

**Swargiya Dadasaheb Kalmegh Smruti Dental College &
Hospital**

**Wanadongari - Wadhamna Road, Hingna, Nagpur,
Maharashtra 441110**



**Human Values and Professional
Ethics, Code of conduct for
Students**




Dean
Swargiya Dadasaheb Kalmegh Smruti
Dental College & Hospital
Hingna, Dist. Nagpur.

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 Dean
 Swargya Dadasaheb Kalmegh Smriti
 Dental College & Hospital
 Hingna, Dist. Nagpur.

ABOUT COLLEGE

Year of Establishment: 2006

Affiliated to: Maharashtra University of Health Science, Nashik

Recognized by: Dental Council of India

Swargiya Dadasaheb Kalmegh Smruti Pratishthan is a Trust that personifies the ideals and values eschewed by the iconic academic figure Late Shri Dadasaheb Kalmegh.

Swargiya Dadasaheb Kalmegh Smruti Dental College & Hospital has a fully functional 100-Bedded General Hospital, which provides its services to neighbouring villages at affordable cost.


Research and Discipline are the key tenets in the development of the Institute. The College is a nodal centre for I4C - Inter Institutional Inclusive Innovations Centre.

Since its inception in the year 2006, the College has made remarkably rapid progress to its present grand stature.

The Dental College offers undergraduate as well as post-graduate courses in 8 dental specialties. We pursue excellence in education and patient care.

Remarkable Firsts:

- Research Facilities
- Reaching out to the rarest cases that lie unearthed in remote areas
- Exclusively designated Interactive sessions between students and lecturers leading to better co-ordination
- Activities that pertain to exploring newer vistas aimed at growth and development of dentistry vis-à-vis its social reach and awareness


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PRESIDENT'S FOREWORD



"NO INSTITUTE IS COMPLETE WITHOUT THE HIGHEST STANDARD OF ACADEMICS AND RESEARCH."

Mr. Sharad Kalmegh


Founder President & Chairman Local Management Committee,
Swargiya Dadasaheb Kalmegh Smruti Pratisthan
Swargiya Dadasaheb Kalmegh Smruti Dental College & Hospital

MISSION

We are committed to Quality Healthcare Education to create Dental Professionals who are globally competent, concerned, compassionate, consistent, and committed to research and health care of the society at affordable cost.

OUR VISION

- a. Reduce pain and increase hope
- b. Dental Treatment at affordable cost for all
- c. Satellite Dental Clinics for far-flung, inaccessible areas
- d. To take dentistry to a global level
- e. Mobile dental clinic with value added services of modern diagnostic procedures and preventive measures under the aegis of the trust


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INTRODUCTION

Swargiya Dadasaheb Kalmegh Smruti Dental College and Hospital has been established with the Mission to impart Quality Health Care Education, to create Dental Professional who is Globally Competent, Concerned, Compassionate, Consistent and Committed to Research and Health Care of Society at affordable cost.

Under the able guidance of Honourable Chairman, Shri Sharad Kalmegh and Local Management Committee, the Institution strives to accomplish this mission by imbibing the unique value system, transparent work culture and excellent academic environment which is conducive to learning and creativity.

The faculty of the Institute is a perfect blend of experience and enthusiastic innovators imparting high quality education in a pleasant environment. The ideal student teacher ratio makes learning one on one basis feasible. The faculty shows equal interest in potential as well as advanced learners.

An innovative concept of “Interaction Module” makes teaching and learning possible at a micro level effectively. This reflects in the increasing passing percentage of students and achieving merits and gold medals. Our institute believes in following the concept of “12C’s”, to quote some of these “C’s”; Compassion, Concern, Commitment, Communication, Co-ordination, Consistency, Co-operation, Cool and Composed. We believe and follow these values and also try to inculcate these virtues in the faculty, students and administrative staff. The C’s that are not to be followed are Casual approach and Complacent attitude.

Our Institute supports Research activity and it encourages the faculty, undergraduate and postgraduate students to take it up in big way. The Institute encourages students and faculty members to take part in conferences, symposia, workshops, debates, seminars, papers and poster presentations. An emphasis is given on scientific publication by students and faculty in Indexed Journals.

Our Institute runs very effectively because of Facilitators at various levels where in, Local Management Committee is at topmost level followed by the Dean who is an administrative head, Vice Dean (Dental / Medical), PG Director, UG Director, Heads of the Departments and Student’s Council. The work is carried out very smoothly by virtue of various committees like Hostel committee, Canteen committee, Grievance’s cell, NAAC Committee, Interaction committee, Store committee, Maintenance committee, Cultural committee, Time-table


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committee, Vishakha committee, Anti-ragging committee, who work at their level and report to the Dean and Local Management Committee. This ensures that a well-oiled regime is in place for smooth functioning of Institute.

We have well established IQAC Cell with participation of students which enhances the quality of performance. We are the nodal centre for “I4C”, where innovations in Dentistry are encouraged and as a result some of our students are supported by sponsorships from companies. Regular feedback from stakeholders and its evaluation helps us to improve our performance. Several of our alumni are highly qualified and working in very high positions in India and Abroad.

Our Institute is well aware of its responsibilities towards environment, Society and community at large and has installed Solar and Centralized RO system. Tree plantations are done passionately as a result of which we have a beautiful green campus. We also follow fervently the principle of Swachh Bharat Abhiyaan and keep the campus, canteen, hostel and the college effectively clean.

Camps are conducted with vigour and enthusiasm and we have adopted 12 villages and 26 schools where free treatment is provided to the patients. We are very enthusiastic about anti-tobacco drive and we regularly counsel patients for tobacco cessation carry out anti-tobacco rallies and do skit and road shows to create an impact about the dangers of tobacco consumption and oral cancer.

Swargiya Dadasaheb Kalmegh Smruti Dental College and Hospital is leaving no stone unturned to emerge as a global leader in Dental Education and Care. We are thus on the verge of attaining perfection and achieving excellence which is sustainable and progressive.


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OBJECTIVES:

1. To impart scientific knowledge and technical skills in the field of Dentistry and applied competency areas
2. Encourage students to continue to pursue professional development, including advanced education relevant to their career growth and to create enthusiasm for life-long learning
3. Inculcate ethical attitude, effective communication and interpersonal skills necessary to work as an individual or as a team member
4. Develop a sense of social responsibility and commitment to contribute in the social health care system
5. To reinstate the rich cultural legacy and human values of which we are the custodians
6. To indicate the outcomes of creating a value-based and ethical culture among students

PREAMBLE:

The student code of conduct is established to foster and protect the core vision and missions of college, and to promote the scholarly and overall development of the students in a safe and secure learning environment. The college may make or amend their ordinances and other relevant statutory provisions accordingly to ensure that the directions contained in the guidelines are implemented in the best interests of students. In order to excel in these objectives, rules and regulations are necessary to mark the boundaries of this needed order.

This Handbook indicates the standard procedures and practices of the Swargiya Dadasaheb Kalmegh Smruti Dental College and Hospital, Nagpur for all students enrolling with the College for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct. The College endeavor by means of enforcing this Code is to forge and administer a student discipline process that is equal, meticulous, successful and efficient and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.


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JURISDICTION:


- The College shall have the authority over the conduct of the students associated/enrolled with the College and to take knowledge of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions.
- College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline, as if the conduct has occurred on campus which shall include
 - A. Any violations of the Sexual Harassment Policy of the College against other students of the college
 - B. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the college
 - C. Control or use of weapons, explosives, or destructive devices off-campus
 - D. Sale or distribution of prohibited drugs, alcohol, Narcotic Drugs etc
 - E. Conduct which has a negative impact or constitutes a bother to members of the surrounding off-campus community

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


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Values and Ethics

- Abide by Act, Statutes, Ordinances, rules, policies, procedures of the University/Institute and respect its ideals, vision, mission, cultural practices and the traditions
- Stay in an academic institution with the joyful learning experience
- Remain punctual, disciplined and regular in attending classes
- Observe modesty in their overall appearance and behaviour
- Behave with dignity and courtesy with teachers, staff and fellow students
- Act as a role model for the junior students by attaining the highest level of values and morality
- Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region
- Contribute towards cleanliness of the campus and surroundings
- Respect and care for the institutional properties
- Observe proper behaviour while on outside activities (educational tour/visit or excursion)
- Be honest in providing only truthful information on all documents
- Maintain the highest standards of academic integrity while presenting own academic work
- Help teachers in maintaining the learning environment conducive for all students
- Strive to keep campus ragging free
- Be sensitive to gender issues
- Be sensitive to society needs and its development
- Maintain good health and refrain from any kind of intoxicants


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The institution has articulated its Graduate Attributes through 12C's for all students and staffs. The institution not only expects students to possess 10C's values as

1. COMPETENT
2. CONFIDENT
3. CONCERN
4. COMPASSION
5. CONSISTENCY
6. COMMITMENT
7. COMMUNICATION
8. COORDINATION
9. COOPERATION
10. COOL AND COMPOSED.

It also discourages them to follow the 2C's

11. CASUAL APPROACH
12. COMPLACENT ATTITUDE.

The college from its inception has framed policies for producing competent/confident humans and good human beings. Perseverance, Patience and Pain sharing becomes regular practice.

Library entrance has been made attractive with a display of graduate attributes and at prominent places.

Professional Ethics: Programs are organized to promote quality ethical dental practice.

The Workshop aims to produce one of the best dentists who are committed to the society for providing contemporary ethical comprehensive oral healthcare. Students are constantly encouraged for adopting ethical ways in dental practice which is independent of gender, qualification and experience of practice.

Activities are planned to inculcate principles viz.

- (1) Responsibility
- (2) Comprehensiveness
- (3) Obligation
- (4) Sustainability
- (5) Imbibe virtues of Humanity
- (6) Empathy
- (7) Honesty
- (8) Integrity, Patriotism etc.


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CODE OF CONDUCT

All are to be abided by Act, Statutes, Ordinance, Rules, Policies, Procedures of Universities/Institute and Respect its Ideals, Vision, Mission, Cultural Practices and Traditions. Institute aims to inculcate ethical attitude and develop a sense of responsibility. Standard protocol and SOPs are to be followed by the students, staff and patients for the prevention of Covid- 19 as per the E2 (Entry to Exit) module. All are asked to refrain from any kind of intoxicants and to respect and care for institutional properties. The institution ensures that all the stakeholders follow the code of conduct.

CODE OF CONDUCT FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS

1) Dress code and ID cards


- It is compulsory for the students to wear clean and ironed uniform and aprons from I BDS and IV BDS
- Formal shoes should be worn
- Wearing identity cards inside the camps from entry to exit is compulsory
- Students not adhering to dress code will not be allowed to attend the classes
- In case of loss of ID card, report along with the application to the coordinator as soon as possible

2) Attendance

- Every student must have at least 75% attendance in theory and 80% in practical to appear for the university examination
- The concession in attendance is not allowed at all at any circumstances. The student will be entirely responsible for such absence
- Absence from lectures, practical and interaction will be detrimental to the overall performance of the student
- Attending guest lectures, workshops and seminars is compulsory

3) Adherence to the timing

- From Monday to Friday daily the college timing is from 9:00 am to 4:30 pm and on Saturday the college timing is from 9:00 am to 1:00 pm.
- Lunch timing for I BDS TO III BDS is 1:00 pm- 1:30 pm.


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IV BDS is 2:00 pm -2:30 pm

- It is compulsory for all the students to reach the respective lectures, practical postings and interaction on time. Students reaching more than 5 minutes late will be marked absent
- Students are not allowed to go out of the college during college hours

4) Library rules


- All library users have to enter their details in the library registers at the entrance
- It is compulsory for the students to present Library card during issue of books
- Students should not lend their Library cards to other students
- Students should return the books within the stipulated period of time otherwise a fine will be levied after the expiry of the due date
- Library timings- 9:00 am -8:00 pm.
- Students have to handle the books carefully, marking, highlighting, tearing or mutilating pages is not allowed. There will be fine over such issues
- No personal belongings like bags, basket, overcoats or jerkins are allowed in the library

5) Internal Assessment Examinations

- IAEs are carried out thrice in a year
- Additional IAEs are conducted for the improvement of scores in the exams
- Students remaining absent or late for any of the exams will be marked absent
- Additional IAEs are only allowed for the reason on medical grounds and not on casual absent purpose

6) Leave Rules

- Student should report about the leave due sickness to the respective group teacher through mail or telephonically
- A leave application on medical grounds should be submitted along with medical certificate from registered medical practitioner on the day of joining college
- Leave for purpose other than medical should be applied and approved beforehand


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7) Use of cell phone and social media

- Students should preferably interact on what's app group created by group teacher with regard to academics or other meaningful information etc.
- Use of cell phone during lecture, posting and interaction hours should be strictly avoided
- Social media should be only used for educational purposes in the college premises

8) Curricular activities


- Students should actively take part in intercollege or intra college game, debate and other curricular activities which is absolutely essential for overall development of the student
- Any student who is representing the institute in any of the competitive or non-competitive activity will not do anything that will hamper the reputation and prestige of the college
- Students will not be granted attendance for such purpose unless prior permission is not taken for the following the proper protocol

9) Ragging

- Ragging is totally prohibited in the college
- Any student found guilty of ragging will be punishable in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force
- Anti-ragging squad is constituted every year as per the regulated guidelines to keep vigil over ragging
- Students are encouraged to report any ragging act witnessed or experienced by them to the members of anti-ragging committee

10) Vehicle driving and parking

- Students should park the vehicle in the allotted parking lot only
- Parking is purely at owner's risk; college will not be responsible for any loss or damage to their vehicles


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- Students coming to the college with their own personal vehicles should have compulsorily driving license and helmet
- Driving the vehicles beyond the parking lots is not permitted
- The concerned students will be held responsible for any violating the traffic rules

11) Payment of fees

- It is compulsory for all the students to pay the fees within the stipulated time interval decided by the institute
- Failure to make payments by the students on time will invite the appropriate penalties or suspension
- Fees must be paid to the respective administrative members only


12) Gate pass

- Students shall leave the college only at 4:30 pm.
- In case of any emergency, they can leave provided they produce a gate pass duly signed by teacher in charge in the department posted and counter signed by the Dean/Vice dean
- Without gate pass the students will not be allowed to go out of the college under any circumstances

14. Prohibitions

The following are banned inside the campus

- Smoking
- Use of alcohol and other intoxicant materials
- Use of plastics
- To make use of megaphones and loud speakers in the campus



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CODE OF CONDUCT FOR HOSTEL

- 1) All the students are hereby expected to abide by the rules of the hostel compulsorily
- 2) In case of any work outside the campus, students must report within the stipulated time
- 3) It is compulsory for all the hostilities to be present for the evening attendance
- 4) No one is allowed to stay in the hostel during academic hours
- 5) Use of alcohol, narcotic or any other type of abusive drugs is prohibited in the hostel premises
- 6) Use of weapons, explosives or destructive devices off campus is strictly prohibited.
- 7) Guardians/Parents are not allowed to stay in the hostel along with their wards. There are separate quarters assigned for the parents/guardians.
- 8) Gate passes to go out of the college campus must be signed/ taken permission beforehand.
- 9) In case of being late to reach back the hostel, inform accordingly to the hostel warden telephonically.
- 10) Payment of the fees must be done within the stipulated time.
- 11) In case to go out for any work, make an entry in the register and present the gate pass to the guard.

CODE OF CONDUCT FOR MESS/CANTEEN

- 1) Students are not allowed to sit in the canteen during academic hours.
- 2) Students are expected to take meals in the mess.
- 3) Any complaints against the quality of food must be informed to the in charge, instead of creating chaos in the mess.
- 4) Any misbehavior with the mess staff is punishable.
- 5) Wastage of food is to be avoided.


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Ethics, Code of conduct for
Dean, Teachers and Non-Teaching
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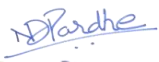

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7. To impart scientific knowledge and technical skills in the field of Dentistry and applied competency areas.
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10. Develop a sense of social responsibility and commitment to contribute in the social health care system.
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12. To indicate the outcomes of creating a value-based and ethical culture among students.

PREAMBLE:

- Recognizing that every child has a fundamental right to receive education of good quality;
- Recognizing that education should be directed to all round development of human personality;
- Realizing the need for developing faith in the guiding principles of our policy viz. democracy, social justice and secularism;
- Recognizing the need to promote through education, our rich cultural heritage, national consciousness, international understanding and a world with peace
- Recognizing that teacher, is part and parcel of the social milieu, share the needs and aspirations of the people
- Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites
- Realizing that the community respect and support for the teaching community are dependent on the quality of teaching and teacher's proper attitudes towards teaching profession; and
- Realizing the need for self-direction and self-discipline among members of the teaching community.

This Handbook indicates the standard procedures and practices of the Swargiya Dadasaheb Kalmegh Smruti Dental College and Hospital, Nagpur for the Dean, Teaching, Non-Teaching Faculties. The Dean, Teaching, Non-Teaching Faculties must know that it is incumbent upon them to abide by this Code of Conduct. The College endeavor by means of enforcing this Code is to forge and administer a discipline process that is equal, meticulous, successful and efficient and providing a system which promotes growth through individual and collective responsibility.

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Values and Ethics for Stakeholders

Programs are organized to inculcate following values in staff and students

- (1) **Integrity** –adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
- (2) **Trusteeship**- Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.


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Dental College & Hospital
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- (3) **Harmony**- Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders
- (4) **Accountability** - Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one' action.
- (5) **Inclusiveness** – adopting standards, policies and procedure to promote and ensure equal opportunity, without any discrimination against an individual or a group, for education, employment, promotion and other activities in an institution
- (6) **Commitment** – Dedicating to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and regulatory boundaries.
- (7) **Respectfulness** – Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.
- (8) **Belongingness**- fostering a shared vision of institute to make everyone feel secure, supported, accepted and included.
- (9) **Sustainability** – Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future.

The institution has articulated its Graduate Attributes through 12C's for all students and staffs.


The institution not only expects students to possess 10C's values as

1.COMPETENT 2. CONFIDENT 3. CONCERN 4. COMPASSION

5. CONSISTENCY 6. COMMITMENT 7. COMMUNICATION

8. COORDINATION 9. COOPERATION 10. COOL AND COMPOSED.

It also discourages them to follow the 2C's


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11. CASUAL APPROACH 12. COMPLACENT ATTITUDE.

The college from its inception has framed policies for producing competent/confident humans and good human beings. Perseverance, Patience and Pain sharing becomes regular practice.

Library entrance has been made attractive with a display of graduate attributes and at prominent places.

Professional Ethics: Programs are organized to promote quality ethical dental practice. The Workshop aims to produce one of the best dentists who are committed to the society for providing contemporary ethical comprehensive oral healthcare. Students are constantly encouraged for adopting ethical ways in dental practice which is independent of gender, qualification and experience of practice.

Activities are planned to inculcate principles viz.


(1) Responsibility (2) Comprehensiveness (3) Obligation (4) Sustainability (5) Imbibe virtues of Humanity (6) Empathy (7) Honesty (8) Integrity, Patriotism etc.

CODE OF CONDUCT

All are to be abided by Act, Statutes, Ordinance, Rules, Policies, Procedures of Universities/Institute and Respect its Ideals, Vision, Mission, Cultural Practices and Traditions. Institute aims to inculcate ethical attitude and develop a sense of responsibility. Standard protocol and SOPs are to be followed by the students, staff and patients for the prevention of Covid- 19 as per the E2 (Entry to Exit) module. All are asked to refrain from any kind of intoxicants and to respect and care for institutional properties. The institution ensures that all the stakeholders follow the code of conduct.

CODE OF CONDUCT FOR DEAN

- Dean being a Head of the institution is answerable to the Honorable President Sir for all academic, administrative and financial activities of the college
- To organize for accreditation and make presentation to visiting expert teams
- Dean is responsible for progress of academic activities of all the departments


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- Admission process to be implemented for the institute as per the guidelines of MUHS University, DCI norms and state government
- To conduct Continuing education activities in the institution periodically
- Interaction with other institutions, Universities at state, national and international levels for achieving academic excellence for the institute
- To collaborate with corporate, industries to identify various funding agencies and harness fund for development of institute and research
- To facilitate and promote various research activities
- Monitor the performance of HOD's
- Assigning duties to the employees as and when required
- Organize meetings periodically to review regarding ongoing activities
- To promote and obtain Fellowship in different professional bodies for the institute

CODE OF CONDUCT FOR TEACHING FACULTY

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students

- Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students
- Act as friend, philosopher and guide of students
- Help students in identifying their potential problems and support them through counseling and mentoring
- Create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation
- Observe punctuality in teaching and other duties
- Exhibit decent behavior with all
- Refrain from harassment of student in any form
- Actively participate in institutional development
- Refrain from any type of discrimination

- The faculty should perform their duties in the form of teaching, tutorial, clinical and seminar work with dedication and confidence
- The faculty should perform their duties in carrying out various functions related to the educational responsibilities of the college and the university in assisting and appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation
- The teachers should participate in extension, co-curricular and extra-curricular activities including community service and upliftment of the villages through village adoption
- The teaching method performed by the faculty should be student centered
- The teachers should utilize digital learning method such as ICT, educational videos, PPTs for easy understanding for students
- The teachers should encourage students to actively participate in Seminars, Multiple Choice Questions (MCQ's) solving, Short Answer Questions (SAQ) solving, Problem Based Learning, Remedial classes, tutorials, etc. and PG students to present and participate in Journal club presentations, Seminars, case discussions, preclinical exercises, and UG teaching as part of the curriculum as specified by MUHS and DCI
- To encourage the students to present research papers, scientific posters at various national & regional conferences
- Monitor and assess the attendance of students periodically
- Encourage students to publish papers in state, national and international journals, copyrights and patents
- To assess, evaluate and guide the students as per their MUHS and DCI norms of UG and PG curriculum from time to time
- To prepare and display notices, mark sheets, attendance sheets etc. pertaining to the students
- Organize camps, dental health education programs to impart services to the far-flung rural areas
- To conduct and organize CDE/Workshops programs periodically
- Participating at least one seminar/conference/workshop in an academic year
- Contributing to the activities sustaining accreditation of the institution



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- To participate in various academic activities for upgrading their qualifications
- The faculty should publish writing books, research papers, copyrights, patents and monographs
- Wearing an ID cards inside the campus is mandatory for the teaching faculty
- White apron in clinics

CODE OF CONDUCT FOR NON-TEACHING FACULTY

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances
- Encourage the staff to maximise their efficiency
- Create conditions that inspire teamwork
- Act timely to readdress the genuine grievances
- Maintain the confidentiality of the records and other sensitive matters
- Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service
- Care for the institute's property
- Facilitating congenial environment
- Refrain from any form of discrimination
- Not accept bribes or indulge in any corrupt practices
- Make every effort to complete the assigned work in a time-bound manner
- To commence their duties on time
- The working hours should be used judiciously to ensure that their activities in the workplace should not hamper the effective operation of their department
- To maintain and respect confidentiality in all the matters of the college
- To understand the responsibilities of the job and practices procedures related to their position
- To demonstrate their ability to work independently and meet targets
- To manage the time effectively and be well-organized

- Attending the patients at the reception area of the department and enrolling in OPD register
- Maintaining the consumable and non-consumable records in the department
- Maintaining sterilization protocol
- Supervising the dental materials in the department and issuing the required equipment to the student
- To supervise the work of sweeping authorities
- To maintain cleanliness in the department
- To arrange and maintain all the documentation records in the department
- To report for any repair and maintenance work which is required in the department
- To submit leave application to the in-charge as per the protocol to avail leave
- Wearing an ID cards inside the campus is mandatory for the non-teaching faculty


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