

POLICY FOR MISCONDUCT IN ATTENDING CLASSES

NO OF LATE SWIPE	CORRECTIVE ACTION
First late	Counselling against fault
Second late	Warning
Third late swipe even after warning	Imposition times
More than 3 late swipes	Parent intimation and detention in library for 4 hours
Late swipe even after multiple warnings	DIAS will be blocked and considered as an uninformed leave
Being late to the college most of the time	Parents will be calledd and will be considered as misconduct.

POLICY FOR MISCONDUCT DURING CLINICAL TRAINING

DIAS MISTAKES		LEVELS
Discrepancy of more than 30 mins in PID created time from clinic assign time		Level 2
Failing to write the PID number in OP card, entering wrong patient details in DIAS		Level 1 / Level 2
Patient mismanagement/misbehavior/manhandling		Level 4 to Level 7
Medico-legal issues (Failure to obtain proper informed consent, Not referring the patient to the specialist when required, Injury from improper use of dental instruments such as broken file, reamer) left in the root canal and failing to inform the patient ,deficient sterilisation and waste disposals, treating/extracting the wrong tooth, serious injuries during dental procedures resulting from the lack of care,negligent homicide.		Level 5 to Level 10
Incorrect tooth number entry		Level 4 / Level 5
Incomplete case history		Level 2 to Level 4
Not adding the comprehensive treatment plan		Level 1 to Level 3
Inappropriate/faulty photos		Level 1 / Level 2
Failing to address the chief complaint		Level 2 to Level 5
Proceeding with the treatment before treatment plan approval		Level 2 to Level 5
Sending approval to wrong faculty		Level 1 / Level 2
Not sending the urgent review		Level 2
Referring the patients to PG clinics without case referral approval		Level 2 to Level 4
Failing to upload the video consent		Level 1/Level 2

CORRECTIVE ACTIONS TOWARDS STUDENTS MISCONDUCTS

LEVELS	CORRECTIVE ACTIONS
Level 1	Counselling against fault
Level 2	Imposition-20 times
Level 3	Parent intimation and detention(4 hrs in library)
Level 4	Parent intimation, censure and imposition-40 times
Level 5	DIAS and ARMS will be blocked for a week with parents intimation
Level 6	Parents will be called
Disciplinary Committee intervention(LEVEL 7-LEVEL 10)	
Level 7	Suspension for 1 week period
Level 8	Suspension for 1 month
Level 9	Disqualifying the student from appearing in examination(with committee head involvement)
Level 10	Expelling the student from university(decided by the committee)

POLICY FOR ACADEMIC MISCONDUCT

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8	LEVEL 9	LEVEL 10
Counselling against fault	Imposition-20 times	Parent intimidation and detention (4 hrs in library)	Parent intimidation, censure and imposition- 40 times	DIAS and ARMS will be blocked for a week with parents intimidation	Parents will be called	Disciplinary Committee intervention (Level 7 - Level 10)			
Disrespecting other students feelings leading to bad atmosphere to study together pleasantly	Uninformed leave	Absent for 3 consecutive days without prior permission even after warnings	Disrespectful behavior towards faculty and patients	Leaving the classroom without permission of teacher even after warning	Leaving the classroom without permission of teacher even after 3 consecutive warnings				
Making noise in class, library and being unattentive in the class	UG clinic students referring cases to PG clinics without case referral approval	More than 3 late swipes	Failing to follow dress code	Proceeding with treatment without approval even after warnings	Absent for more than a week continuously without prior information				
Being late to the college for the first and second time	Delayed PID creation (Discrepancy of more than 30 mins in PID created time from clinic assign time)	Leaving the classroom without permission of teacher	Proceeding with treatment without approval after strong recommendation	Failing to follow dress code during clinical postings(not wearing scrubs,loops and headcaps)even after warnings	Roaming outside the university during college working hours				
Failing to write the PID number in OP card, entering wrong patient details in Dias	Incomplete case history / Failing to address the chief complaint	Students refusing to take up new patients	Not adding the exhaustive treatment plan even after warning	Uninformed leave for a week	Being late to the college most frequently				
Sending approval to wrong faculty in dias/Failing to send the urgent review	Being late to the college for more than 2 days in the same month	Use of mobile phones in lecture halls, libraries	Incorrect tooth number entry in dias	Patient mismanagement / Deficient sterilization and waste disposal	Verbal abuse / Misbehaviour/ mishandling the patient				
Failing to upload the video consent in dias	Not adding the comprehensive treatment plan in dias	Making noise in the class or library after counselling	Damaging desks, tables, seats or any furniture within the institution for the first time	Being late to the college even after multiple warnings	Involving in any political or other movements during the course of study in the college				
Uploading inappropriate/ faulty photos in dias	Proceeding with the treatment before treatment plan approval	Unattentive in the class even after warning	Failure to obtain informed consent from the patient	Injury from improper use of dental instruments and failing to inform the faculty and patient (Medico-legal issue)	Collecting funds/ distributing pamphlets to collegemates without university authorities knowledge				
						Suspension for 1 week period	Suspension for one month	Disqualifying the student from appearing in examination (with committee head involvement)	Expelling the student from university (decided by the committee)
						Period of uninformed leave exceeds two weeks	Roaming outside the university during working hours with college uniform or any form of identity	Attendance less than 80%	Any form of ragging
						Activities claiming to groupism	Damaging university property/ causing loss to property at a higher level frequently	Not completing the assigned overall quota for that specific year	Indulged in stealing ATM cards/credit cards/money/ gadgets
						Treating/ extracting wrong tooth	Disrupting peace and order in the university	Using prohibited resources during exam	Obtaining any award, prize or recognition by fraudulent way or misrepresentation
						Exhibiting banners,organizing or attending meeting without getting permission from the authority	Involving in immoral,antisocial and antinational activities	Dishonesty in any academic work	Possession/ Consumption of harmful substances or drugs
						Defaming the reputation of collegemates or faculty members	Smoking in university premises	An ongoing disciplinary proceeding	Possession of weapons , explosives, threatening the lives or peace of others
						Outraging the modesty of a person	Manhandling the collegemates/ staff members	Continued failure to pay outstanding fees	Women harassment
						Serious injuries to patients during dental procedures resulting from lack of care	Posting any news which may bring disgrace or negative publicity to the university	Cheating (copying) in exams	Involving in criminal offences

Scale of Punishment

NATURE OF CASES	PUNISHMENT
1. Appeal for favorable consideration or mercy	Censure.
2. Using of colour thread, Marking in colourpencil, in the Answer book.	Censure.
3. Writing Candidate's Name in any part of the Answer book.	Cancel the Examination taken in the Particular Subject only.
4a) Letter of appeal coupled with Promise of any form of Consideration.	Cancel the Examination taken in the Particular Subject only.
b) Letter of appeal in any form	Cancel the Examination taken in the Particular Paper only.
c) Allurement of Money	Cancel the Whole Examination taken in the semester and debar for next two semesters.
5. Writing of filthy words in the Answer Script.	Cancel the Examination taken in the Particular Subject only.
6. Taking away the answer script from the Examination Hall.	Cancel the whole examination taken for that semester only.
7. Wrong entry of Register Number by the Candidates.	Cancel the Examination taken in the Particular Subject only.
8a) For willfully changing or inter changing Register Number	Cancel the Whole Examination taken and debar for Next one examination.
b) Conversation or Discussion with other Candidates.	Cancel the Examination taken in the Particular Subject only.
c) Passing of Answer papers or any Incriminating materials to another candidate.	Cancel the Whole Examination taken for that Semester.
d) Employing another person to help in Malpractice	Cancel the Whole Examination taken and debar for two semesters.
9. "Intention to copy" Possession of any incriminating materials or abetting another candidate to copy	Cancel the whole Examination taken for that semester.
10. For inserting previously written answer sheets brought from outside.	Cancel the whole Examination taken and

	debar for the next two examinations.
11. Threatening the Invigilator.	Cancel the whole Examination taken and debar for the next three years.
12. For Manhandling / injuring the superintendent, Hall Superintendent and other examination official / Personnel (College and University)	Cancel the whole Examination taken and Debar for the Next Six examinations; not to undergo any course in any college under this university for the corresponding Rustication period.
13. a) Cases of Impersonation	Cancel the whole examination taken and Debar for three years; not to undergo any course in any college under this university for the corresponding rustication period.
b) Substitution of Answer sheets	Cancel the whole Examination taken and Debar for next three years.
14. In the case of Tampering in spelling, Name / Initial in the Certificates issued by other bodies.	The Candidates be required to produce Fresh Certificate.
15. In the case of Tampering in the Date of Birth in the Certificate issued by other bodies.	The candidates will not be permitted to appear for any Examination of this University for a period of Two years from the date of production of the documents and not to undergo any course in any college under this university for the corresponding period and he/she may be permitted to join/appear for the Examination on production of fresh certificate.
16. Tampering in the Grade Certificate or any other certificate issued by this university	The tampered certificates be retained in the university and duplicate be not given for five years from the date of presentation of documents and not to undergo any course in any college under this university for the corresponding period.

