

SHIVTEJ AROGYA SEVA SANSTHA'S



YOGITA DENTAL COLLEGE AND HOSPITAL

REGD.NO.MAH/F/-1588/RATNAGIRI

(Recognized by Dental Council of India, New Delhi & Affiliated to Maharashtra University of Health Science, Nashik)

CODE OF CONDUCT POLICY DOCUMENT FOR TEACHING STAFF, NON TEACHING STAFF, AND STUDENTS --

Yogita Dental College and Hospital, Khed, later referred to as Institute, is pleased to declare its policy of Code of Conduct to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct for the entire teaching staff, non-teaching staff, and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere and enrolled in this institute to study various rights, responsibilities including the restrictions flowing from it. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute.

All the stakeholders are expected to be well conversant with the Code of conduct, which can also be reviewed on the official website of the Institute. The Institute's endeavour by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

This Code of conduct shall apply to all kinds of conduct of the students that occurs in the College premises including university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have adverse consequences on the interest of the Institute or reputation.

For students: -

- He/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute on written direction of the Principal.
- As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institute, if any.

The Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the Institute's interests and reputation substantially. The various forms of Misconduct Include:



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Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity etc. Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members. Any disruptive activity in a class room or in an event sponsored by the Institute.

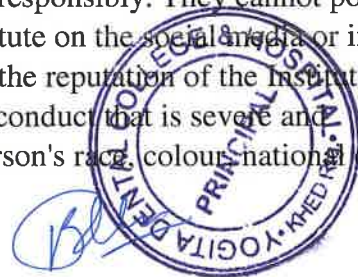
Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers or staff will be punishable.

Students noticing involving any of activity as below will be liable to strict action from college -

1. Organizing meetings and processions without permission of the Institute
2. Accepting membership of terrorist groups banned by the Government.
3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential Weapons, fireworks, contrary to the law or the policy.
4. Use of harmful chemicals and banned drugs
5. Smoking on the campus of the Institute
6. Possessing, Consuming, distributing, selling of alcohol and drugs in the Institute and/or throwing empty bottles on the campus.
7. Use of plastic in any form in the Institute premises
8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
9. Rash driving on the campus that may cause any inconvenience to others
10. Theft or unauthorized access to others resources
11. Misbehaviour at the time of student body elections or during any activity of the Institute.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic



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origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition. Regulation of the violation of the Cods
If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and it's redressed, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct. Academic Integrity As a premier Institute for advanced studies in multi-faculties, research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.




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CODE OF CONDUCT POLICY DOCUMENT FOR DEAN

Dean being the head of the institute has discretionary powers to address and resolve all issues pertaining to the stakeholders of education

Responsibilities of Dean

- Authority to take all necessary steps, as and when required for maintaining discipline in the institute premises.
- Shall monitor the administration of all academic programs and general administration of the institute for ensuring efficiency and effectiveness with regards to the overall administrative tasks and assignments.
- Form various college level committees necessary for institutional development, administration and supervision of curricular, cocurricular and student welfare activities.
- Administration and supervision of clinical work rendered towards patient benefit.
- Provide leadership, direction and coordination within the institute.



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CODE OF CONDUCT FOR TEACHING STAFF --

The Teaching staff is considered as the pillars of our Institute. Therefore, they are expected to set an example for the students by following the Rules & Regulation set by the Management.

RULES & REGULATIONS (For Teaching Staff)

1. Dress code -

- ALL Staff members are expected to wear formal attire.
- Casual attire should be avoided (Exception cultural events, college Fest and other events).
- All the teaching staff is expected to wear an apron during college hours.

2. Use of Cell Phones -

Staff should put their cell phones on silent mode, when in campus especially during working hours.

Use of cell phones should be avoided during lectures and clinical hours, unless it is an emergency.

3. Professional Behaviour -

It is important that the staff members treat one another with Trust and Mutual respect.

Confrontation or Arguments with colleagues should be avoided.

If there are unresolvable issues with colleagues, non-teaching staff or students, the staff should approach the HOD or the Principal.

Information related to department, colleagues or students should be kept confidential.

Avoid gossiping, spreading rumors etc.

All Staff members are expected to manage patients with empathy and politeness.

Incase of unruly and rowdy behavior exhibited by the patient or patient's relatives, immediately report it to the security. Do not indulge in conversation or confrontation with such patients.



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4. Academic –

Staff members should guide the students and train them in self-discipline.

Staff should avoid or refrain from any kind of favouritism, bias or discrimination towards students.

Staff should be dedicated towards teaching activities like lectures, clinical demonstration or case discussion.

All the teaching activities, Lectures or Clinical postings should be conducted as per schedule.

Staff should be considerate towards students.

Staff is expected to be Punctual and strictly follow working hours.

Staff should avoid extending their lunch breaks beyond Lunch time.

Staff should apply for leave well in advance as per the Leave policy.

Incase of a last minute emergency, the concerned staff should inform the HOD, so that the academic activities assigned to the staff for the day can be delegated to other staff members.

5. Clinical Work -

All the Teaching Staff are expected to attend patients daily

Staff should supervise the students when they are treating patients.

Incase of complications by the student, the supervising staff should manage the same immediately.

All mishaps and complications should be reported in the case paper and explained to patient and a countersign be taken from patient / guardian.

Staff should be trained in providing Basic Life Support (BLS).



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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF --

- The principal is the overall in-charge of Yogita Dental College and Hospital, Khed.
- He/ She is the academic, administrative head of the institute.
- He/ She exercises powers delegated to him/her as per the byelaws of the institute.
- Setting up the high standard of professional conduct • Planning and administering rules and regulations to maintain efficient services as per byelaws, rules and regulations of the institute. Implementing recommendations and regulations that are issued from time to time by the Dental Council of India (DCI), Maharashtra University of Health Sciences, MUHS, Nashik. And other regulatory bodies.
- Interpreting rules and regulations to the subordinate teaching and non-teaching staff
- Regular visits to various departments and maintenance of strict discipline.
- Regular supervision of all academic and administrative aspects of the institute.
- Procuring of equipment to various departments within the delegation of powers.
- Giving necessary reports to higher authorities
- Issuing instructions to the Heads/ incharge Heads of various departments for solving any problems.
- Promotion of good relation between all categories of staff.
- Organisation of educational programmes, symposia, guest lectures and Continuing
- Dental Education programmes (CDES) to staff members and to postgraduate (PG) and undergraduate (UG) students.
- Attention of the welfare of the dental students • Counselling and guidance of individual staff members.
- Regular staff meeting for solving individual and group problems



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- Co-ordination of academic activities like exams and curriculum with the universities
 - Affiliation work with MUHS, DCI and the Government.
 - Conduct of UG and PG exams in the capacity of chief superintendent
 - To take action for proper maintenance of UG/PG hostels.
 - Purchase of equipment, drugs, chemicals, furniture, hospital necessities, books journals to the library and all such materials required by the institute and the hospital.
 - Sanction of all kinds of leave to the academic and other staff and make in-charge arrangements as per the powers delegated
 - Institute disciplinary proceedings in respect of both teaching and non-teaching staff.
 - Supervision and maintenance of college statistics
 - Supervision and maintenance of service registers of the teaching and non-teaching staff.
 - Preparation and periodic review of course curriculum
 - Formulation of short-term and long-term plans for growth and development of the institution
- Coordination with other institutions for networking.



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CODE OF CONDUCT FOR STUDENTS --

All the students of are expected to follow the Rules & Regulations of the institute. The code of conduct Committee will monitor the conduct of students. Any act of misconduct will be dealt with strictly.

RULES & REGULATIONS

a) Academic Rules and Regulation -

- Strictly adheres to Guidelines and regulations put forth by DENTAL COUNCIL OF INDIA.
- Minimum of 75 % Attendance in lecture and practical is compulsory in order to be eligible for Appearing for University exam.

Sick leave application with a Medical Certificate should be submitted to the concerned department.

- Students should be punctual and should reach the lecture and practical on time.

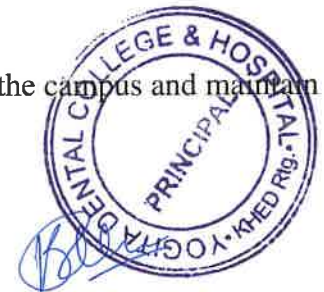
Students are expected to complete all the given assignments before appearing for University exam.

- Students should not damage any furniture, apparatus, equipment and other college property. If a student is found guilty of doing so, the student may be subject to disciplinary action or fine or both.

- Students should clear all the Fees Due (tuition, hostel or any other) before appearing for the exam.

b) Professional Behaviour --

- The students should behave in a professional manner, in and around the campus and maintain the dignity of noble profession they are pursuing.
- Students are expected to maintain the decorum in the classroom.
- Students should not roam in corridors.



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- Students are expected to communicate with teaching, non-teaching staff and patients in a polite manner.
- Students are expected to abide by the rules and regulations of institute on and off campus.

Any act of misconduct will be dealt strictly. The following may be considered as acts of Misconduct

- 1) Use of alcohol, tobacco or any other illicit drug in campus.
- 2) Use of threat or violence resulting in harm to other individual or damage of property.
- 3) Ragging
- 4) Cheating in exams
- 5) Theft
- 6) Sexual harassment
- 7) Involvement in any antisocial, anti-national or political activities on and off campus. College will not be responsible of any criminal or non-criminal offence done by the student outside the campus.

c) Dress Code -

- Students should wear neatly ironed uniforms.
- All the students must wear their aprons and ID cards during working hour. White coats must be clean and free from contaminants and any other infections material. It must be laundered regularly.
- Students should avoid wearing aprons when they are off campus.
- Male students must come with clean shaven face. Hair should be clean, neatly trimmed and well maintained. Uniform shirts should be tucked in.

Female students should be pin or tie up their hair. Avoid application of make up during working hours.

- Formal shoes are compulsory. Slippers, sports shoes and sandals are not permitted.
- Fingernails should be trimmed and rings should be avoided as they may create difficulties in working with gloves on.



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- In cases where dress or hygiene standards are not satisfied, faculty have authority to take appropriate actions, including warnings and denial of access to clinics and laboratories.

d) Use of Cellphones --

- Students should put their cellphones on silent mode, when in campus especially during working hours.
- Students found using cellphones in the classroom or in lab then cellphone will be taken away and submitted to office for period of one month.

Use of cellphone incase of an emergency, or for communicating with patients may be allowed only on prior permission from respective department staff.

e) Anti - Ragging Policy -

- Ragging is a punishable offence. Ragging of any kind is strictly prohibited in the institution.
- The college has constituted an Anti-Ragging Committee (ARC) which is responsible to control / prevent ragging. Members of ARC will be on rotational duty as an anti-ragging squad which will conduct raids / surprise visits to check ragging.
- If any incidents of ragging come to the notice of the authority, the concerned student shall be given liberty to explain his actions.

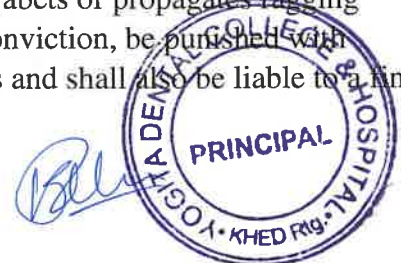
If his explanation is not found satisfactory, the student is liable to be punished when found guilty by the

f) disciplinary committee -

- As Per the MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999, the punishment can be –

1. SECTION 04: PENALTY FOR RAGGING

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 extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.



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2. SECTION 05: DISMISSAL OF STUDENT

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

3. SECTION 06: SUSPENSION OF STUDENT

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.
- The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

g) LIBRARY RULES --

- All Students of college are permitted to use the Central Library.
- Students are supposed to carry their Identity Card while using library facilities and make entry in the library register
- Students should be dressed in formal wear while using the library.
- Students should maintain silence and decorum environment.
- Use of cell phones are strictly prohibited inside the library.
- Bags and personal belongings should be kept in the cubicles at the entrance.



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- Students should not rearrange the furniture.

. Damaging the books, defacing the pages of library book in ink or pencil is prohibited. If found doing so,

. Fine will be levied on the perpetrator.

. If a student come across any damage or defect in the issued volume, they should notify the librarian regarding the same.

h) HOSTEL RULES & REGULATIONS -

The Hostel facilities are available for all students. The hostel shall be under the control of Dean and in the immediate charge of the Chief Warden, and Residential Wardens. The Dean is vested with the powers to enforce rules and regulations and his/ her decision shall be final in the implementation of the rules and in all matters connected with the hostel. Separate hostels are available for men and women students.

ADMISSION -

The Management reserves the right to admit students to the hostels. Every student before admission into hostel must give an undertaking in writing that he / she will abide by the rules and regulations of the hostel and that he / she will submit to any disciplinary action imposed on him / her by the authorities. The parents will also give an undertaking at the time of admission regarding the behaviour of their son / daughter on the campus.

MEMBERSHIP

Membership in the hostel is for one academic year.

The students who wish to continue in the hostel must apply for re admission every year.

ALLOTMENT OF ROOMS

The Chief Warden is in charge of room allotment.

No guest is allowed to stay in the room.

Moving of Hostel furniture from one room to another is not permitted.

Students are responsible for the furniture and fittings in their respective rooms and are expected to take care of the same.



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Incase of any damage to the furniture or fittings in the room, the students will be held responsible.

Use electrical gadgets are not permitted.

Students are advised to take care of their valuable belongings. The hostel administration is not responsible for the safety of the valuables in the rooms.

RELIEF FROM THE HOSTEL

No student shall vacate the hostel without prior permission from the Chief Warden.

A letter of request to vacate the hostel from the parent should be submitted to the Dean through proper channel.

Only after the request is approved by the Dean the student shall vacate the hostel. He /she should clear the dues and fulfil other formalities as prescribed.

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.

HOSTEL LEAVE & OUTING

In and Out Register - Inmates are required to enter the date, his/her own name, year of admission, course, and time along with their signatures in the entry registers both at the hostel gate as well as at the campus gate while going out and also while coming back in to the campus.

Any student found not adhering to this rule will be strictly reprimanded.

Time for reporting back to the hostel in case of outing is before 7 pm.

Disciplinary action will be taken against those reporting late to the hostel.

College provides a printed format of Leave

Students are advised to fill all information as required in the format i.e. Name, Year, Address of destination place/, Telephone no. /Mobile no./Reason/ Details of Date & Time in-out/ Hostel Room no. / Days of. Completed format should be submitted to the office during college working hours.

