



PRIYADARSHINI DENTAL COLLEGE & HOSPITAL
CODE OF CONDUCT POLICY FOR TEACHING FACULTY

VERSION: 03

Doc No: PDCH /COCTF/01/ 2022

Date of Issue: 06/01/2022

Prepared by

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Principal,
Priyadarshini Dental College and
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CODE OF CONDUCT FOR TEACHING FACULTY MEMBERS

1. Faculty should report to duty at proper timings and should wear college ID card within the campus.
2. Biometric attendance on arrival and departure is mandatory.
3. All faculty members are expected to follow proper dress code inside the college campus.
4. Faculty should attend their lecture classes, clinics and laboratories on time.
5. No classes to be left unattended in their absence. In case emergency, a substitute staff may be arranged to take care of the class, with permission of HOD.
6. All patients, should be attended with guidance of respective dept. staff members and the filled in case sheets should be countersigned by the staff members.
7. No patients shall be made to wait for long time.
8. Faculty should not use cell phone in the OP clinics, lecture classes or in the laboratories.
9. Faculty are expected to give prior intimation, to get permission from their higher authorities before taking leave. Proper leave form should be submitted.
10. Physical absence from college campus during the working hours without a valid permission is not entertained.
11. Unauthorised usage of collage property, facilities, equipment, materials, vehicles or other resources is not entertained.
12. Working under the influence of alcohol or other addictive substances is a punishable offence.
13. Tampering college records related to attendance, salary is strictly prohibited.
14. Unlawful harassment or discrimination community and racial discrimination of against students or other staff members are strictly prohibited and viewed seriously.
15. Faculty are expected to be cordial with colleagues, patients, students, parents and other non-teaching faculty and treat them with due respect.

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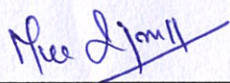
DRESS CODE FOR MALE STAFF

Formal full trousers and collared formal shirts tucked in, black or brown shoes and socks with clean white over coat. Hair must be neatly cut and combed. Should present themselves with neatly shaven face.

DRESS CODE FOR FEMALE STAFF

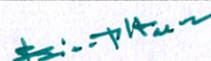
Formal wears like saree with sleeved blouse, Salwar Kameez, churidar, leggings with long Kurtis or non-slit tops, with dupattas. Formal shirt with full trousers, formal foot wear, with neat white over coat. Hair should be tied up or put inside the coats.

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