



KMCT
DENTAL COLLEGE

Recognised Research Centre of Kerala University of Health Sciences

Recognised by Dental Council of India and Govt. of India

KMCT Medical College Campus, Makkam, Kozhikode-673602

Phone: (0495)2292002, 2292004

E-mail: dental@kmct.edu.in, website: www.kmctdentalcollege.org

CODE OF CONDUCT FOR TEACHERS

KMCT Dental College has set high standards in teaching and patient care as well, and expects the staff to inculcate good qualities to attain this. The college has formulated a code of conduct for all staff to instil the values of mutual respect, professionalism, unity, empathy and diversity. The staff are instructed to follow the code of conduct and provide a conducive environment for academic, co-curricular and extracurricular activities.

Commitment under the Code:

- We believe that employees are the backbone of our Institution and it is our duty to make their working environment peaceful so that they can put their complete effort to make the working hours fruitful. We set code of conduct for all teachers of our institution mainly to make sure the values have been practiced by all the teachers.
- Mutual respect among teachers is a very essential part of a healthy college environment. When mutual respect combines with professionalism, it gives the best results.
- We look forward for the unity among all the teachers and hence the working environment will be so peaceful and effective.
- We are totally against the behaviour of discrimination, violence and disrespectful behaviour from any teaching staff. A teacher must be a person who treat their students equally well. They must have a mentality to be out of certain internal politics and prejudice about students and their colleague.



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CODE OF CONDUCT FOR TEACHERS:

1. Strictly adhere to college timings
2. Teaching staffs must wear a decent and neat attire while coming to college to uphold professional dignity
3. Be regular, punctual and report for duty on time. Daily attendance will be monitored by verifying the biometric punch register and signature in the office attendance register.
4. Leave of any nature must be informed to the principal and taken accordingly, and salary will be calculated accordingly.
5. Utilize working time fruitfully for official purpose and curricular activities and to refrain from lengthy chit chats and gossiping.
6. Provide a conducive environment for gender equality and must treat women staff with due respect professionally.
7. Avoid traveling outside for private needs during duty hours.
8. Have self-belief and positive attitude towards the academic activities
9. Keep all teaching schedules and activity updated.
10. All correspondence must be done through the principal
11. Be impartial in decisions pertaining to the students and fellow staff
12. Strive for academic achievement of students and to mould them as a better human being.
13. Courteous towards fellow staffs, non-teaching staffs, students and patients.
14. Active involvement in academic, co-curricular and extracurricular activities.
15. Performance of newly appointed staff will be monitored during the probation period (first 3 months from joining). Staff who have satisfactorily completed their probation period shall be confirmed on a permanent basis by the employer.
16. Initial salary of the staff is fixed and consequent revision also will be done accordingly after assessing the overall performance throughout.



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17. monitoring of mentor system and appropriate care to be given to academically weak student
18. Maintain patient details confidentially, so as to follow ethical practice.
19. An employee desirous of leaving the service of the Institution shall give 3 month prior notice in writing to the management of his intention to resign or shall pay to the management 3 month's salary in lieu of notice period.
20. Case of any breach in the code of conduct or discrimination by their fellow staff, to be reported to the management. The identity of the staff who reports will be kept confidential and strict action will be taken against the person who violates the rule.

RULES:

1. Be regular and punctual and should report for duty on time. Daily attendance will be assessed by verifying the biometric punch register and signature in the office attendance register.
2. Leave of any nature must be informed to the principal and taken accordingly, and salary will be calculated accordingly.
3. You are responsible to train your students and junior colleagues too.
4. Keep all teaching schedules and activity updated.
5. All correspondence must be done through the principal
6. Be impartial in decisions pertaining to the students and fellow staff
7. Strive for academic achievement of students and to mold them as a better human being.
8. The complete dedication will be appreciated in all the teaching faculties.



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9. The selected staffs have to take care of mentor system and appropriate care has to be given to the academically weak student and to all.
10. Keep up the dignity of the institution in all your activities inside and outside campus.