

01/12/2025

DISCIPLINARY AND CODE OF CONDUCT COMMITTEE GUIDELINES

The Disciplinary and Code of Conduct Committee of Al Azhar Dental College aims to foster a safe, orderly, inclusive and professionally oriented academic environment that is conducive to learning, clinical training and holistic development. The Committee seeks to ensure that all stakeholders adhere to the institutional values, ethical standards and statutory regulations prescribed by Kerala University of Health Sciences (KUHS), Dental Council of India (DCI), University Grants Commission (UGC) and other competent authorities, in line with quality benchmarks.

AIMS

The Disciplinary and Code of Conduct Committee aims to:

- Maintain discipline and uphold professional and ethical standards within the institution
- Ensure compliance with institutional rules/Code of Conduct, KUHS regulations and statutory requirements
- Promote a safe, inclusive and respectful campus environment
- Prevent and address acts of indiscipline through fair and transparent procedures
- Encourage corrective and reformative measures in line with student-centric governance
- Support institutional quality assurance and good governance initiatives

OBJECTIVES

The objectives of the Disciplinary and Code of Conduct Committee are to:

- Promote discipline, professionalism and ethical conduct among students and staff
- Prevent, identify and address acts of indiscipline, misconduct and malpractice in a fair and timely manner

- Ensure compliance with institutional rules, KUHS regulations and statutory provisions
- Safeguard the rights, dignity and well-being of all stakeholders
- Follow principles of upholding justice with transparency and fairness in all proceedings
- Encourage corrective, reformatory and counseling-based approaches wherever appropriate
- Contribute to institutional governance and continuous quality improvement under IQAC

RESPONSIBILITIES

The Disciplinary and Code of Conduct Committee shall be responsible for:

- Formulating, implementing and periodically reviewing disciplinary policies and procedures
- Receiving complaints and reports related to misconduct or indiscipline
- Conducting impartial, confidential and time-bound inquiries following due process
- Recommending appropriate preventive, corrective or punitive measures based on the severity of the offence
- Referring cases related to ragging, sexual harassment or other statutory matters to the appropriate committees
- Maintaining proper documentation and records of proceedings for audit and quality assurance purposes
- Submitting reports and recommendations to the Principal and IQAC
- Creating awareness among students and staff regarding institutional rules and code of conduct

ROLE OF THE DISCIPLINARY AND CODE OF CONDUCT COMMITTEE IN UPHOLDING THE CODE OF CONDUCT OF THE INSTITUTION

The Disciplinary Committee plays a key role in upholding the Institutional Code of Conduct through the following functions:

- **Monitoring Compliance:** Ensures adherence to the prescribed codes of conduct by students and staff across academic, clinical, hostel and campus activities.
- **Preventive Guidance:** Acts proactively through counselling, orientation programmes and awareness sessions to prevent instances of indiscipline and misconduct.
- **Fair Redressal Mechanism:** Provides a structured, unbiased and transparent mechanism for addressing violations of the code of conduct while safeguarding individual rights.
- **Promotion of Professional Ethics:** Reinforces ethical behaviour and professional responsibility expected of future dental professionals in academic and clinical settings.
- **Corrective and Reformative Action:** Emphasizes corrective measures and behavioural reform, especially for first-time or minor offences, rather than purely punitive action.
- **Maintenance of Institutional Integrity:** Protects the reputation, values and academic standards of the institution by addressing misconduct promptly and effectively.
- **Quality Assurance Support:** Contributes to good governance, student welfare and continuous improvement initiatives as envisaged under KUHS Quality Assurance System, NAAC Quality Indicator Framework and other statutory bodies.

Shony
1/12/25