



*Mar Baselios Dental College*  
*Kothamangalam*

# **CODE OF CONDUCT**



## VISION

*To become an institute of excellence in imparting quality dental education, fostering innovative research, and facilitating equitable state-of-the-art dental care to promote optimal oral health in society.*

## MISSION

1. Establishing standards of dental education through didactic and experiential learning.
2. Achieving proficiency in procedural skills related to clinical and preclinical aspects of dental surgery.
3. Imparting quality dental education through advanced clinical exposure.
4. Encouraging evidence-based practices and research to improve general and oral health.
5. Inculcating ethical values, a sense of effective patient care, scientific temper, and life-long learning skills.

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## **I. Introduction**

Mar Baselios Dental College (MBDC) is a distinguished professional dental institution established with a goal of imparting quality dental education and state-of-art dental care. The mission and vision of the college reflects the commitment of the college in attaining the above goal. This can only be realized with the dedicated and concerted efforts of the faculty, non-teaching staff, and students of the college. The following code of conduct intends to provide guidance to all concerned while carrying out their day to day responsibilities in the college. All shall adhere to the same at all times to uphold the core values, reputation, and noble traditions of the college.

## **II. General Code of Conduct**

- a. Professionalism: Being a professional institution nurturing future professionals, all are expected to maintain the highest degree of professionalism in all their interactions and endeavors.
- b. Integrity: Honesty and truthfulness are the important virtues of all individuals. All members of MBDC must harbor integrity as their core value.
- c. Ethics: Ethical behavior is the hallmark of all personals directly or indirectly involved in delivery of health care.
- d. Compassion and empathy: All are expected to be compassionate and empathetic in their interactions with patients who seek dental care in the college.
- e. Dedication and commitment: All members of MBDC must exhibit total dedication and commitment in their assigned responsibilities.
- f. Teamwork: Everyone shall work as a team in all matters concerned to achieve the best outcomes
- g. Respect to law: All are required to comply with the prevailing rules and regulations of the college as well as those laid down by the government and statutory bodies from time to time.
- h. Respect to Constitution: Being responsible citizens of the country, everyone shall abide with the Constitution of India. No one shall directly or indirectly support or involve in any sort of antinational activities.

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### III. Code of Conduct for Faculty Members

- a. Professionalism: Uphold the highest standards of professionalism and integrity in all interactions with students, colleagues, and the wider college community.
- b. Punctuality: It is expected from every faculty member to report on time at the college as well as for classes.
- c. Discipline: Everyone shall abide with all existing college rules. All departmental, institutional, University and any other relevant duties assigned by the Department Head, Principal, or Management shall be carried out in the right spirit. No one shall indulge in any sort of verbal, digital, or print propaganda that brings disrepute to the institution
- d. Respect: Due respect shall be given to the superiors in the academic and administrative hierarchy.
- e. Courteousness: The faculty members shall be gentle and polite in their interactions with colleagues, subordinates, and students.
- f. Attire: Appropriate dress code (aprons or scrub suits as applicable) shall be followed in lecture classes, practical laboratories, and clinics.
- g. Student-centric approach: Being in the noble profession of teaching, the primary focus of all activities must be the students. The teachers shall strive to bring out the best in their pupils in both academic and clinical domains. They shall act as foster parents and mentors for the students and shall focus on their holistic development. They also shall be role models for the students.
- h. Ethical Behavior: All faculty members involved in patient care must follow the ethical guidelines prescribed by their respective statutory bodies while delivering treatment.
- i. Confidentiality: The faculty members shall exercise extreme caution and discretion while dealing with all confidential matters that are in their purview.
- j. Grievance Redressal: Proper channels shall be employed for reporting all sorts of complaints. Public demonstration of dissent or altercation in any form is strongly discouraged.
- k. Scientific temper: Faculty members shall undergo regular continuing education programs and shall update their knowledge and skills in

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newer modalities of teaching-learning. They are also encouraged to take up research activities relevant to their specialty.

- i. Professional development: Participation in professional and social activities outside the curriculum through professional and social organizations is desirable.

### **IV. Code of Conduct for Non-teaching Staff**

- a. Professionalism: All shall strive to develop and maintain a professional attitude in their respective domains of activities.
- b. Punctuality: Everyone must be punctual in reporting at the college for their designated duties.
- c. Discipline: Everyone shall abide with all existing college rules. All departmental, institutional, and any other relevant duties assigned by the Department Head/In-charge faculty, Principal, Administrative Head or Management shall be carried out in the right spirit. No one shall indulge in any sort of verbal, digital, or print propaganda that brings disrepute to the institution
- d. Respect: Due respect shall be given to the superiors in the administrative hierarchy.
- e. Courteousness: The non-teaching staff shall be gentle and polite in their interactions with colleagues, subordinates, faculty members, and students. The front-office and department reception staff shall ensure compassionate and cordial behavior with the patients
- f. Attire: Appropriate dress code shall be followed during the college working hours.
- g. Departmental Support: The non-teaching staff posted in the departments shall work in a dedicated manner in all academic and clinical activities by providing proper support to the faculty members and students.
- h. Grievance Redressal: Proper channels shall be employed for reporting all sorts of complaints. Public demonstration of dissent or altercation in any form is strongly discouraged.

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### V. Code of Conduct for Students

- a. Professionalism: As future professionals, all students shall behave in a manner befitting professionals in all their interactions within the college and outside.
- b. Punctuality: The students shall report on time in the college for classes, practical hours, clinics, and examinations.
- c. Discipline: Utmost discipline must be maintained within the campus at all times. Proper decorum must be followed in classes, practical laboratories, and clinics. Also, no student shall indulge in any activity that brings disrepute to the college.
- d. Respect: The students shall give due respect to their teachers
- e. Courteousness: The students shall be gentle and polite in their interactions with fellow students, seniors, juniors, and non-teaching staff. They must also ensure compassionate and cordial behavior with the patients
- f. Interaction with junior students: No student shall involve in any sort of ragging of their junior students which shall lead to expulsion from the college and subsequent legal proceedings. They shall rather act as mentors for their juniors and help them getting accustomed with the campus and studies.
- g. Academic Integrity: No student shall indulge in any sort of malpractice including plagiarism in their assignments, examinations, and submissions.
- h. Attendance: Students shall strive to attend the classes regularly to obtain the requisite attendance for appearing in exams. Leave applications must be submitted with valid reasons including medical certificates for missed sessions.
- i. Payment of dues: All academic, hostel, and other dues must be cleared in time.
- j. Hostel rules: All hostel inmates are required to strictly comply with the prevailing hostel rules (*refer Hostel Rules and Regulations*)
- k. Library Utilization: All students must utilize the library facilities adhering to the library rules.

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- l. College Facilities: Students shall utilize all the facilities provided by the college in a responsible manner. Any damage to college properties shall attract strict actions including fine/replacement.
- m. Co-curricular activities: Students are encouraged to participate in the various co-curricular activities including National Service Scheme, College Union, sports and cultural activities, and other socially relevant programs without affecting their academic schedule.
- n. Grievance Redressal: Proper channels should be employed for reporting all sorts of complaints. Public demonstration of dissent or altercation in any form is strongly discouraged.

### **VI. Conclusion**

The code of conduct is a significant component in achieving the vision and mission of Mar Baselios Dental College. It is formulated to implement a positive work and study culture in the campus that is founded on respect, integrity, trust, and team work. By properly adhering to the guidelines, everyone can contribute in making our institution a center of excellence for dental education and dental care.