

**LATE SHRI YASHWANTRAO CHAVAN MEMORIAL MEDICAL AND
RURAL DEVELOPMENT FOUNDATION'S DENTAL COLLEGE AND
HOSPITAL, AHMEDNAGAR**

CODE OF CONDUCT HANDBOOK





Late Shri Yashwantrao Chavan Memorial Medical & Rural Development Foundation,

DENTAL COLLEGE & HOSPITAL

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Yash up



The **Late Shri Yashwantrao Chavan Memorial Medical and Rural Development Foundation, Ahmednagar** was established in 1989, in the memory of Late Shri. Yashwantrao Chavan, the architect of Maharashtra State, Former Chief Minister and the pioneer of the Co-operative and Panchayat Raj movements in Maharashtra. The foundation is committed to work with the motto of medical and allied development facilities for masses, in particular the rural and poor population.



FROM THE DEAN DESK



DR NILIMA RAJHANS
DEAN

My hearty welcome to **YASHWANTRAO CHAVAN MEMORIAL MEDICAL & RURAL DEVELOPMENT FOUNDATION'S DENTAL COLLEGE.**

“Education is for improving the lives of others and for leaving your community and world better than you found it.”— Marian Wright Edelman

The college is committed to provide value based education, research and patient care by collaborative and entrepreneurial approach. The institute is home to highly experienced faculties who bring with them years of experience. The College has set its focus on academic excellence. We believe that compassion, respect, innovation, collaboration and integrity are the values that represent us best.

We have set our mission to create infrastructure and hospital facilities to serve the public including free service to the poor and needy through our community based programs. The college abides by moral duties and obligations towards patients, professional colleagues and towards the society which is reflected in its code of conduct. The institute ensures that students and staff follow the rules and regulations of the college and act in a way that highlights the discipline and esteem of the college.



INDEX

CHAPTER -1	GENERAL PRINCIPLE OF THE CODE OF CONDUCT
CHAPTER -2	CODE OF CONDUCT FOR THE STUDENTS
CHAPTER -3	CODE OF CONDUCT FOR THE STUDENTS IN CLINICS
CHAPTER -4	CODE OF CONDUCT FOR THE DEAN
CHAPTER -5	CODE OF CONDUCT FOR TEACHING STAFF
CHAPTER -6	CODE OF CONDUCT FOR OFFICIALS AND SUPPORT STAFF
CHAPTER -7	PROFESSIONAL ETHICS



CHAPTER -1 GENERAL PRINCIPLE OF CODE OF CONDUCT

The undergraduate dental training program (B.D.S. degree) is for four years duration in addition to one year compulsory rotating internship and Postgraduate training (MDS) programme for 3 yrs.

- During this period, the students shall be required to engage in full time study at the college.
- Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.
- Be capable of self-assessment and be willing to update the knowledge & skills from time to time.
- The student should strive to apply current knowledge gained in the best interest of the patients and the community.
- Seek to improve awareness and provide possible solutions for oral health problems.
- Participate and involve in professional bodies events and willingness to participate in the continuing education programs, to update knowledge and professional skills from time to time and to apply the acquired knowledge & skills in day to day practice.
- Be inclined to do research projects and Clinical Records, Work Diaries and Logbooks should be maintained regularly.



- The student should complete the entire Practical and Term - work such as Journals, Assignments and Projects in allotted time and candidates pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized postgraduate teacher.



CHAPTER -2 CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must strictly follow the disciplinary rules and regulations of the Institution.
- The student should follow the academic calendar and the curriculum prescribed by the university.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents, Guardian of the students' and with the written consent of the Head of the Institution.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.



1.2 HUMAN VALUES

- To set high standards of respect and mannerism within the premises of college, to revere and treat each other in a professional, courteous and humane demeanour.
- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to teachers and peers on various academic and non-academic activities.

1.3 DRESS CODE

- Students are expected to dress neatly and wear the white coat, a symbol of professionalism, responsibility, duty, honour and compassion. Jeans is not allowed on the campus.

1.4 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, clinics Library etc. as per notification.
- Mobiles are strictly prohibited during study time strictly proscribed in the exam hall during the examination.
- Loss or theft of modern means of communications, laptops and other belongings are at students' risk

1.5 ATTENDANCE

Undergraduate students



- Student should be regular in attendance for all sessions during their academic year.
- Student should have at 85% attendance in theory and 85% attendance in practical/ clinical in each subject separately in each year and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- Punctuality is of utmost importance and the student entering late will not be permitted to class.
- Consideration for 10% in the attendance will be allowed only once in the entire course period, granted by the Principal upon a formal, evidenced based application from the candidate.
- In case of non-exam going subjects prescribed by the university curriculum, the attendance requirement shall not be less than 70% in Lectures and Practical/ Clinical in the non-exam year.
- Absence due to health issues must be reported with medical certificate and the medical leave should comply within the 20% of the permissible leave.
- On no account will students be allowed to remain absent for any internal assessments conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence.



This may be detrimental to the overall performance and results of the student.

Postgraduate students

- A postgraduate should work in the concerned department of the Institution for the full period as a resident. All the 365 days of the year are considered as working days.
- The student will be permitted to avail casual leave for 20 days, but not more than 10 days at a stretch and should have 80% attendance (250 days) for each year of the course separately.
- All public holidays are working days for the postgraduate students and students are not entitled to any seasonal holidays/study leave.

1.6 EXAMINATION

- The internal assessment examinations in theory and practical/ clinical will be held twice in a particular year followed by a model examination in the pattern of university examination.
- The internal assessment marks for a candidate in a subject will be calculated as the average of, the marks obtained in the model examination and the highest among all other internal examinations, in the subject.
- The student should secure at least 40% of the maximum marks in internal assessment for both theory and practical/clinical in all subjects/papers, separately to be eligible, to appear for the University examination.



Conduction of examinations

- Candidates must appear at the examination hall- half an hour before the commencement of the examination.
- Mobile phone and wrist watches are strictly prohibited in the exam hall during the examination.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- All candidates must carry their stationeries in transparent pouches.

1.7 RAGGING

- Action will be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India.
- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension / expulsion from the institution.
- Debarring from appearing for any examination or other evaluation process.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR will be filed in the local police station if found to guilty.

1.8 GENERAL



- Impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Students are expected to spend their free time in the Library/Reading Room.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.



CHAPTER 3 - CODE OF CONDUCT FOR STUDENTS IN CLINICS

- Students must at all times behave in an honourable and responsible manner and observe the ethical standards of registered Dental Code of Ethics, both in their relations with patients they encounter in clinical practice.
- In treating patients or carrying out practical work in class with fellow students, they must act with all reasonable care and under the direction of a clinical staff.
- Students must observe confidentiality with regard to information concerning patients and fellow students, which is available to them through practice or observation at the College clinic.
- Undergraduate students may not give advice to patients or suggest medications or patent herbal remedies without appropriate supervision.
- The student must always take steps to alleviate patient symptoms and distress, whether or not a cure is possible.
- Obtaining informed consent or other valid authority before undertaking any examination, investigation or provide treatment (except in an emergency), or before involving patients in teaching or research is a must.
- In their relations with patients, staff and fellow students, students are expected to act with sensitivity towards and respect for their colleagues' backgrounds and points of view.



- Students practicing and observing in the clinic are expected to treat patients, staff and fellow students without prejudice or discrimination of any sort.

Inappropriate Behaviour

- Any student who is under the influence of alcohol or drugs, who is violent physically or verbally towards anyone (patient, staff or student) in the clinic, or who makes inappropriate advances towards a patient will be excluded from the clinic immediately.
- Any such exclusion and the reason for it will be logged in the student's clinical file.
- In deciding to exclude a student, the clinical staff in charge should act in consultation with the Head of the Department and report to the Principal with immediate effect.
- Negative feedback on a student's conduct in an external clinic is dealt with by a follow-up procedure. The practitioner giving the negative feedback is contacted for further details and the student is made aware of the feedback.
- In the case of a serious incident or three instances of negative feedback the Student Disciplinary Procedure would be invoked.

Behaviour that indicates a lack of fitness to practice

Where a student's behavior over a period of time displays symptoms of mental or physical ill-health to the extent and there is doubt as to whether the student is able to maintain appropriate boundaries between their own concerns and the patient's needs,



the clinical in-charge has to bring the matter to notice with the concerned Head of Department.

Procedures in the case of a student's exclusion from the clinic

In the event of a student being excluded from the clinic a critical evaluation of the patient-centred issues in the incident, the timescale and any other requirements for the student's return to the clinic will be analysed and then action will be taken.



CHAPTER -4 CODE OF CONDUCT FOR DEAN

Dean as the Head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education.

RESPONSIBILITY OF THE DEAN:

Subject to the supervision of the management/ board of directors, The Dean as an Academic Head of the College, shall be responsible for

- Academic growth of the college.
- Shall supervise the maintenance of discipline of the Institute.
- Shall oversee and monitor the administration of all academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Participation in the teaching, research and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, other training programmes organized by the University.
- Institutes programmes for academic competence of Faculty Members.
- The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any
- Administration and supervision of curricular, co-curricular/extracurricular or extramural student welfare activities of the institute and maintenance of records.



- Form various college level committees which are necessary for the development of the institute.
- Ensure that the long-term and short-term development plans of the Institute in the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- Conduct meetings of any of the authorities, bodies or committees as and when required.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued in the college and by the University authorities and bodies.
- Overall supervision of the University Examinations.
- Maintenance of Self -Assessment Reports of teachers and their service Books.
- Authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
- Any other work relating to the institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management time to time.
- Any of other policies revealed through monitoring, auditing, and reporting systems are to be eliminated or corrected.



- Provide leadership, direction and coordination within the institute and should review the code of conduct periodically.



CHAPTER-5 CODE OF CONDUCT FOR TEACHING STAFF

The code of conduct for faculty normally addresses the matters related to teaching, learning, evaluation, relationship with the students, associated staff, management and parents, duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

5.1: GENERAL RESPONSIBILITIES

- Adhere to a responsible pattern of conduct and demeanour, expected of them by the community, college authorities and students.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting



the conduct of university and Institute examinations, including supervision, invigilation and evaluation.

- Participate in extension, community service co-curricular and extra-curricular activities including community service.

5.2 DISCIPLINE

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- Contribute to the vision, mission and goals of Institute through engagement of working hours.
- Punctual, sincere and regular in their approach and devote their time and their best for the progress of the Institute.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ institution.
- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital



status/pregnancy or likelihood of pregnancy /physical features, disability or impairment (physical disability or medical status).

- The Faculty Member should show no partiality to any segment / individual student.
- Work in cooperation and collaborative manner with others through academic and administrative activities to achieve institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- All staffs of the Institute are responsible for protecting and taking reasonable steps to prevent misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.

5.3 LEAVES

- Staff shall get casual leaves, medical leaves and annual leaves as per Rules of the college issued-by the authorities
- Leave should be prior informed with proper alternate arrangements made for class/ lab/ invigilation.
- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested



5.4 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- Should not involve him/ her in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare him / her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be beneficial for the students at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately. The staff should interact with the coordinators and Head of the departments or student counsellor and inform him / her about the habitual absentees, slow learner student, objectionable behaviour etc.
- Every Faculty Member should maintain academic record book.

5.5 CTASSROOM TEACHING

- The staff should engage the entire allotted lecture hour.
- Use of "information Communication Technology (ICT)" for effective delivery of lectures.
- Provide special attention to slow learner students and their needs
- The staff should motivate the students and bring out the creativity / originality in the students and should make him / her available for doubt clearance.



- Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning, Working to achieve high level outcomes for all , maintaining records to assess and improve student learning
- Using research and student achievement data to inform professional practice.
- Engaging in reflective practice and developing their professional knowledge and teaching skills supporting the personal and professional development of others
- Providing constructive feedback to colleagues that is considered positive and help them for their further development.
- Assisting in developing and mentoring less experienced staff members or accepting responsibility for their own professional learning and development
- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.



CHAPTER -6 CODE OF CONDUCT FOR OFFICIALS AND SUPPORT STAFF

- Must be transparent, responsible, unbiased and impartial towards all students, parents, teaching staff and management.
- Must work with care, responsibility and dignity.
- Must be present at their allotted and allocated places of work.
- Must not leave their place or go to leave without permission from a competent authority.
- Leave rules: As per the norms of the institute.
- Must co-operate with each other to fulfil their office and college related duties.
- Must maintain decorum and dignity of the office, department and college.
- Must use dignified and official language in the college campus.
- The institute is declared an alcohol-smoke-drug-free zone and offenders face dismissal.
- Must complete their assigned job in stipulated time.
- Must never discuss their official issues or subjects out of office.
- Must be punctual, dedicated, co-operative, amicable, tolerant and competitive in their respective duties.
- Must actively help others in college, office, class, exam etc.
- Must co-operate fully in functions like: seminars, symposiums, conferences, workshops, etc.
- Must always be available to students and faculty members



- Must avoid taking works other than that of the institution.
- Shall not send any application for employment under any other agency, without prior information to the Principal/ concerned authority.
- Any staff when involved in criminal proceedings shall inform the Management/
Principal/ concerned authority
- Shall not engage himself/ herself in any political activity
- Shall not contest or participate in or canvas for any candidate in any election
- Shall not bring or attempt to bring any political or other influence on his/ her superior authority in respect to his/ her individual service interests.
- Shall not engage him/ her to participate in any activity which is anti-secular or which tends to create disharmony in society
- Shall not indulge in any criticism of the policies of the government either directly or indirectly or participate in such activities



CHAPTER -7 PROFESSIONAL ETHICS

1. Adopt ethical principles in all aspects of practice and set high standards of respect and mannerism within the premises of college, to revere and treat each other in a professional, courteous and humane demeanor.
2. Foster professional honesty and integrity.
3. Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
4. Deliver patient care, irrespective of social status, caste, creed, or religion of the patient
5. To adhere to patients' rights with respect for patient autonomy and confidentiality
6. To ensure excellent treatment and quality assurance in patient care at all times and not gets involved into any unethical acts or practices
7. To adhere to good clinical and laboratory practices and protocols of the college
8. To comply with infection control and safety guidelines of the Institution.
9. Apply high moral and ethical standards while carrying out human or animal research.
10. Any research projects within campus should abide by the Institutional Research Policy and should be carried out with the due permission of authorities.
11. Any form of plagiarism is to be avoided at all times.



12. Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.

13. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.

14. Any unethical behavior has to be reported to the concerned authorities

As I enter the Profession of Dentistry, I am aware of the ethical, moral and professional standards, I am expected to uphold. My signature indicates that I agree to abide by all the provisions of the code, the appropriate student conduct in general. I understand that a violation of this code of ethics shall constitute a violation subject to disciplinary actions under the Code of Conduct policy.