will be invited by the student to address any meeting at the institute whether academic, social, religious or political (without prior written permission of the authorities). *Decisions of authorities will be final and taken on case to case basis.*
- 3.1.3. Students are not allowed to paste any poster, pamphlet or fix banners on the wall. Graffiti on walls (wall chalking) of the AIDM premises and Altamash hospital be they, academic, social, religious or political.
- 3.1.4. During teaching hours students are prohibited to play or roam around in the premises.
- 3.1.5. No students or groups of students shall arrange any program, Picnic, musical concert, sports. etc, on their own, without prior written permission from the authorities.
- 3.1.6. No students or group of students is allowed to collect money for any purpose whatsoever without the permission of the Principal and Vice Principals
- 3.1.7. AIDM Identity Card, (ID) should be displayed, at all times, when the students are in the premises of the Institution.
Faculty members and security staff are authorized to check the AIDM ID. Cards at any time.
- 3.1.8. If any students wants to publish his/her scientific or literary article, he /she must get the draft approved, by the authorities. They are also required to submit the copy of the final article / paper (to be published) for record purposes to the Institute.
- 3.1.9. Students will not be allowed to address the social media or national press on any negative subject.
- 3.1.10. Students are forbidden to address higher authorities directly. Any communication intended for higher authorities, must be routed through proper channel i.e. Head of Department = Vice Principals=Principal = Directors=President).
- 3.1.11. Smoking, pan chewing, littering, spitting and other activities, prejudicial to the conduct are prohibited in the classroom, laboratories, seminar / tutorial rooms, library, OPD's during and even after working hours.
- 3.1.12. Students should be dressed in a manner that is appropriate for an academic environment. Students must wear lab coat for first and second year students / Scrubs for third year and fourth year students whilst in campus with tag having name and AIDM logo.
- 3.1.13. Decent shoes/sandal but no slippers. Hair should be styled off the face and out of the eyes.
- 3.1.14. Students are required to maintain good personal hygiene at all times.
- 3.1.15. Students at AIDM should have regular attendance. To appear in the Final Professional Examination minimum 75% attendance is a must .At the request of the students his/her head of department will be notified of absence due to illness or other conditions beyond the control of student. *The student is required to submit application to head of department/student section within a week of illness or an accident.*
- 3.1.16. Library Books are the property of the institute, borrowing the books for home or for photocopy are not allowed .students are required to sit in the library and study there and then. If in case student's damage (torn, marks with pencil, pen or highlighter) or loss the book, *will be charged with a fine.*

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3.2. Suspension:

A student should be liable for punishment by disciplinary committee if he/she go against any of the above mentioned rules and regulations.

A student should be liable for suspension up to two months if he/she commits any of the following acts:

- 3.2.1. Misbehaves or quarrels, including physical violence with any faculty and staff,
- 3.2.2. Uses unbecoming, indecent or filthy language for faculty, staff, patients & peers
- 3.2.3. Incites other students to violence.
- 3.2.4. Shouts, abuses, quarrels or fights with fellow students.
- 3.2.5. Riots or raises slogans to hurt others politically or religiously,
- 3.2.6. Interferes with the administration, including the mode or schedule for more than 2 weeks without prior permission or notice
- 3.2.7. Damaging any property of the institute
- 3.2.8. Involving in any agitation activity including harassment, sexual harassment, stalking etc.
- 3.2.9. Adopting unfair means during examination
- 3.2.10. Displaying academic dishonesty , in submission of assignment or found cheating in examinations
- 3.2.11. Any other act which the disciplinary committee considers inappropriate.

Note: any student suspended for the above mentioned reasons shall not be allowed to sit in final professional examination of the year, until determined by the Principal and competent authority of AIDM.

4. Definitions:

- 4.1.**Code of Conduct:** It is a set of values, rules, standards, and principles outlining what authorities expect from students within an institution.
- 4.2.**Suspension:** the action of suspending someone or something or the condition of being suspended.
- 4.3.**Fine:** It is a penalty that requires the convicted person to pay to the institution a sum of money fixed by disciplinary committee after an offense has been committed

5. Linked/Referenced Documents:

Student handbook, student section documents

6. Responsibilities:

The policy ownership lies with the Principal to implement, Student Section will support in processing the complaint or misconduct under the guidance of department of dental education

7. Policy Implementation Procedure:

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Any student indulging in conduct contrary to the above mentioned rules shall be dealt with the accordance with the AIDM conduct rules and the implementation procedure mentioned below:

- 7.1. AIDM have a **Disciplinary committee** comprising of Principal , Vice principal, Directors Student Section ,DDE & QEC , Senior faculty from basic sciences, clinical sciences to deal with disciplinary matters
- 7.2. The Principal on any complaint may initiate action against any student of the institute and refer the case to the committee for appropriate recommendation.
- 7.3. Before taking any action, the Principal shall serve a show cause notice to the student/s indicating briefly the charges against him/her/them.
- 7.4. The accused person will have to give written reply within seven days. He/She/Them will be afforded a chance for personal hearing after which the Principal is empowered to suspend the student.
- 7.5. The student will have chance to write to the president within 30 days of suspension against the decision of the principal.

Please Note: *Any student whose name appears in the F.I.R pertaining to any non bailable offence as specified in the criminal procedure code (Cr.P.C) will be suspended. During the pendency of the case he/she will not allowed classes or take up any examination.*


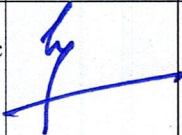
8. Revision/Modification History & Frequency:

The policy will be reviewed every three years. However, the owner of the policy may request for a revision based on emerging needs and with the approval from competent authority.

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Responsibility for Implementation	Principal and student section			
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