



**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, Mukkam, Kozhikode-673602

Phone: (0495)2292002, 2292004

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

## **TO WHOM SO EVER IT MAY CONCERN**

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



  
**Principal**

**Dr. MANOJ KUMAR.K.P**  
Principal  
KMCT Dental College  
Manassery, Mukkam



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## **CODE OF CONDUCT**



# KMCT DENTAL COLLEGE

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## CODE OF CONDUCT

Code of conduct defines an acceptable social behaviour and norms that individuals associated with an organization should adopt on a day-to-day basis. The KMCT Dental College and Hospital's Code of Conduct seeks to project the organization's mission, ethical values and principles and to link these to attain highest standards of personal and professional conduct.

Code of Conduct have been set for

1. Principal
2. Students
3. Staff
4. Administrative staff
5. Research
6. Visitors



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## **Code of Conduct for Principal**

Principal, the highest authority of an institute has to ensure that the college runs on set of guidelines according to management, university & DCI. Principal should be responsible for monitoring the same and should be the bridge between management and staff of the Institute.

1. To attain standards of highest quality for personal and professional conduct.
2. The necessary actions as and when required to maintain discipline in the Institute.
3. Formation and monitoring various committees necessary for the development of the Institute.
4. Encourage faculty members to attend seminars/workshops/conferences.
5. Encourage faculty members to author text books and publish research papers in reputed National and international Journals.
6. Provide leadership, direction and co-ordination within the Institute.
7. Convene meetings with teaching and non teaching staff and students to ensure smooth functioning of academic and non academic activities.
8. Ensure implementation of institutional policies by staff and students.
9. Maintain confidentiality of concerned reports
10. Submission of an annual report on the progress achieved in different developmental and collaborative programmes.
11. Taking care of welfare of the students and staff



  
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12. Shall strictly adhere to and implement all university guidelines and regulations, as well as DCI and GOVT directives.



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## **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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## RULES:

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.



  
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15. Performance of newly appointed staff will be monitored during the probation period (first 3 months from joining). Staffs who has 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.
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.



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## **CODE OF CONDUCT FOR STUDENTS**

KMCT Dental College, with an intake of 100 students per academic year has set high standard for all curricular and extra-curricular activities. The College desires that students of KMCT Dental College imbibe the quality of these refined services and excel in professional and personal life. The college is affiliated to Kerala University of Health Sciences, Kerala and has the approval by Dental Council of India.

The Rules and Regulations are applicable to all the students of the College and is displayed in the college website which is in a downloadable and printable format.

### **WORKING HOURS:**

College working hours: 8:00 am – 4:00 pm.

- Students are not permitted to enter or leave the classroom without the permission of the faculty. In any case, late-comers are not entitled for attendance to the relevant session.
- No student shall leave the campus during class hours without the written permission from the HOD/Principal.

### **COLLEGE AUTHORITY:**

The Principal is the ultimate 'Authority' regarding discipline or any other matter in the college and any decision/action taken by the said Authority shall be final and binding.



  
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## IDENTITY CARD:

Immediately after joining, each student of the college is issued an identity card. It is mandatory that every student must carry the identity card with them.

## RULES & REGULATIONS AT KMCT DENTAL COLLEGE:

- Neatly ironed uniforms are compulsory for all students of this institution.
- All the students must wear a neat apron over the uniform and ID card during working hours.
- Male students must come with clean shaved face and their shirts tucked in.
- Formal shoes are compulsory. Slippers, sports shoes and sandals are not allowed during working hours
- Female students should tie up their hair neatly.
- Students must take care of the college property and any damage to the property will be viewed seriously and damage cost will be taken from the students.
- Students shall not take part in any anti-social activities or any kind of ragging inside the campus, if noticed, strict action will be taken against them.
- No political or other movements are permitted inside the campus.
- Separate hostels for both boys and girls are provided inside the campus and those who stay in hostel must follow the hostel rules and regulations.

## ACADEMIC RULES AND REGULATION

All student shall always maintain good conduct throughout. The conduct and academic performance of each student will be reviewed periodically by the authority and appropriate steps will be taken on the issue which may include detaining from appearing for the University Exam



  
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or expelling from the hostel or college depending on the severity of the offence. As per the DCI regulations, 240 teaching days to be there mandatory for both regular and additional batch to appear for the exam.

As per the Kerala University of Health Sciences, a minimum of 80% attendance for regular and 70% for supplementary batch is mandatory for students to appear in the university examination. The commencement of the academic year is on 1<sup>st</sup> August every year as per DCI regulation.

## Note:

The minimum teaching days of 240 days as indicated by the DCI regulation does not include vacation and one month of university examination in each year of study (Reference: Dental Council of India Notification, 25<sup>th</sup> July 2007 page no. 110)

- KMCT Dental College strictly adhere to rules and regulations set by Kerala University of Health Sciences (KUHS) and by Dental Council of India (DCI). The pre-requisites to qualify for appearing in the University Examinations are as follows
- All students must have 80% attendance in each year to appear for the university exam of the consecutive year, and students who have attendance less than that will not be allowed to write exam strictly.
- If any candidate fails in an exam, then they will have to appear for the exam for the failed subjects by the end of next 6 months.
- The candidate shall have to pay the exam fee and other fees for the extended duration of course without fail.
- Tuition Fees once paid to the college will not be refunded, under any circumstance.



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- Any student admitted to course has to complete the first year B.D.S. without any arrear within 3 years from the date of admission.
- The course of B.D.S. has to be completed within 8 years from the date of admission.

### **PAYMENT OF COLLEGE FEES:**

- The college fees have to be paid as per the due-date stipulated by the Management through appropriate notification, failure beyond the due-date will attract penalty as quoted in the notification.
- Tuition and other fees once paid will not be refunded. However, refund of caution deposit may be claimed after the completion of the course after submitting no due certificate from all the departments.
- Students must produce the original receipt for claiming refund of the caution deposit.

### **ATTENDANCE AND INTERNAL ASSESSMENT:**

- The attendance of each class will be marked in the academic monitoring software on a daily basis and the parent will be receiving a message if their ward is absent on the particular day, so that parents can keep a track on their ward.
- Every student must have minimum 80% attendance in every subject, which is a compulsory requirement as per Kerala University of Health Sciences regulations.
- Any student who misses the classes shall have to justify his/her absence to the concerned HOD.



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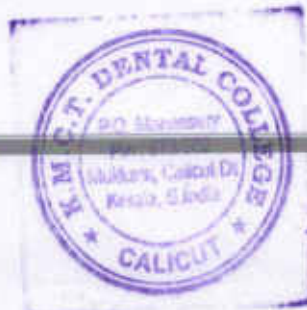
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- Under normal circumstances, participating in co-curricular or extra-curricular activities inside or outside the campus during working hours/ days without consent from the Principal is considered as absence from classes. However, the said absence may be condoned only on production/submission of a copy of certificate of participation or a written note from the teacher/authority concerned.
- Any absence for more than 3 days because of health issues shall have to be substantiated by production of a medical certificate within two days of the students resuming attending regular classes.
- Internal assessment examination will be conducted thrice a year by the college and the internal marks will be sent to the university by evaluating the average of 3 internal examination marks and attendance percentage.
- It shall be the duty of the student to check their attendance and internal assessment marks displayed on the notice board. Any discrepancy in the attendance or marks shall be immediately brought to the notice of the concerned HOD. No change/ modification of the attendance or marks will be made once the same are communicated to the University.

## ANTI - RAGGING POLICY

KMCT Dental College has a zero-tolerance policy towards ragging and will be dealt with strict punishment. The college has constituted an Anti-ragging committee which includes staffs, students, administrator and parents. Any offence reported or noticed will be enquired by the anti-ragging committee and corrective measures will be instituted accordingly.

There will be surprise visit by the anti-ragging committee to the first-year hostel. Ragging in any manner like physical or verbal abuse is strictly forbidden. Anyone found guilty will be dismissed



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from the college and will be liable for punishment by the court of law.

If unfortunately, any student faces any kind of ragging, it has to be drawn to the notice of the anti-ragging committee and strict action will be taken against the offender.

## KERALA PROHIBITION OF RAGGING ACT 1998:-

- According to Kerala Prohibition of Ragging Act (1998); "Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any, educational institution and includes
  - a) Teasing, abusing of, playing practical jokes on or causing hurt to such student
  - b) Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.
- Ragging within or outside educational institution is prohibited.
- Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extend to ten thousand rupees.



  
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- Any student convicted of an offense under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.
- Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
- Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- Copy of the prohibition of Ragging act 1998 will be available in the institution for reference.
- The applicants as well as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the Act in the application form.



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## **ANTI - RAGGING SQUAD 2020-2021**

| SL No | Name                   |
|-------|------------------------|
| 1.    | Dr Ranjith M           |
| 2.    | Dr Nicholas Mathew     |
| 3.    | Dr.Amritha Ashok       |
| 4.    | Dr.Chandini Raveendran |
| 5.    | Ms.Rahanya.K.M         |
| 6.    | Mrs.Nisha.P.S          |
| 7.    | Mr.Rajesh Michel       |
| 8.    | Dr.Ravi S V            |
| 9.    | Dr.Roshy George        |
| 10.   | Dr.Asawthi Vinod       |
| 11.   | Dr.Hiba Ummer          |
| 12.   | Linju Sebastian        |
| 13.   | Vijesh Vijayan         |
| 14.   | Ms.Athira              |
| 15.   | Dr.Elsy .P.Simon       |
| 16.   | Dr.Monisha             |
| 17.   | Dr.Muhammed Ashik      |
| 18.   | Dr.Arun Paul           |
| 19.   | Rajesh T.K             |
| 20.   | Mrs. Sreevidya         |
| 21.   | Mrs. Jeena.            |



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## **ANTI-RAGGING COMMITTEE 2020-2021**

| ANTI-RAGGING COMMITTEE                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Principal /Dean with their Direct contact Nos. | Dr. Manoj Kumar K P<br>Mobile: 9847005213                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Date of formation                                          | 29.01.2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| No. of Members                                             | 23 Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Committee Members                                          | <ol style="list-style-type: none"><li>1. Dr. Manoj Kumar K P (Principal)<br/>Mobile: 9847005213</li><li>2. R K Nizaro Siyo (Vice Principal)<br/>Mobile: 9447122972</li><li>3. Dr Ramesh Kumar<br/>Mobile: 9895597922</li><li>4. Dr Ausaf Ahsan K P<br/>Mobile: 9895080789</li><li>5. Dr Harish Kumar V V<br/>Mobile: 9847230669</li><li>6. Dr Binu Purushothaman<br/>Mobile: 9447115268</li><li>7. Dr Prathyusha<br/>Mobile: 9743307965</li><li>8. Dr Dhanya Muralidharan<br/>Mobile: 8281031234</li><li>9. Dr Sheejith<br/>Mobile: 9447261043</li></ol> |



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10. Dr Rajeesh Mohammed P K

Mobile: 9995990095

11. 1<sup>st</sup> year Parent

12. 1<sup>st</sup> year Parent

13. 1<sup>st</sup> year Class Representative

14. 1<sup>st</sup> year Class Representative

15. Umar Abdul Kareem (2<sup>nd</sup> year Class Representative)

Mobile: 8606184323

16. Aiswarya Anil (2<sup>nd</sup> year Class Representative)

Mobile: 8281366990

17. Vaishak (Union Chairman)

Mobile: 8921538401

18. Fathimathul Safa (Chairperson)

Mobile: 7902305692

19. Athul Balakrishnan (Union Secretary)

Mobile: 8606088056

20. Maya (Joint Secretary)

Mobile: 8129629928

21. Mrs. Sujatha S (Administrator)

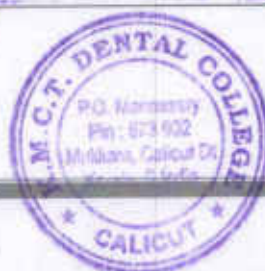
Mobile: 9544051199

22. Mrs. Jisha (Office Staff)

Mobile: 9895956630

23. Mr. Shafeeq

Mobile: 9037560833



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|                                   |                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------|
| Frequency of raids                | 1 per week                                                                      |
| Surprise raids                    | At any time                                                                     |
| Other measures taken by the squad | Students divided in to batches of 10 and monitored by the squads and committee. |

## ANTI-RAGGING MENTORS, 2020-2021

| Sl | Faculty Advisor         | 2 <sup>nd</sup> Year student Mentor |
|----|-------------------------|-------------------------------------|
| 1  | DR. Nicholas Mathew     | Akhil Thomas                        |
| 2  | Dr. Abu Nasar           | Amna sherin                         |
| 3  | Dr. Preethi Anju        | Arya Lakshmi                        |
| 4  | Dr. Roshy George        | Athul P S                           |
| 5  | Dr. Sarin               | Harsha Babu                         |
| 6  | Dr. Hiba Ummer          | Jerry Mol                           |
| 7  | Dr. Rohit Mohan         | Nova Sajeevan                       |
| 8  | Dr. Chandini Raveendran | Pooja Narayanan                     |
| 9  | Dr. Mohammed Ashik      | Proshoba                            |
| 10 | Dr. Monisha             | Zahra Hameed                        |

### PROHIBITION OF SMOKING, USAGE OF DRUGS AND ALCOHOL:

- Smoking, consuming alcohol, being in possession, using, imbibing or distribution of illegal narcotic drugs or any other psychotropic substance or alcohol in college premises or during the time of college activity is strictly prohibited.
- Any violation of the above actions will be dealt seriously. The student will be liable for



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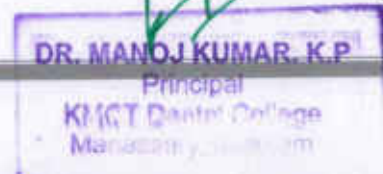
serious disciplinary action, reported to the local police and later will be dealt by the court of law.

### **USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES:**

- Use of mobile phones is prohibited inside the classrooms or within the academic blocks and if found, strict disciplinary action will be taken against the respective student and mobile phone will be kept under the custody of college authority. The mobile phone will be returned once the student completes the course
- Disciplinary squad will monitor mobile use of students in campus and will conduct surprise visit inside the classrooms at any time for inspection.
- If mobile phones or any electronic gadgets are found during examination time, immediate action will be taken against the student and enquiry will be done and the student may get debarred by the university.

### **RESPONSIBLE USE OF SOCIAL MEDIA:**

- a. Students in general are requested to use social media such as WhatsApp, Facebook and other social media platforms responsibly and avoid any abusive or provocative comments.
- b. Any vilification on the basis of race, caste, creed, religion, sex or gender identity posted on social media and the web in general will result in serious disciplinary action against those posting or forwarding such posts.
- c. Students shall not use the emblem/photo of the College in their posts/communications over social media or elsewhere, without the permission of the College authorities.





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

## **STUDENTS' RESPONSIBILITIES:**

- It is mandatory for the students to follow all safety regulations during laboratory practice especially in pre clinicals and clinicals too.
- The Management shall not be responsible for any physical damage or issue that might occur due to the negligence of the student.
- If any damage to the lab equipment or college property is found due to negligence of the student by the authority, the student will have to take responsibility and replace the damaged item.
- Campus politics is not entertained as the college prioritizes professional learning in dentistry, so that students can concentrate more on their studies with their full effort.
- Parties or programs by external agencies are not entertained without prior approval.
- Students must not invite police or media persons to the campus on their own, if in need, must be informed and consent must be taken from the Principal and Management.
- Fundraising, for official programs of the College, has to be carried out under proper supervision and done with complete transparency.
- All the students who possess vehicle and parks it in the campus, must inform the same to the college office and must register the vehicle details.
- Vehicles can be parked only at the allotted area and entry of the same to restricted area is prohibited.
- Students can make use of the Grievance Cell available in the College and the genuine issues will be rectified by the authority.
- Any outsiders who are friends or relatives of any student, are required to take prior



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Principal  
KMCT Dental College  
Manassery, Mulkam



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permission from the Principal by producing valid proof of identity to meet any Staff member/ any student within the college campus.

- Students are responsible for all their belongings and the College is not responsible for the loss of their personal belongings.
- Any act of disrespect towards any staff member which affects the discipline of the college will be seriously dealt and in extreme cases the student may get expelled from the college.
- The college strictly stands against discrimination on the basis of cast, creed, colour, religion, class etc. Any act if noticed, will be dealt strictly and disciplinary action will be taken against the student who is responsible.
- Students who do not reside in the hostel provided inside the campus, must provide the College with the details of their place of residence.
- Students who wish to leave the College midstream for any reason will be given a TC (Transfer Certificate) and any other Certificates only on payment of all fees payable for the remaining course duration and on clearing of any other dues to the college.

## LIBRARY RULES:

Students are allowed to borrow/ refer books subject to the following rules of the Library.



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## WORKING HOURS

| Working Days           | Days               | Timings                |
|------------------------|--------------------|------------------------|
|                        | Monday to Friday   | 9:00 a.m. to 8:00 p.m. |
|                        | Saturday           | 9:00 a.m. to 8:00 p.m. |
| University Examination | All Days           | 9:00 a.m. to 8:00 p.m. |
| During Vacation        | Monday to Saturday | 9:00 a.m. to 5:00 p.m. |

## LIBRARY MEMBERSHIP AND BOOK BORROWING PROCEDURE:

- An application for membership along with passport size photographs must be submitted to the librarian.
- A non-transferable membership card and borrower's card will be issued to each student.
- One Borrower's Card enables the member to borrow one book at a time for which he/she is held responsible and in case of damage or loss, the student has to replace it.
- Loss of Borrower Card shall be intimated to the Librarian. Duplicate card will be issued in those situations after remittance of fine.
- There is a provision to issue one overnight reference book to be returned the next day morning before 9:15 a.m. Failure to do so will attract over charge for each day of delay.
- Strict silence must be maintained in the library, reading room and the courtyard leading to the library. Mobile phone usage is strictly prohibited in the library.
- Personal belongings like bags, books, aprons, mobile, umbrella etc. are not allowed



  
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inside the library.

- To obtain "No Dues Certificate" from the library, student must return all the books borrowed, pay overdue charges if any and surrender the Borrower's Card and membership card to the librarian.

## HOSTEL ACCOMMODATION:

- The Hostel provides accommodation for bona fide students only and room allocation will be done by the Chief Warden.
- The hostel shall be under the control of Principal and in the immediate charge of the Chief Warden, and the Residential Wardens.
- Separate hostels are available for men and women students.
- Hostel accommodation shall be deemed to be terminated at the end of each academic year and the students who wish to continue in the hostel must get re-admitted every year.

## RULES:

- Only the respective students are allowed to stay inside the room, and if any violation comes to notice, will be dealt strictly.
- Caution deposit and room rent have to be paid in advance for admission in the hostel.
- The hostel administration is not responsible for the safety of the valuables in the rooms.
- If any inmate is leaving the hostel for personal reasons, prior permission from the staff in-charge for the same and letter must be submitted to the college office.



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- After admission, no student shall vacate the hostel without prior permission from the Chief Warden.
- Hostel belongings must be maintained properly, and if any damage is noticed, the student will have to take complete responsibility and remedial action will be instituted.
- Students are not permitted to use any extra electrical gadgets in their rooms without prior permission from the Chief warden.
- If any student applies for vacating the hostel within six months of admission without any valid reason, he/she will forego the entire caution deposit.
- Students must follow the hostel timings strictly and should be inside their respective hostels before 6.00 pm. Prior permission is to be sought from the warden to enter the hostel after the stipulated time.
- Students who want to avail library facility will be permitted till 8:00 pm and the librarian must vouch for the same.
- Visitors are not allowed inside the hostel rooms and should wait in the visitors area provided in the hostel.
- Food will not be served in the rooms and the students should not take food outside the dining hall.
- Guests, as a rule, are not allowed to dine in the hostel.
- The rules are made for the security reasons and all students are requested to follow the same for their benefit.



*Handwritten signature in green ink.*

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Hours of services in the mess will be;

|           |                     |
|-----------|---------------------|
| Breakfast | 07.00 am - 07.45 am |
| Lunch     | 01.15 pm - 01.45 pm |
| Tea       | 04.00 pm - 04.45 pm |
| Dinner    | 07.30 pm - 08.45 pm |

## UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS:

- It is to be understood that the above rules and regulations are in place for the smooth functioning of the College and to ensure that the students inculcate in themselves values that would make them productive members of the Society. Therefore, parents/guardians are requested to cooperate with the Management by ensuring that their wards are regular to their classes, attentive to their studies, maintain discipline both within and outside the College. Parent/Guardians are expected to take a personal interest in their wards' progress.

## AMENDMENTS, APPLICABILITY AND INTERPRETATION:

- The Management reserves the right to amend, retract, alter or modify any of the above rules and regulations.
- The Rules and Regulations defined by the individual Departments and other facilities/Committees such as College Library, College Hostels, College Bus Facility, Central Computer Center, Examination Malpractice Prevention Committee, Cultural Committee, Physical Education Committee, etc. are binding and are applicable in the specific context.
- In addition to the Rules and Regulations defined by College authorities, the students are further bound by the applicable rules and regulations published by University and various regulatory bodies of the Central State Government such as UGC, AICTE, etc.





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- d. The Principal shall be the final authority to interpret the Rules and Regulations in the best interest of the institution and any interpretation given by them shall be binding.



  
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## **Code of Conduct for Administrative staff**

KMCT Dental College has formulated code of conduct that provides guidelines on acceptable behaviour of for all administrative staff in this organization. The administrative staff are instructed to adhere to these rules **on a day-to-day basis**, so that the institution functions in a smooth and coordinated manner.

### **Rules**

1. Strictly adhere to duty timings and maintenance of discipline in the institution.
2. Devote 100% of time and resources for the benefit and upliftment of the institution.
3. Every employee, regardless of their role, should be treated with dignity and respect.
4. Conduct self with utmost professionalism and maintain a dignified dressing befitting the institute
5. Taking care of welfare of the students and all staffs
6. All employees of the Institution must uphold high standards of conduct at all times and must always act in a calm, courteous manner.
7. They are not to engage in gossip, loud talking, or any other disruptive behavior which tends to create disharmony in society
8. Employees who have been issued uniforms and supplies due to the existence of their employment must only wear or use them while on duty.
9. Employees must diligently carry out their regular duties under the guidance of their immediate superiors and must follow all written and oral orders and directives given to them from time to time.



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10. Serious misconduct is described as insubordination and/or deliberate defiance to superiors' orders.
11. Employees must follow the directives posted on the bulletin boards or sent to them by their superiors or department heads from time to time.
12. Employees are expected to accept any job, usually falling under the category of employment allocated to them by the Employer or Principal, the Head of the Department, or Superiors, in addition to the key routine work allotted to the specific post held by them.
13. Any unusual occurrence or emergency that occurs inside the Institution must be promptly notified to their respective superiors or the Management.
14. Every employee is required to take proper care of the Institution's property, supplies, tools, and equipment.
15. Employees who are asked to wear Personal Protective Safety Equipment (PPE) when on the job must do so without fail.
16. Employees should follow official working hours and only take time off with prior approval.
17. Women workers must be treated with dignity, decency, modesty, and professionalism.
18. Employees must ensure the data security of the institution's infrastructure and proper internet use.
19. To promote diversity and encouraging an appropriate mix of people from various ethnic, educational, social, and professional backgrounds to create a collaborative work environment.
20. Every employee has the duty to protect and preserve the absolute confidentiality of information that he or she learns or acquires while performing his or her job.



  
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21. Should take an active role in training programs.
22. Shall strictly adhere to all university acts, laws, ordinances, guidelines, and regulations, as well as DCI and GOVT directives.





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## CODE OF CONDUCT FOR VISITORS

Code of Conduct for visitors and guests is designed to promote and preserve a safe environment for all who visits the KMCT campus and to the staff and students in the campus. The college strictly urges all the visitors to adhere to the rules and reserves the right to take legal action against visitors and guests for misconduct

1. Smoking, Alcohol consumption and substance abuse is strictly forbidden in and around campus.
2. Do not litter in the college premises.
3. Not to engage in activities that could disrupt the harmonious functioning of the institute
4. All visitors must show up at reception upon arrival.
5. The visitor card must be filled in immediately following the report at reception.
6. Parents and guests are only approved to meet with the Chairman / Principal after making an appointment with the office.
7. Permission has to be obtained from office for meeting Faculties.
8. Anyone who damages property on the premises of the college is liable to penalties.



  
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# KMCT DENTAL COLLEGE



## CODE OF ETHICS



A handwritten signature in green ink, appearing to be 'Dr. Manoj Kumar.K.P.', written over the printed name.

**Dr. MANOJ KUMAR.K.P**  
Principal  
KMCT Dental College  
Manassery, Mukkam

Prepared by:

|                                                                  |                                                                                    |
|------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Dr. Pradeep P V</b><br><b>Member, KMCTDC Ethics committee</b> |  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------|

Reviewed by:

|                                                                       |                                                                                      |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Dr. Harish Kumar V V</b><br><b>Member, KMCTDC Ethics committee</b> |  |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|

Approved by:

|                                                                   |                                                                                                                                                                          |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dr. P. Vijayan</b><br><b>Chairman, KMCTDC ethics committee</b> | <br><b>CHAIRMAN</b><br><b>KMCT DC ETHICS COMMITTEE</b><br><b>KMCT DENTAL COLLEGE</b> |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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## **INTRODUCTION**

The field of research in India is witnessing an exponential growth in the last few years. The lacuna of Indian contribution to international scientific literature is probably a skewed understanding of research. Research and scientific knowledge impart a great impact on the economic and societal development. Science and innovation is being devised and promoted at the institution and forms one of the missions of our college. The primary motive of research is to produce new knowledge or find new ways of making the existing knowledge available among our research scholars.

This Code of Ethics in Research sets forth general principles of ethical conduct to guide the scholars towards the highest ideals of scholarly research. This applies to all members of the KMCT dental college and hospital, Calicut, India. The general principles and policies which are followed by the college are in accordance with National ethical guidelines for biomedical and health research involving human participant, 2017. Thus, the principles are stated broadly to be applied to faculty, PhD scholars, Post graduate students and undergraduate students in various disciplines depending on the context of the researcher.

## **PURPOSE**

The Code of Ethics for Institutional Research aims at developing the ethical principles and standards that will guide the Work of institutional researchers. All researchers are liable to follow appropriate ethical, legal and professional frameworks under the code of conduct and ethics of KMCT Dental college.

The purpose of research carried out should be:

- Directed towards enhancing the knowledge about the human condition while maintaining sensitivity to the Indian cultural, social and natural environment;
- Conducted under conditions such that no person or persons become mere means for the betterment of others and that human beings who are participating in any biomedical and/ or health research or scientific experimentation are dealt with in a manner conducive to and consistent with their dignity and well-being, under conditions of professional fair treatment and transparency; and
- Subjected to a regime of evaluation at all stages of the research, such as design, conduct and reporting of the results thereof.

## **GENERAL PRINCIPLES**

For the conduct of health research, the four basic ethical principles namely; respect for persons (autonomy), beneficence, non-maleficence and justice have been enunciated for protecting the dignity, rights, safety and well-being of research participants.

These 10 general principles described below are to be applied to all scientific research for health involving human participants, their biological material and data.

### **1. Principle of essentiality**

The need of using human participants will be duly vetted by the Ethics Committee (EC) independent of the proposed research.

### **2. Principle of voluntariness**

Respect for the right of the participant to agree or not to agree to participate in research, or to withdraw from research at any time, is assured by the informed consent process which will ensure that participants rights are safeguarded.

### **3. Principle of non-exploitation**

Research participants has to be equitably selected so that the benefits and burdens of the research are distributed fairly and without arbitrariness or discrimination. Sufficient safeguards to protect vulnerable groups will be ensured.

### **4. Principle of social responsibility**

The research has to be planned and conducted so as to avoid creation or deepening of social and historic divisions or in any way disturb social harmony in the community relationship.

### **5. Principle of ensuring privacy and confidentiality**

To maintain privacy of the potential participants, her/his identity and records will be kept confidential and access is limited to only those authorized as per the court of law. Privacy of the information can be breached in consultation with the EC for valid scientific or legal reasons with the consent of ethical committee.

**6. Principle of risk minimization**

Due care will be taken by all stakeholders (including but not limited to researchers, ECs, sponsors, regulators) at all stages of the research to ensure that the risks are minimized and appropriate care and compensation is given if any harm occurs.

**7. Principle of professional competence**

The research is planned, conducted, evaluated and monitored throughout by persons who are competent and have the appropriate and relevant qualification, experience and/or training.

**8. Principle of maximization of benefit**

Due care will be taken to design and conduct the research in such a way as to directly or indirectly maximize the benefits to the research participants and/or to the society.

**9. Principle of transparency and accountability**

The research will be conducted in a fair, honest, impartial and transparent manner to guarantee accountability. Related records, data and notes have been retained for the required period for possible external scrutiny/audit.

**10. Principle of environmental protection**

Researchers are accountable for ensuring protection of the environment and resources at all stages of the research, in compliance with existing guidelines and regulations.

**RESPONSIBLE CONDUCT OF RESEARCH**

All researchers should obtain approval from Institutional Scientific Review Committee (SRC), Institutional Ethics Committee (IEC), before initiating any research as per the norms. Registration with Clinical Trial Registry-India (CTRI) is mandatory for clinical trials.

Research will be carried out by qualified, competent persons, having relevant experience/training to collect reliable data, undertake accurate analysis, interpretation and publication and should be aware of and comply with the scientific medical ethical legal and social requirements of the research proposal.

The following has to be established prior to conducting the research:

- Conflict of Interest policies
- Safeguards for data acquisition, management, sharing and ownership
- Policies for handling research misconduct including fabrication, falsification and plagiarism

- Researchers should undertake only meaningful and quality research, be accountable to outcomes and take needful steps to protect participants from risks, respecting the autonomy of participants.
- Researchers, guides and EC must declare COI (Conflict of Interest) if any.
- Researchers should ensure that gender racial or other types of discrimination should not impact on the scientific process in which the research is conducted.
- Maintain appropriate standards of accuracy, reliability, credit, and confidentiality in all research and scholarship activities.
- Researchers should use the knowledge and skills, health equity and social justice according to the highest ethical standards.
- Researcher should conduct the research with objectivity and communicate with honest and responsible manner.
- All raw data should be securely stored by the investigator. Confidentiality should be maintained at all levels of research. The research records should be maintained for 3 years in case of biomedical and health research and 5 years for clinical trials as per regulatory requirements.
- Investigations should be carried out with due process and in fairness to all parties. With maintaining proper transparency and uniformity.
- The researcher must obtain informed consent from the participant/legally acceptable/ authorized representative (LAR) in writing.

### **ETHICAL CONSIDERATION IN COLLABORATIVE RESEARCH**

As KMCT Dental College is having many collaborations with renowned institutes in India, the ethical consideration for smooth conduct of research should be specified in the memorandums of understanding (MoUs) and material transfer agreements (MTA)

- Collaborating institution will function as partners with the collaborator(s) and sponsor(s) in terms of ownership of samples and data, analysis, dissemination, publication and IPR as appropriate. There will be free flow of knowledge and capacity at bilateral/multilateral levels.

-Careful consideration will be given to protect the dignity, rights, safety and well-being of the participants in cases where the social contexts of the proposed research can create foreseeable conditions for their exploitation or increase their vulnerability to harm.

-The nature, magnitude and probability of all foreseeable harm resulting from participation in a collaborative research programme has to be specified in the research protocol and well explained to the participants.

-If there is exchange of biological material involved between collaborating sites, the EC may require appropriate MoU and/or MTA to safeguard the interests of participants and ensure compliance while addressing issues related to confidentiality, sharing of data, joint publications, benefit sharing, etc.

-In multicentre research, common ethics review by the designated EC can help to reduce time for getting ethical approvals from across the sites and improve coordination among participating sites. However, the local EC should look at site specific concerns and monitor research.

### **INFORMED CONSENT PROCESS**

-The informed consent documents (participant information sheet and informed consent form) should carry the specified elements in simple, layman's language. -These documents should be approved by the EC.

-In case of research involving children, in addition to parental consent, verbal (7-12 years) or simplified written (>12 – 18 years) assent should also be taken from the participant.

-The LAR's consent is required in case a participant is incompetent (medically or legally).

-Electronic/online consent may be obtained for research involving sensitive topics while safeguarding information and data and also if required for regulatory clinical trials.

-Oral consent/waiver of consent/re-consent may be obtained under certain conditions, after due approval by the EC.

-Researcher(s) should safeguard the privacy and confidentiality of participants and research-related data from unauthorized access.

-The ethical committee will follow up the research to protect the interest of researchers and the proper conduct of the research.

-Participants should not be made to pay for research-related expenses incurred beyond routine clinical care.

## **VULNERABLE POPULATION**

**Individuals may be considered to be vulnerable if they are:**

- Socially, economically or politically disadvantaged and therefore susceptible to being exploited;
- Incapable of making a voluntary informed decision for themselves or whose autonomy is compromised temporarily or permanently, for example people who are unconscious, differently abled;
- Able to give consent, but whose voluntariness or understanding is compromised due to their situational conditions; or
- Unduly influenced either by the expectation of benefits or fear of retaliation in case of refusal to participate which may lead them to give consent.

### **Principles of research among vulnerable populations**

- As the vulnerable populations have an equal right to be included in research, the benefits accruing from the research apply to them as well.
- Special care must be taken to ensure participant's privacy and confidentiality.
- When vulnerable populations are included in the research, all stakeholders must ensure that additional protections such as to avoid exploitation/retaliation /reward/credits, etc are in place to safeguard the dignity, rights, safety and well-being of these individuals.
- Researchers must justify the inclusion/exclusion criteria of the vulnerable population in the manuscript and the full research proposal should undergo reviewing in committee meeting.
- The informed consent process should be well documented for all the vulnerable groups. Additional measures such as recording of assent and re-consent, when applicable, should be ensured.
- The benefit–risk assessment should be carried out before proceeding the study among vulnerable group and examine risk minimization strategies.

#### **a) Women in special situations**

- Women have equal rights to participate in research and should not be deprived arbitrarily of the opportunity to benefit from research.

-Researchers must provide proper justification for inclusion of pregnant and nursing women in clinical trials designed to address the health needs of such women or their foetuses or nursing infants before the EC.

-A woman who becomes pregnant must not automatically be removed from the study when there is no evidence showing potential harm to the foetus. The matter should be carefully reviewed and she must be offered the option to withdraw or continue.

#### **b) Children**

-Children are considered vulnerable because their autonomy is compromised as they do not have the cognitive ability to fully understand the minute details of the study and make decisions.

-The EC should do the benefit–risk assessment to determine whether there is a need to put into place additional safeguards/protections for the conduct of research in children.

#### **c) Research among tribal population**

-Research on tribal populations should be conducted only if it is of a specific therapeutic, diagnostic and preventive nature with appropriate benefits to the tribal population.

-Informed consent should be taken in consultation with community elders and persons who know the local language/dialect of the tribal population and in the presence of appropriate witnesses.

-Benefit sharing with the tribal group should be ensured for any research done using tribal knowledge that may have potential for commercialization.

#### **d) Research involving individuals with mental illness or cognitively impaired /affected Individuals**

-According to the World Health Organization, mental disorders comprise a broad range of problems, with different symptoms. They are generally characterized by some combination of abnormal thoughts, emotions, behaviour and relationships with others.

**-Cognitively affected or impaired:** Conscious mental activities such as thinking, understanding, learning and remembering are defined as cognition. Those in whom these activities are not fully functional are regarded as cognitively impaired.

### **Patients who are terminally ill**

- Terminally ill patients or patients who are in search of new interventions having exhausted all available therapies are vulnerable as they are ready to give consent for any intervention that can give them a ray of hope.
- Since therapeutic misconception is high there should be appropriate consent procedures and it will be reviewed by EC.
- Additional monitoring should be done to detect any adverse event at the earliest.
- The EC will carefully review post-trial access to the medication, especially if it is beneficial to the participant.

### **e) Other vulnerable groups**

- Other vulnerable groups include the economically and socially disadvantaged, homeless, refugees, migrants, persons or populations in conflict zones, riot areas or disaster situations.
- As the autonomy of such individuals is already compromised and researchers have to justify their inclusion.

### **CONFLICT OF INTEREST (COI)**

Conflict of interest (COI) is a set of conditions where professional judgment concerning a primary interest such as participants welfare or the validity of research tends to be unduly influenced by a secondary interest, financial or non-financial (personal, academic or political).

KMCT Dental College has policies and procedures to identify, mitigate conflicts of interest and educate their staff about such conflicts which is in accordance with the ICMR guidelines 2017.

- Researchers must ensure that the documents submitted to the EC include a disclosure of interests for the approval of manuscript.
- ECs will evaluate each study in light of any disclosed interests and ensure that appropriate means of mitigation are taken.
- COI will be followed in standard Operating procedures (SOPs) of that EC.

## **Identifying, mitigating and managing COI**

### **1. Institutions level:**

-our institute monitors the research or check research results for accuracy and objectivity; and does not interfere in the functioning and decision making of the EC.

### **2. Researchers:**

-should ensure that documents submitted to the EC include disclosure of COI (financial or nonfinancial) that may affect their research;

- Guard against conflicts of commitment that may arise from situations that place competing demands on researchers' time and loyalties; and
- prevent intellectual and personal conflicts by ensuring they do not serve as reviewers for grants and publications submitted by close colleagues, relatives and/or students.

3. EC will evaluate and take appropriate action to mitigate any form of violations.

-Subcommittee of ethical committee will be formed to look into the violations and appropriate actions will be taken.

## **CONDUCT OF CLINICAL TRIALS OF DRUGS AND OTHER INTERVENTIONS**

-Clinical trials will be conducted in accordance with the Indian GCP guidelines, Declaration of Helsinki, National Ethical Guidelines for Biomedical and Health Research Involving Human Participants (2017), amendments to the Drugs & Cosmetics Act (1940), and Rules (1945) and other applicable regulations and guidelines.

-Clinical trials must be prospectively registered with CTRI, which is mandatory for trials under the purview of CDSCO.

-Ancillary care has be provided to clinical trial participants for non-study/trial related illnesses arising during the period of the trial.

-Clinical trials should be scientifically and ethically sound and preclinical studies should precede trials on humans.

-Adverse effects of drugs should be reported in a timely manner to EC.

-Clinical trials with stem cells will be conducted following the National Guidelines for Stem Cell Research, 2017.

-Research on traditional medicine interventions, such as Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy (AYUSH) should be conducted in accordance with ethical guidelines, ASU-GCP (Ayurveda, Siddha, Unani GCP) guidelines as well as other applicable regulations.

## **PUBLIC HEALTH RESEARCH & SOCIAL AND BEHAVIOURAL SCIENCES** **RESEARCH FOR HEALTH**

Benefits and risks in public health research may not be limited to an individual, but may influence communities, populations and the environment.

-Social and behavioural studies must ensure social equity and inter-sectionality. Ethical relativism applies to moral diversity among different cultures and societies.

-ECs will review different types of research such as programme evaluations, demographic surveillance, registries, implementation research, demonstration projects, community trials, surveys, etc.

-Based on specific research, appropriate consent processes will be considered by the EC, such as verbal/oral consent; broad consent; group consent; waiver of consent and re-consent.

- Special provisions should be provided in design and execution of research if they are likely to have a potential to exploit socioeconomically deprived people.

-Stakeholders (researchers, health providers/ sponsors, Govt. agencies, participants, ECs, institutions, NGOs, etc.) must make every effort to provide post-research public health interventions, use of findings for sustainability of public health action.

-Safety measures should be taken to protect the privacy and confidentiality of research participants and/or research teams in the field collecting sensitive data which will be ensured by the EC.

-The EC will carefully review studies where the use of deception is necessary to achieve the study objectives for larger public good and consider debriefing after completion of the study.

-The EC will ensure that the researcher has taken appropriate measures for data security and confidentiality of information and also that disclosure permissions have been taken and appropriate use of the accessed data is stated by the researcher.

## **BIOLOGICAL MATERIALS, BIOBANKING AND DATASETS**

-Ethnic identity and confidentiality will be given prior importance in population-based studies/stigmatizing diseases.

-The informed consent should provide information about the commercial value of samples or data, if applicable, along with clarity about benefit sharing.

-Privacy and confidentiality should be ensured when databases are maintained in electronic/digital formats which are linked by Internet, cloud computing or are associated with big data initiatives also, data privacy, accuracy, security and legal liability should be clarified if the data is outsourced or sold.

## **RESEARCH DURING HUMANITARIAN EMERGENCIES AND DISASTERS**

-Research during humanitarian emergencies and disasters will be reviewed through an expedited review/scheduled or unscheduled meetings and decided on a case-to-case basis.

-If an expedited review is done, full ethical review will follow along with careful monitoring by the EC.

-Efforts should be made to protect the identifying information about individuals and communities to prevent stigmatization, ostracization and exploitation by the print and visual media.

## **INTELLECTUAL PROPERTY**

-The intellectual property rights of all participating researchers should be protected by giving proper credit for the origin of the new ideas and if collaborating with a sponsoring agency or company must be agreed upon at the outset of the research by the investigators, and their institutions.

## **PEER REVIEW**

-Peer reviewing aims at evaluating research and judging the quality and utility of conducting and publishing research.

-All the research work conducted in the college will undergo peer reviewing for scientific validation.

## **RESPONSIBLE AUTHORSHIP AND PUBLICATION**

- Completed research irrespective of the results must be published and shared on public databases, institute websites and other available relevant platforms.
- Any forms of Plagiarism/self-plagiarism or research misconduct (fabrication, falsification), misrepresenting other peoples work will lead to rejection of the research work.
- Researchers must ensure authenticity of the research results before publishing or disseminating information out of the Institution.
- The manuscript will be checked for plagiarism by plagiarism check software of the institution.
- The manuscript will be further checked by institutional ethical committee and necessary actions will be taken.
- Researchers must follow guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics for the publication of their research work.
- The contributions of all authors should be clearly identified/justified may be declared at the time of project initiation. Authorship should be duly given to all those who have substantially and scientifically contributed to the research Ghost authorship and gifted authorship will not be entertained.
- Reviewer must maintain confidentiality of manuscript sent to them for review.
- Reviewer should disclose any conflicts of interest if any.
- Review process should be completed in a reasonable period of time.

## **RESEARCH MISCONDUCT AND POLICIES**

- Research misconduct, if suspected, will be investigated by IEC for allegations of misconduct as present or future participants' lives may be endangered if facts are not presented accurately. Such investigations will be done in a timely, fair and transparent manner and the results will be made available in the public domain.

-Simultaneous submission of the same grant application to different funding agencies or submitting papers/overlapping publications to journals will lead to misconduct of the manuscript and could cause unnecessary duplication in review process or in meta-analysis hence shall be withheld by ethical committee.

### **TRAINING OF EC MEMBERS**

KMCT Dental College conducts training on relevant guidelines or regulatory requirements. New IEC members will undergo a training program on joining the Committee. IEC Secretary takes responsibility to give copy of the SOPs of the IEC, ICMR guidelines to the IEC members for reference and use.

Ethics committee members should have knowledge on:

- Good Clinical Practice (GCP) including Schedule Y, Declaration of Helsinki and other International guidelines like CIOMS, WHO Ethical Issues:
- Ethical Guidelines for Biomedical Research on Human Participants, ICMR-2017
- E6 Good Clinical Practice: Consolidated Guidance, April 1996.
- WHO Standards and Operational Guidance for Ethics Review of Health-Related research with human participation.
- New Drugs and Clinical Trial rules, 2019
- An interchange of ideas, information and experiences with overseas institutions and Organizations related to research ethics will be attempted.
- IEC conducts formal training to all the members on the recent amendments and guidelines.

As per the ICMR guidelines 2017, IEC will periodically organise workshops and seminars on:

- Good Clinical Practice (GCP)
- Ethical Guidelines for Biomedical Research on Human Participants, ICMR-2017
- WHO Standards and Operational Guidance for Ethics Review of Health-Related research with human participation.

Also, EC members will be encouraged to participate in recent modification and recommendations as applicable for biomedical research and good clinical practice conducted by other organizations.





REF NO KMCT/DC/C/SRC/IEC/2021/58

Date: 01/07/2021

**PROCEEDINGS OF THE PRINCIPAL**

**Sub: Institutional Ethics Committee-Reconstitution**

The Institutional Ethics Committee of this institution, valid for a period of 2 years from this date has been re constituted as follows. The committee shall function in accordance with the ICMR guidelines for Bio Medical Research.

1. **Dr. P.V Pradeep. MS, DNB, Mch, MRCSEd**  
Senior Consultant Endocrine Surgeon  
Baby Memorial Hospital  
Calicut-673001  
Mob: 8281021234  
(Chairman)
  
2. **Dr. Harish Kumar.V.V (BDS, MDS Periodontics)**  
Professor & HOD  
Department of Periodontics  
KMCT Dental College  
(Member Secretary)

**3. Dr.Anil Babu**

Professor & Principal  
Westfort College of Pharmacy  
Mob: 9446980403  
(Basic Medical Scientist)

**4. Dr.Sheejith.M (BDS, MDS Prosthodontics)**

Professor & HOD  
Department of Prosthodontics  
KMCT Dental College  
(Clinician/Alternate Member Secretary)

**5. Dr.Muhammed Maheen.A**

Professor  
Department of History  
University of Calicut  
Malappuram Pin: 673635  
Mob: 9495549821  
(Social Scientist)

**6. Adv. Sapna Parameswarath**

JAPA, Mythri Nagar  
Perinthalmanna Pin: 679322  
Mob: 8589040288  
(Legal Expert)

**7. Mr.Sreejith.P**

Pookkottu Purath (H)  
Nayarkuzhi (PO)  
Kozhikode Pin: 673601  
Mob: 9846087044  
(Lay Person)

**8. Dr. Rajeesh Mohammed. (BDS, MDS Oral pathology)**

Professor & HOD  
Department of Oral Pathology  
KMCT Dental College  
(Clinician) Mob: 9995990095

**9. Dr. Ramesh Kumar**

Professor & HOD  
Department of Conservative  
KMCT Dental College  
Mob: 9895597922  
(Clinician)

**10. Mr. Hanas.T (M. Tech, Ph.D in Material Sciences)**

Assistant Professor  
Apartment NIT Campus  
Kozhikode .Pin: 673601  
Mob: 9446991191  
(Scientific Member)

**11. Dr. Dhanya Muralidharan**

Professor & HOD  
Department of Public Health Dentistry  
KMCT Dental College  
(Clinician) Mob: 8281031234

**12. Mrs. Sanusha.S.Nair**

Chalilthodikayil (H)  
Neleswram (PO)  
Omassery  
Pin: 673572  
Kozhikode  
Mob: 9605916177  
(Other Supporting Staff)



**Dr. MANOJ KUMAR.K.P**  
Principal  
KMCT Dental College  
Massery, Mukkam

Copy to

- Chairman ,Member Secretary and all members, IEC
- All HOD,KMCT Dental College
- Executive Trustee ,KMCT Dental College
- Director KMCT Dental College
- Administrator
- File