



KIMS
for a healthy smile

**KIMS DENTAL COLLEGE
& HOSPITAL**

**KIMS
DENTAL
COLLEGE**

**CODE OF
CONDUCT
HANDBOOK**

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CODE OF CONDUCT FOR TEACHING STAFF

Institution recognizes that employees are the pillars of our organization, on which our institution is founded and this Code of Conduct sets certain basic guiding principles for building and maintaining good interpersonal relationship and interests amongst all the stakeholders. All the employees should abide to this Code of Conduct.

- ↪ We believe in the dignity of labour and no one shall suffer any humility by virtue of his/ her hierarchy, origin, colour, sexual orientation, personality trait or disability of any kind. Any attempt to do so explicitly or otherwise, by words, conduct or behaviour may amount to breach of the code. Every employee, irrespective of hierarchy should be treated with due respect.
- ↪ Any partiality, distinction or classification made showing preference or favouritism to protect/ promote interests of certain individual or set of individuals without any reason or business purpose, may amount to discrimination and therefore a code breach.
- ↪ Employees are required to wear formals in a presentable manner keeping in mind the image of the Institution.
- ↪ Employees should not involve in gossiping, spreading rumours or wasting time sitting with others without any official purpose.
- ↪ Employees are required to adhere to the official timings and to avail leave with prior approval.
- ↪ Women employees are to be treated with due respect decency, modesty and professionally.
- ↪ Employees are required to work in team and to avoid working in disturbances.
- ↪ Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which they are assigned / involved.

- Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores /differences etc. Any incident will be viewed seriously.
- Use the Institution assets judiciously and exclusively for assigned purposes, as if it is their personal property.
- Absolute Care to be taken in using the institution assets in personal possession, while applying them for personal use, in the course of official work e.g. mobile phone, laptop, etc.
- It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work.
- While in the employment of the company, devote 100% time and resources to company work and not be involved in any other vocation or a job for monetary benefit otherwise honorary, except for hobbies and pursuits done as a part of academic and cultural excellence.
- Do not use the power vested on to any individual for personal gains and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.

Any clarification under this code can be sought from the management. Interpretation given by management is final and conclusive.

V Shiva Kumar

PRINCIPAL
KIMS DENTAL COLLEGE
& HOSPITAL
AMALAPURAM E.G.D.L.A

Dr. V Shiva Kumar

(Principal, KIMS Dental College & Hospital)



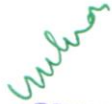
CODE OF CONDUCT FOR ADMINISTRATIVE & SUPPORTING STAFF

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CODE OF CONDUCT FOR THE STUDENTS

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. The KIMS Dental College and Hospital follows a strict code of conduct for the wellness of the students and the institution. Failure to fulfill these responsibilities may result in suspension of the student and the parents are informed regarding the same and necessary action shall be taken.

GENERAL RULES & REGULATIONS:

- ➔ Students should wear neatly ironed uniforms.
- ➔ All the students must wear their overcoats and ID cards during working hours.
- ➔ Male students must come with clean shaven face and their shirts tucked in.
- ➔ Slippers, sports shoes and sandals are not permitted; formal shoes are compulsory.
- ➔ Female students should tie up their hair.
- ➔ No students shall take part in any undesirable activity like ragging or involve himself / herself in any political or other movements in any manner during the course of study in the university.
- ➔ Any damage caused to apparatus, furniture, or any other articles due to their negligence, carelessness, will be viewed seriously and damage costs will be levied upon the student.
- ➔ Students are not allowed to have their cell phones inside the college premises; they are permitted to have them in the hostel, Day scholars can keep their cell phones in their lockers. Any student who is found (in possession of) using cell phones in the classroom shall be confiscated and necessary action will be taken after informing to their parents.

↪ As per the DCI regulation each academic year has to include 240 teaching days of which a minimum of 75% attendance is mandatory for the regular and additional batch students to appear in the university examination. We, at KIMS Dental College and Hospital recommend a minimum of 75% attendance so that the ward does not lack behind in academic and research activities.

↪ Apart from keeping steady progress and required attendance, every student shall always maintain decency, decorum and good conduct. The conduct/ academic performance/attendance of each student shall be reviewed periodically and shall be informed to the parents.

↪ **"Ragging" in any form is strictly prohibited.** The Anti-Ragging Committee of the institution shall not tolerate any sort of inhuman/ insulting/ humiliating activities from the students. If found guilty, the student shall be removed from the institution and will be detained for the rest of the course. In serious situations the student may also have face legal consequences.

HOSTEL RULES & REGULATIONS

The Hostel provides boarding & lodging facilities for bonafide students only. The hostel shall be under the control of Principal and in the immediate charge of the Chief Warden, and Residential Wardens. The principal is vested with the powers to enforce rules and regulations and his/ her decision shall be final in the implementation of the rules and in all matters connected with the hostel. Separate hostels are available for men and women students. The Hostel administration reserves the right to admit students to the hostels. Every student before admission into hostel must give an undertaking in writing that he / she will abide by the rules and regulations of the hostel and that he / she will submit to any disciplinary action imposed on him / her by the authority

The students residing in the hostel shall abide to the following rules and will be held responsible for breaching them.

↪ Allotment of rooms will be made by the Chief Warden.

↪ No member will sub-let the room to anyone else. No member will allow any guest to stay the room.

- ↳ Hostel furniture should not be removed from one room to another.
- ↳ Members are responsible for care of the furniture and fittings in the respective rooms.
- ↳ The cost of repair or replacements of fittings and furniture will be collected from them, in case of damages or loss. If the responsibility cannot be fixed to any one person, then the cost will be recovered from all the members collectively. An equal amount of fine will be levied.
- ↳ Members are not permitted to use any extra electrical gadgets in their rooms without prior permission from the Wardens.
- ↳ The members are advised not to keep money or valuables in their rooms. The hostel administration is not responsible for the safety of the valuables in the rooms.

↳ **Guests:**

- No one shall entertain any guest in the room.
- A member having unauthorized guest is liable for expulsion and fine.
- All visitors shall be entertained only in the visitor's room during the visiting hours and with prior permission from the hostel warden.

No visitors are allowed inside the hostel. Members should go to the visitor's rooms to see their visitors. No lady visitor and gent visitor should be taken to men's hostel rooms and girl hostel rooms respectively unless really necessary and shall happen under the notice to the principal

- ↳ No student should possess or consume narcotic drugs or liquor or tobacco in any form in the hostel or in the campus. If anyone is found violating this rule, he /she will be expelled. No member is permitted to collect money from other members on any account for any purpose. No one should convene / arrange / participate in any unauthorized meetings in the hostel or campus. Exhibition or distribution of posters, pamphlets, and notices in the hostel, is strictly prohibited.
- ↳ Vandalism and damage to hostel property in any manner is prohibited and strict disciplinary action will be taken on those found guilty.
- ↳ If any member falls ill the Warden should be informed immediately and the member will be admitted in the hospital. No sick student is allowed to stay in the hostel for

more than 24 hours.

↳ Those who go on leave / vacation should inform in advance in prescribed format to the warden with the time and date of departure and the destination. They should hand over the room key to the Warden. The inmates who would like to stay with their local Guardians should submit a letter of request duly signed by their parents and obtain permission from the hostel warden and principal, duly furnishing the Name, Address, Telephone Numbers of the Guardian, no of days they intend to stay out. Forging of parents' signature, untruthfulness about their whereabouts, receiving unauthorized visitors will be considered as serious offence and the student is liable for suspension / expulsion. The Management will not be held responsible for any mishaps that occur under these circumstances.

Timings to note:

- ↳ All inmates should be inside their respective Hostels before 6.00 pm. Prior permission is to be sought from the warden to enter the hostel after this time.
- ↳ Those who want to avail Library facility will be permitted till 11 pm & Librarian must vouch for the same.
- ↳ Students are permitted to watch the television up to 9.00 pm only.
- ↳ Please take note that all lights and fans are switched off when the inmates leave the room. The lights are to be switched off by 12.00 midnight.
- ↳ Inmates will be allowed to go out with prior permission on Sundays and other holidays between 7.00 a.m. to 6.00 pm with parents or approved / authorized attendant.

Room maintenance:

- ↳ Newspapers should not be taken by any person to the rooms and no portion of the paper is allowed to be cut.
- ↳ Wastes must be thrown into the bins provided for the purpose.
- ↳ Inmates are not allowed to have any pets inside the hostel.
- ↳ All the linen, furniture and utensils, issued in an individual's name will be accounted for and kept in good condition by the individual. For any damage caused to them,

repair or replacement charges are to be borne by the individual.

- ↳ Any repair or maintenance requirement, should be informed to the hostel warden only.
- ↳ The hostel authorities will inspect the rooms at any time and the members shall cooperate with them.

Boarding:

- ↳ The boarding section of the hostel is under the immediate charge of the warden.
- ↳ All members of the hostel shall board in the hostel mess only.
- ↳ Hours of services in the mess will be
 - Breakfast: 07.00 am to 09.30 am
 - Lunch: 12.15 pm to 02.00 pm
 - Tea: 04.15 pm to 05.30 pm
 - Dinner: 07.00 pm to 09.30 pm
- ↳ Utensils from the mess should not be taken to the room. Meals will not be served in the rooms and the students should not take the meals outside the dining hall.
- ↳ Special diet can be supplied to those who fall sick.
- ↳ For the sake of smooth running of the mess, members are not expected to enter the kitchen and discuss problems with the kitchen staff. Complaints of unsatisfactory service on the part of the kitchen staff should be immediately brought to the notice of the Warden, administration or the mess secretary / mess manager.

Library Rules For Students

- ↳ Library working hours:
 - Monday through Saturdays: 08.30 am to 11.00 pm
 - Sundays & Declared Holidays: 08.00 am to 5.00pm
- ↳ Students of KIMS DENTAL COLLEGE are permitted to use the Central Library.
- ↳ Students are to produce their Identity Card at the entrance and record their biometric attendance.
- ↳ Students should be dressed in formal wear while using the library.
- ↳ Library users are to maintain silence and appropriate behaviour to ensure a conducive learning environment.

- ↳ Smoking, refreshments and cell phones are strictly prohibited inside the library.
- ↳ Bags and personal belongings should be kept in the cubicles at the entrance.
- ↳ Do not rearrange the furniture.
- ↳ Students are requested to take the initiative of notifying the librarian regarding defects found in book and bound volumes.
- ↳ Damaging the books, defacing the pages of library book in ink or pencil is prohibited. If found, fine will be levied on the perpetrator.
- ↳ Digital library can be used freely and should not be damaged. The student is responsible for confirming the proper functioning of the electronic stuff used before leaving the digital library
- ↳ On line journals can be accessed in the virtual library. However, no student can access the journals directly. The password will remain strictly with the Chief Librarian.
- ↳ Book issue transaction on cards will be made between 9.00 am and 5.00 pm on all workingdays of the library, No transaction will be made on Sundays and other declared holidays
- ↳ Reference books will not be issued.
- ↳ The books, once issued should be returned within stipulated time without any damages. Failure to do so shall result in fine depending upon the damage. Serious damage affecting reading and non-reparable damages should be compensated or to pay as per library rules.
- ↳ Loss of borrowed books should be reported to the Librarian immediately, loss of books, if any, the person has to replace the same including fine

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