

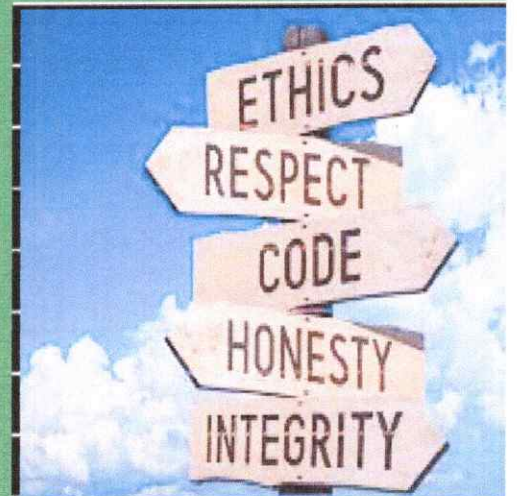


MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES

(DENTAL COLLEGE)

CODE OF CONDUCT OF MIDSR DENTAL COLLEGE AND HOSPITAL



Dangam
Principal

M. I. D. S. R. Dental College
LATUR



MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES AND RESEARCH,

(DENTAL COLLEGE)



Respect is earned. Honesty is appreciated. TRUST IS GAINED. Loyalty is returned.

This is a code of conduct for the students, postgraduate students, staff, and non-teaching staff of MIDS Dental College and Hospital, Latur, Maharashtra. This code was developed with views from the administration, faculty, and students with the goal of defining the values and principles that are shared by students, faculty, and administration.

This Code of Ethics presents a set of protocols for professional conduct, rules, and responsibilities by which dental students must aspire to fulfill their duties to their patients, the public, their profession, their faculty, and their staff and students. The code defines the basic moral commitments and will serve as a source of education and reflection. The Code of Professional Conduct outlines specific behaviors that are expected from dental students in all clinical, educational, and public settings.

Sangan
Principal
M. I. D. S. R. Dental College
LATUR



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INTRODUCTION

This Handbook includes the standard procedures and practices of the MIDSR Dental College and Hospital, for all students joins this Institute for pursuing course. All students must aware that it is their responsibility to follow all the protocols mentioned in the Code of Conduct including the restrictions flowing from it. The Purpose of the Institute's in enforcing this Code is to pioneer and administer among students the quality of discipline, to consider all the people equal and providing equal rights and opportunities, and providing a platform which promotes student growth. All Students, Post Graduate students, Staff and non teaching staff are requested to be well familiar with this Code, which can be also reviewed on the official website of the Institute.

CORE VALUES

As professionals-in-training we strive to uphold each of these values, which guide our behavior. We recognize that none of these values stand alone, but are collectively balanced in guiding our behavior.

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ETHICAL PRINCIPLES

AUTONOMY (Respect individual rights and academic freedom of others) Autonomy is the personal and professional responsibility and right to individual freedom. We have the goal of respecting individual freedom in others as well as ourselves. Those freedoms include freedom of speech, thought, beliefs, and behaviors. We acknowledge and accept that these freedoms are constrained by the responsibilities to maintain the highest of standards both personally and professionally in all we do and say. Individual autonomy is never at the expense of respect for others.

BENEFICENCE (Maximize benefits and minimize harms) Education, service, leadership, and research should be for the benefit of students, patients, staff, faculty, college, university, community, and profession. As professionals in-training, we strive to maximize benefits to these groups and minimize harms.

COMPETENCE (Commitment to recognize, operate within, and improve one's abilities, and to critically evaluate the evidence basis for treatment) Competence requires a commitment to lifelong learning. As professionals-in-training we stay current with course work, scientific literature and advances in dentistry. We recognize our limitations. While functioning within those limits, we recognize them as opportunities for growth and for promoting the highest standards in classroom and laboratory learning, patient care, research, and community service.

Rangan
Principal
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INTEGRITY (Behave with honor and decency) As professionals-in-training, we behave with honor and decency. We affirm these core values in words, deeds, and intentions. We recognize potential and actual conflicts between values, and engage in resolutions that promote the highest personal, academic, leadership, and professional standards.

JUSTICE (Exhibit fairness and equitable distribution of benefits and burdens) As professionals-in-training, we exhibit fairness in learning, the treatment of patients, and interactions with fellow students, patients, staff and faculty. In learning, we treat all students, patients, staff, and faculty equitably. We work for the support and promotion of the college, university, and profession. We promote health for all within the college and community.

VERACITY (Exhibit honesty and truthfulness) As professionals-in-training, we are honest and truthful in all we do. Trust is the bedrock of the relationship between students, faculty, patients, and all others. Trust occurs only in an environment of respect, open communication, and integrity, which comes from the valuing of others as highly as we should be able to value ourselves, and would like to be valued by others.


Principal
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TEACHING STAFF DUTY PROTOCOLS

- M. I.D.S.R. Dental College and Hospital working hours are from 09.00 am to 05.00 pm, including a one-hour lunch break. Half of the staff can go for lunch between 01.30 pm and 2.30 pm, remaining from 2:30 to 3:30, so that department cannot be hampered during this period (01.00 pm to 02.00 pm), and on every Saturday, college working hours are from 09.00 am to 01.00 pm.
- You shall be punctual regarding the above-mentioned college and hospital timings.
- You shall sign two duty musters before 09.10 am (one at M.I.D.S.R. Dental Office and one at the Executive Directors Office), and your late sign will be considered until 09.20 am. Simultaneously, you should enroll your attendance on the biometrics machine in the M.I.D.S.R. Dental Office. Similarly, in the afternoon, 2.20 pm is considered a late sign, and the evening sign will be at 5.00 pm. Saturday's signing time will be at 1 p.m.
- Every day at 9 a.m., the Vishwashanti Prayer is played, so you should follow the instructions given at that time.
- You shall wear uniform on scheduled days, i.e., every Monday, Thursday, Aug 15, Jan 26, and also as and when informed by authority. (Dress code for male staff: - formal sky blue shirt and formal navy blue pant; and for female staff, a formal sky blue top and white pants or a formal sky blue sari.) Casual wear is not allowed on any working day on the college or hospital campus.

Dengani
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- Identity card and apron are compulsory in college and hospital premises every day.
- The availability of MUHS summer and winter vacation will be applicable as per the following rules:
For MDS staff: after one year of continuous service.
For BDS staff: after one year of continuous service.
- During the first four months of your initial service, security deposit rules are mandatory for you.
- During your service at M.I.D.S.R. Dental College & Hospital, your research and publication work should be informed to the principal, and the name of the institute should appear in your scientific publications. Scientific paper publications are mandatory for you as per DCI and MUHS norms.
- Apart from this, you shall be responsible for following the rules and regulations mentioned in your appointment order.

Sangam
Principal
M. I. D. S. R. Dental College
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STUDENTS (UG and PG) PROTOCOL

- The working hours of the M. I.D.S.R. Dental College and Hospital are from 09.00 am to 05.00 pm, with a one-hour lunch break (01.00 pm to 02.00 pm) on weekdays and from 09.00 am to 01.00 pm on weekends.
- You shall be punctual regarding the above-mentioned college and hospital timings.
- You shall sign two duty musters before 09.00 am (one at M.I.D,S.R. Dental Office & one at respective department) & your late sign will be considered till 09.10 am, simultaneously you should enroll your attendance on Biometrics machine in M.I.D.S.R. Dental Office.
- Every Day on 09.15 am, there will be Vishwashanti Prayer, so you should not move and should be in standing position until the prayer is complete.
- You shall wear uniform on scheduled days i.e. every Monday, Thursday & also as & when informed by authority. (Dress code for male Students :- formal sky blue shirt & formal navy blue pant & Dress code for female Students :- white top & white pant) Casual wears are not allowed on any working day in College & Hospital campus.
- Identity card and apron are compulsory in college and hospital premises every day.

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CODE OF CONDUCT OF PRINCIPAL

The principal, as the head of the institute, is responsible for addressing and solving all issues concerning the institute.

RESPONSIBILITY OF THE PRINCIPAL:

1. The principal monitors and guides the academic growth of the college.
2. Participate actively in the teaching, research, and training programs of the college.
3. The principal should be the key holder with the management for the administration of the institute and its development.
4. Assist in the planning and implementation of academic programs such as freshmen orientation courses, anti-ragging programs, seminars, and other training programs.
5. Observes the maintenance of discipline among students and staff of the institute.
6. Verification of receipts and expenditures and maintenance of valid and correct accounts
7. Administration and supervision of curricular, co-curricular, extracurricular, or extra-mural student welfare activities of the institution and maintenance of records
8. Observance of the Act, Statutes, Ordinance, Regulation, Rules, and other Orders issued under them by the university authorities and bodies from time to time.

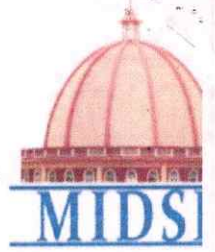

Principal
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9. In charge of the examination, the setting of question papers, the moderation and assessment of answer papers, and such other work pertaining to the examination of college students.
10. Maintenance of self-assessment reports of staff and their service books.
11. 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 from time to time.

CODE OF CONDUCT OF HEAD OF DEPARTMENT

The Head of Department is required to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

1. Planning and conducting the teaching schedule, practical training for UG and PG, and clinical teaching programs, with intra- and inter-departmental coordination.
2. Guiding PG's students in their research work
3. Work distribution among other staff in the department
4. Any clinical work done in the department, whether by MDS, BDS staff, interns, PG & UG students, is the responsibility of the department head and should be done properly, ethically, and of high quality.

Shangari
Principal
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5. Get the patients work done by all staff, including PG and UG students and interns, and also monitor their work.
6. to supervise and maintain consumable and non-consumable material and update stock registers (along with actual consumable and non-consumable goods) and also to look after that there should not be any wastage of material.
7. could not be any wastage of material.
8. to observe the proper use of equipment and instruments by the MDS, BDS staff, PG and UG students, and interns.
9. Monitoring the work of non-teaching staff in the department
10. formulation of short- and long-term plans for the growth and development of the department.
11. to obey the duties and responsibilities assigned by the principal.

Sangane
Principal
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CODE OF CONDUCT OF TEACHING STAFF

RESPONSIBILITY OF TEACHEING STAFF

Whoever adopts teaching as a profession assumes the obligation to conduct himself or herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his perceptions and practice.

1. adhere to a responsible pattern of conduct expected from them by the institute and the HOD.
2. Ensure professional growth through continuous study and research.
3. Express a free and frank opinion by participating in professional meetings, seminars, conferences, etc. and contributing knowledge.
4. Believe in the dignity of staff, and no one shall suffer any humility by virtue of his or her hierarchy, origin, color, personality trait, or disability of any kind with students and staff.
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university, such as assisting in appraising applications for admission, advising and counseling students, and assisting in the conduct of university and college examinations, including supervision, invigilation, and evaluation.

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6. Participate in extension, co-curricular, and extra-curricular activities.
7. Respect the right and dignity of the students in expressing their opinion.
8. Teachers should not be partial with students regardless of their religion, caste, political, economic, social, and physical characteristics.
9. Recognize the difference in knowledge and capabilities among students and help them to meet their individual needs.
10. Encourage students to improve their attainments, develop their personalities, and at the same time contribute to the welfare of society.
11. Pay attention to the student's attainment in the assessment of merit.
12. Be affectionate to the students and do not behave in an abusive manner towards any of them for any reason.
13. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for the completion of their academic schedule. Patient work should not be hampered.
14. Staff should treat the non-teaching staff as colleagues and help them provide their contribution for the growth of the institution.
15. Staff should maintain contact with guardians, send reports of their children's performance whenever necessary, and meet the guardians in meetings convened for the purpose of a mutual exchange of ideas and for the benefit of the institution.

Bangoni
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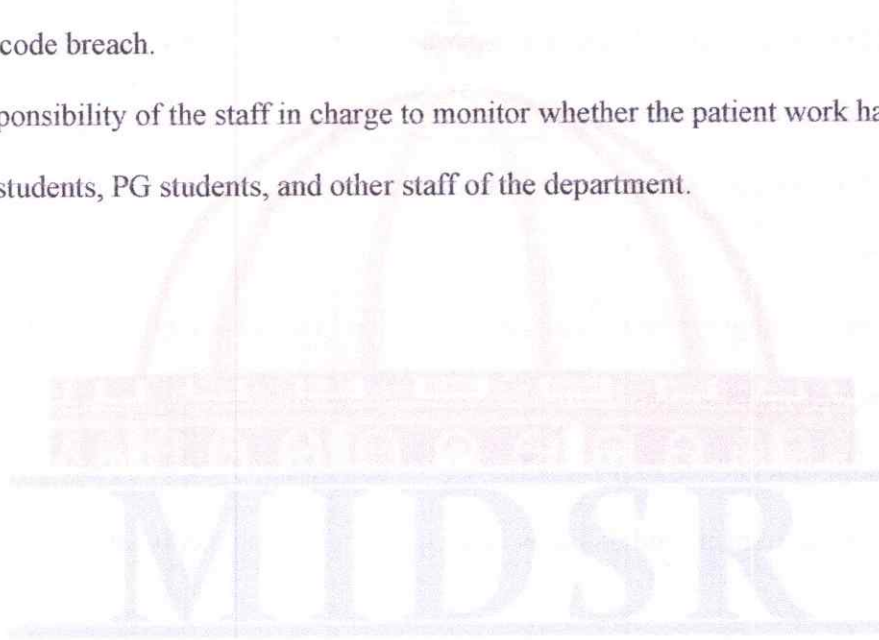
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16. Any favoritism, distinction, or classification made showing preference or favoritism to protect or promote the interests of a certain individual or group of individuals may amount to discrimination and therefore a code breach.
17. It is the responsibility of the staff in charge to monitor whether the patient work has been done properly by the UG students, PG students, and other staff of the department.



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CODE OF CONDUCT OF STUDENTS

Building on the descriptions of our core values, the following describes how we aspire to implement those values. We believe that by striving to meet these aspirations, we will contribute to the well-being of ourselves, our patients, our college, our community, and the profession of dentistry. Each of us as professionals-in-training agrees to the following aspirations:

RESPONSIBILITIES OF STUDENTS

1. Before entering the profession, students should ensure they are vaccinated and should follow the vaccination regime for their own protection and safety because they may come into contact with infectious diseases while treating the patients, like Hepatitis-B Vaccine.
2. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
3. Every student must obtain on admission the identity card, which must have his or her photograph attested, and wear the identity card on their person whenever they are on the institute premises, and present it for inspection on demand.
4. For students, it is mandatory to have a minimum of 75% attendance for theory and 80% for practical to be eligible to appear in the MUHS university examination.

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5. Students have to give three internal assessment theory and practical examinations in an academic year; a minimum of 50% marks will be required for eligibility to sit university examinations.
6. If the academic performance of the student is not satisfactory, he or she is likely to be detained and will not be allowed to appear for the examinations conducted by the institute unless and until all the criteria set by the institute have been met.
7. Ragging is banned on the institute campus. Anyone found guilty of ragging and/or abetting ragging is liable to be punished as per the directive of the UGC and the government. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute, and a case will be filed with the local police authorities.
8. Rules and regulations are laid down for conduct in hostels and must be strictly followed by each student.
9. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability will not be entertained, and serious actions should be taken if such conduct is found.
10. Sale, distribution, manufacture, use, and possession of drugs that are not prescribed by a physician or are not legal on the open market are prohibited.
11. Alcohol and tobacco products are also prohibited on the campus and in the hostels.
12. Every student is expected to maintain the cleanliness of the classrooms, laboratories, and campus in general.

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13. Parking space outside the college is provided to park the vehicles at "the owner's risk." Though a security guard is normally present, the students are advised, in their own interest, to lock the vehicles properly to avoid any theft or loss.
14. Students will be responsible for mobile phones and any other valuables they carry with them into the institute.
15. Students should take care not to deface any part of the college premises. Pasting of Posters, charts, pamphlets, etc. of any kind are not permitted without the prior permission of the principal.

RESPONSIBILITY OF STUDENTS TOWARDS PATIENTS

1. It is the students' moral duty and obligation to follow the principles of dental ethics while treating patients.
2. Students should not discriminate against patients based on their caste, creed, color, or religion; all patients should be treated equally.
3. Proper communication with the patients is required, so we should learn to become good listeners during treatments.
4. Before starting with any procedure, the sterilization protocol of instruments should be followed. Wear gloves, a head cap, and a mask compulsorily.
5. A detailed history of the patient, including drug allergies and any systemic conditions that have an effect on oral health, should be noted, and you should be prepared for any emergencies.
6. The student is responsible for providing timely and appropriate dental care for the assigned patients, including emergency services.


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7. The student must be readily available to patients and clinic staff by cell phone, as necessary.
8. The student must provide patients with the instructions needed to obtain emergency care after hours and care on holidays and weekends.
9. Before beginning treatment, patients should be clearly explained the treatment procedure and informed consent should be obtained in writing in a language that the patient understands.
10. All the patient's records, like x-rays or any investigation advised, should be maintained.
11. The treatment procedure should be clearly explained to the patients, and if they agree, they should only do the procedure. We should not force the patients for our academic purposes.
12. Never try any procedures beyond the competency skills on patients.
13. Treatment should always be carried out under the supervision of medical personnel.
14. If any complications happen during the procedure, inform the patient and correct with the help of staff.
15. Records should be kept of the special cases, advanced procedures, and complicated cases, which will be useful to others as a reference in the future.
16. Records of each step, procedure, investigation, appointment, and postoperative instruction should be maintained and clearly noted on the patient's case file so that if any problems arise with patients, they can be addressed. We should be in a position to defend ourselves.

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CODE OF CONDUCT FOR NON-TEACHING STAFF

1. All the non-teaching staff should be transparent, responsible, unbiased, and fair towards all the students, teaching staff, and management of the institute.
2. must follow the college uniform code.
3. should work with responsibility and dignity.
4. They should always be present at their allotted and assigned places of work.
5. You should not leave the place or go anywhere without permission from a consent authority.
6. should maintain the decorum and dignity of the office, department, and college
7. must use dignified and official language on the college campus
8. The institute is declared an alcohol-smoke-drug-free area, and such protocols should be strictly followed.
9. must complete their assigned work in the allotted time.
10. Never discuss the official issues or subjects related to their work outside of Collage premises.
11. Always be punctual, dedicated, cooperative, and competitive in their respective duties.
12. must actively help others in college, office, class, exam, etc.
13. Always be available to students and faculty members.

Bangane
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CODE OF CONDUCT FOR NURSES

1. to provide care to individuals without consideration of caste, creed, religion, culture, ethnicity, gender, socio-economic or political status, a personal attribute, or any other ground
2. Creates a genuine and trusting relationship with the patient
3. maintains confidentiality, the privacy of patients treatment plans, and shares information judiciously.
4. maintains the uniqueness of response in providing service to patients.
5. restrains from misinformation and misinterpretations.
6. maintains dignity, integrity, and behavior in clinics.
7. provides necessary provision in vulnerable patients treatment care.
8. A nurse must be competent enough to provide quality care.
9. A nurse should be updated with continuing education and quality care.
10. Nurses must adhere to the code of ethics and code of professional conduct developed by the Indian Nursing Council.
11. A nurse must maintain ethical, professional, and legal boundaries and work harmoniously with a team of doctors.
12. Nurses must follow etiquette and show attributes in patient care.

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CODE OF CONDUCT FOR LAB TECHNICIAN

Be professional: The lab technician deserves equal respect, and professional conduct during work hours is expected, which includes showing up at a reasonable time.

1. maintaining dignity and respect among other technicians and team members.
2. Cleaning up your work space and communal space
3. Maintain confidentiality and a trusting and truthful relationship at work.
4. Learning is a priority. Helping others in the lab by sharing experiences and troubleshooting resources that may be helpful to other members is encouraged. Collaboration within the lab and with other students
5. Offensive behavior or comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, age, race, ethnicity, religion, or a person's lifestyle choices and practices are not welcome in the lab.
6. Harassment is not tolerated. This includes unwanted physical, sexual, or repeated social contact. Consent is not implied, and if you are unsure whether your behavior towards another person is welcome, ask them. If someone tells you to stop, do so promptly. Respect the privacy and safety of others.

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CODE OF CONDUCT FOR DENTAL HYGIENIST

1. to provide care to individuals without consideration of caste, creed, religion, culture, ethnicity, gender, socio-economic or political status, a personal attribute, or any other ground
2. maintains confidentiality, the privacy of patients treatment plans, and shares information judiciously.
3. maintains the uniqueness of response in providing service to patients.
4. restrains from misinformation and misinterpretations.
5. maintains dignity, integrity, and behavior in clinics.
6. must be competent enough to provide quality care.
7. must adhere to ethical practices, be professional, and maintain legal boundaries.
8. Develop a trusting relationship and healthy behaviors among team members.
9. No gossiping or harassment at the workplace.
10. The dental hygienist must use a personal protective barrier, i.e., an apron, mask, gloves, head cap, and protective eyewear, for each and every patient.
11. A dental hygienist should follow cleanliness and personal hygiene.
12. A dental hygienist should look after patient records and maintain his own work record.
13. Hygienists should follow the college uniform code.



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CODE OF CONDUCT COMMITTEE MEMBERS

SR NO	NAMES	DESIGNATION
1	DR. SURESH KAMBALE	CHAIRMAN
2	MR. BALIRAM HANDAGE	CONVENOR
3	DR. SURESH KANGANE	MEMBER
4	DR. AJIT JANKAR	MEMBER
5	DR. VISHNUDAS BHANDARI	MEMBER
6	DR. RAHUL LATURIYA	MEMBER
7	DR. SUNANDA GADDALY	MEMBER
8	DR. YOGESH KALE	MEMBER
9	DR. VIJAYLAXMI	MEMBER
10	DR. ANUJA MANIYAR	MEMBER
11	DR. ASHWINI BIRADAR	EXPERT CODE OF CONDUCT

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