



MAHARASHTRA INSTITUTE OF DENTAL SCIENCE
DENTAL COLLEGE, LATUR (MAHARASHTRA)

CODE OF CONDUCT OF MIDSR DENTAL COLLEGE AND HOSPITAL



RESPECT IS EARNED. HONESTY IS APPRECIATED. TRUST IS GAINED. LOYALTY IS RETURNED

This a Code of Conduct for the students, Post Graduate students, Staff and non teaching staff of MIDSR 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 for their patients, public, profession, to their faculty, to the 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.

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.

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.

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.





MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCE AND RESEARCH LATUR

INDIA

(DENTAL COLLEGE & HOSPITAL)

TEACHING STAFF DUTY PROTOCOLS

- 1) M.I.D.S.R. Dental College & Hospital working hours are, from 09.00 am to 05.00 pm, including lunch break of one hour (01.00 pm to 02.00 pm) & on every Saturday College working time is 09.00 am to 01.00 pm.
- 2) You shall be punctual regarding above mentioned College & Hospital timings.
- 3) You shall sign two duty musters before 09.10 am (one at M.I.D,S.R. Dental Office & one at Executive Directors Office) & your late sign will be considered till 09.20 am, simultaneously you should enroll your attendance on Biometrics machine in M.I.D.S.R. Dental Office, similarly in afternoon still 2.20 pm considered for late sign, evening sign will be at 5.00 pm. Saturday signing time will be at 1.00 pm
- 4) Every Day on 09.15 am, Vishwashanti Prayer is played, so you should follow the instructions given at that time.
- 5) You shall wear uniform on scheduled days i.e. every Monday, Thursday, Aug 15, Jan 26 & also as & when informed by authority. (Dress code for male staff :- formal sky blue shirt & formal navy blue pant & Dress code for female Staff :- formal Sky blue top & white pant or formal sky blue sari.) Casual wears are not allowed on any working day in College & Hospital campus.
- 6) Identity card & apron is compulsory in college & Hospital premises on every day.
- 7) Availment of MUHS summer & winter vacation will be applicable as per following rules,
 - a) For M.D.S. Staff : - after one year of continuous service.



- b) For B.D.S. Staff : - after one year of continuous service.
- 8) During four months of your initial service, security deposit rules are mandatory to you.
- 9) During your service in M.I.D.S.R. Dental College & Hospital, your research & publication work should be informed to the Principal & Institute name should be entitled in your scientific publications. Scientific paper publications work are mandatory to you as per DCI & MUHS norms.
- 10) Apart from this you shall be responsible to follow the rules and regulations mentioned in your appointment order

STUDENTS (UG and PG) PROTOCOL

- 1) M.I.D.S.R. Dental College & Hospital working hours are, from 09.00 am to 05.00 pm, including lunch break of one hour (01.00 pm to 02.00 pm) & on every Saturday College working time is 09.00 am to 01.00 pm.
- 2) You shall be punctual regarding above mentioned College & Hospital timings.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) Identity card & apron is compulsory in college & Hospital premises on every day.

CODE OF CONDUCT OF PRINCIPAL

Principal as the head of Institute is responsible for addressing and solving all issues concerned with the Institute.

RESPONSIBILITY OF THE PRINCIPAL:

1. Principal monitor and guides the academic growth of the college.
2. Participate actively in the teaching, research and training programmes of the college.
3. Principal should be the key holder with the management for the administration of the institute towards its development.
4. Assist in planning and implementation of academic programmes such as fresher/orientation programme course, anti ragging programme, seminars, and other training programmes.
5. Observes maintenance of discipline among students and staff of the Institute.
6. Verification of Receipts, expenditure and maintenance of valid and correct accounts.
7. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institution and maintenance of records.
8. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued under by the University authorities and bodies, from time to time.
9. In-charge of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college.
10. Maintenance of Self –Assessment Reports of staffs 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

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 to U.G and P.G. & clinical teaching programmes / with Intra and Inter departmental co-ordination.
2. Guiding PG's students in their research Work.
3. Work distribution among other staffs in the department
4. Any clinical work done in the department whether MDS, BDS staff, interns, PG & UG Students, it is a responsibility of the head of the department that should be properly and ethically done & of good quality.
5. Get the patients work done from all Staff including PG's & UG students & Interns and also monitor to their work.
6. To Supervise and maintain consumable & Non-Consumable material & update stock registers, (along with actual Consumable & Non-consumable goods) and also to look after that their should not be any wastage of material.
7. To observe for the proper use of equipments & instruments by the MDS, BDS Staff, PG & UG Student & Interns.
8. Monitoring the work of non teaching staff of department
9. Formulation of short term and long term plans for growth & developments of the department.
10. To obey the duties and responsibilities assigned by the Principal

CODE OF CONDUCT OF TEACHERS

RESPONSIBILITY OF TEACHEING STAFF

Whoever adopts teaching as a profession assures the obligation to conduct himself/herself in accordance with the ideal 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 to make professional growth through continuous study and research
3. Express free and frank opinion by participation at professional meetings seminars conferences etc towards the contribution of knowledge.
4. Believe in the dignity of staff and no one shall suffer any humility by virtue of his/ 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 application for admission, advising and counseling students as well as assisting the conduct of university and college examination, including supervision, invigilation and evaluation
6. Participate in extension, co-curricular and extra-curricular activities.
7. Respect the right and dignity of the students in expressing in 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 helps them to meet their individual needs

10. Encourage students to improve their attainments, develop their personalities and at the same time contribute to welfare of the society.
11. Pay attention to the attainment of the student in the assessment of merit
12. Be affectionate to the students and 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 completion of academic schedule, patient work should not be hampered.
14. Staff should treat the non -teaching staff as colleagues and helps them to provide their contribution for the growth of the institution
15. Staff should maintain a contact with guardians, send report of the performance of their children's whenever necessary and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
16. Any favouritism, distinction or classification made showing preference or favouritism to protect/promote interests of certain individual or set of individuals may amount to discrimination and therefore a code breach.
17. Its responsibility of the Staff in-charge to monitor, weather the patient work has been done properly by the UG students, PG students and other staffs of the department

CODE OF CONDUCT OF STUDENTS

Building on the descriptions of our core values, the following describe 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 to the profession of dentistry. Each of us as a professional-in-training agrees to the following aspirations.

RESPONSIBILITIES OF STUDENTS

1. Before entering to the profession students should ensure they are vaccinated and should follow the vaccination regime for their own protection and safety because they may come in contact with infectious diseases while treating the patients like Hepatitis-B Vaccine
2. Plan to arrive to class on time and 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/her photograph attested and wear the identity card on person whenever he/she is 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 get the eligibility for appearing according to the MUHS university examination
5. Students have to give three internal assessment theory and practical examinations in a academic year, minimum 50% marks will be required for eligibility of university examination
6. If the academic performance of the student is not satisfactory, the student 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's fulfilled formed by the institute.

- 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 Govt. 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 has to 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 found such conduct.
- 10.** Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited.
- 11.** Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.
- 12.** Every students are expected to follow the cleanliness of the classrooms, laboratories and the campus in general.
- 13.** Parking space outside the college is provided to park the vehicles at "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 mobiles and any other valuables if they carry with them in the institute.
- 15.** Student should take care not to deface any part of the college premises. Pasting of posters, charts, pamphlets etc of any kind is not permitted without prior permission of the Principal.

RESPONSIBILITY OF STUDENTS TOWARDS PATIENTS

1. While treating the patients it is the moral duty and obligations of the students to follow the principles of dental ethics
2. Students should not discriminate the patients based upon the caste creed color and religion, all patients should be treated equally.
3. Proper communication with the patients is required, so we should learn to become a good listeners during doing treatments.
4. Before starting with any procedure the sterilization protocol of instruments should be followed, wear gloves, head cap and mask compulsorily
5. Detailed history of patient including drug allergy, any systemic conditions which have effect on oral health should be noted and be prepared for any emergencies
6. The student is responsible for providing timely and appropriate dental care for the assigned patients, including emergency services.
7. The student must be readily available to patient and the clinic staff by cell phone, as necessary.
8. The student must provide patients with instructions needed to obtain emergency care after hours, and care on holidays and weekends.
9. Before starting with treatment procedure the patients should be clearly explained about the treatment procedure and also should take informed consent of the patient in a written form in a language patient understands.

10. All the patients record like x-rays or any investigation advised should be maintained
11. The treatment procedure should be clearly explained to the patients, if they agree they only do the procedure, should not force the patients for our academic purpose.
12. Never try any procedures beyond the competency skills on patients
13. Treatment should be always done under supervision of the staff
14. If any complications happened during procedure, inform the patient and correct with the help of staff.
15. Record should be maintained of the special cases, advanced procedures and complicated cases, which will be useful to others as a reference in future.
16. Records of each step, procedure, investigation, appointments, post operative instructions, all should be maintained and clearly noted on the patient case paper, so that if any problems arises with patients. We should be in position to defend ourselves

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. All the non teaching staff should be transparent, responsible, unbiased and towards all the students, teaching staff and management of the institute
2. Must follow college uniform code.
3. Should work with responsibility and dignity.
4. They should be always present at their allotted and assigned places of work
5. Should not leave the place or go anywhere without permission from a consent authority
6. Should maintain decorum and dignity of the office, department and college
7. Must use dignified and official language in the college campus
8. The institute is declared an alcohol-smoke-drug-free are and such protocols should be strictly followed
9. Must complete their assigned work in allotted time
10. Never discuss the official issues or subjects related to their work out of Collage premises
11. Always be punctual, dedicated, co-operative, 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.

CODE OF CONDUCT FOR NURSES

1. To provide care of individuals without consideration of caste, creed, religion, culture, ethnicity, gender, socio-economic and political status, personal attribute or any other grounds.
2. Develops a truthful and trustful relation with patient
3. Maintains confidentiality, privacy of patients treatment plan and shares information judiciously.
4. Maintains uniqueness of response in providing service to patients.
5. Restrains from misinformation and misinterpretations.
6. Maintains the dignity, integrity and behavior in clinics.
7. Provides necessary provision in vulnerable patients treatment care.
8. Nurse must be competent enough to provide quality care.
9. Nurse should be updated with continuing education and quality care.
10. Nurse must adhere to code of ethics and code of professional conduct as developed by Indian Nursing Council.
11. Nurse must maintain ethical, professional and legal boundaries and work harmoniously with team of Doctors.
12. Nurses must follow etiquettes and show attributes in patient care.

CODE OF CONDUCT FOR LAB TECHNICIAN

- 1. Be professional:** The lab technician deserve equal respect and Professional conduct during work hours is expected, which includes showing up at a reasonable time.
- 2.** Maintaining dignity and respect among other technicians and team members.
- 3.** Cleaning up your work space and communal space
- 4.** Maintain confidentiality and trustful and truthful relation at work space.
- 5.** Learning is a priority. Helping others in the lab, sharing experiences and troubleshooting resources that may be helpful to other members is encouraged. Collaboration within the lab and with other students.
- 6.** Offensive behaviour 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.
- 7.** Harassment is not tolerated. This includes unwanted physical, sexual or repeated social contact, Consent is not implied, and if you are unsure whether your behaviour towards another person is welcome, ask them. If someone tell you to stop, do so promptly. Respect the privacy and safety of others.

CODE OF CONDUCT FOR DENTAL HYGIENIST

1. To provide care of individuals without consideration of caste, creed, religion, culture, ethnicity, gender, socio-economic and political status, personal attribute or any other grounds.
2. Maintains confidentiality, privacy of patients treatment plan and shares information judiciously.
3. Maintains uniqueness of response in providing service to patients.
4. Restrains from misinformation and misinterpretations.
5. Maintains the dignity, integrity and behavior in clinics.
6. Must be competent enough to provide quality care.
7. Must adhere to ethical practices, being professional and maintaining legal boundaries.
8. Develop a trustful relation and healthy behavior among team members.
9. No gossiping or harassment at work place.
10. Dental hygienist must use personal protective barrier i.e. apron , mask, gloves, head cap and protective eye wear for each and every patient.
11. Dental hygienist should follow cleanliness and personal hygiene.
12. Dental hygienist should look after patient record and maintain his own work record.
13. Hygienist should follow college uniform code.



CODE OF CONDUCT COMMITTEE MEMBERS

SR NO	NAMES	DESIGNATION	SIGNATURE
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	