



CODE OF CONDUCT

2017-18

JMF's Annasaheb Chudaman Patil Memorial
Dental College, DHULE

Introduction:

The aim of this document is to set out a framework for codes of practice for ethical conduct in JMF's ACPM Dental College. We adhere to the principles of conduct set forth within this document. It is expected that these principles will guide the behavior of each member of the College community in his or her academic and professional life, patient care, and personal conduct. The College acknowledges the respect earned from the public and believes that all members of the College community should be exemplary in their compliance with local, state and federal standards, regulations, and policies that pertain to health and health care. This Code applies to all students, faculty, researchers, administrators, and professional staff of the College. By adopting and publishing this Code, the College declares its authority over all aspects of ethical and professional conduct within the College and establishes the process to be followed by the College for adjudicating instances of noncompliance with the Code.



LT. DR BHIDAS C PATIL
F.R.C.S



DR. ARUN S DODAMANI
DEAN/PRINCIPAL

Ethics and Conduct

- This code shall apply to all kind of conduct of JMF'S ACPM DC students that occurs on the institute premises including university sponsored activities, institutional functions hosted by recognized organizations and any off campus conduct that has serious consequences or adverse effect on the institute interest or reputation.
- As Institute believes in promoting safe and efficient environment in campus by enforcing behavioral standards.
- It is compulsory to all admitted students to sign a statement accepting this code.

ACDEMICS

- All students should follow dress code during academic hours in the institute.
- Habitual late coming, irregularity in attendance, discourtesy towards faculty, neglect of work etc. are punishable offence.
- All students must deter from indulging in any form of misconduct.
- Any act of discrimination based on gender, caste, race, religion, color, language, disability or sexual orientation, marital or family status, mental disability and physical abuse consider as an offence.
- Intentionally damaging or destroying institutional property or property of other student is a violation of code.
- Deliberately not following the discipline or refusing to follow the guidelines shall be punishable.
- Participating in activities including- unauthorized possession, use of any weapon, use of harmful chemicals, use of banned drugs, smoking, possession, consumption or distribution of alcohol, physical abuse, theft and grouping shall cause a disciplinary action.
- Use of social media to publicize any uneventful video clipping or release of institutional private data on the social media is an offence.
- Students are not allowed to have their cell phones inside the college premises; they are permitted to have them in the hostel, day scholars can keep their cell phones in their lockers.

HOSTEL

- All inmates should be inside their respective Hostels before 7.00 pm. Prior permission is to be sought from the warden to enter the hostel after this time.
- Those who wants to avail Library facility will be permitted till 9 pm & Librarian must vouch for the same.
- Inmates will be allowed to go out with prior permission on Sundays and other holidays between 7.00 a.m. to 6.00 pm with parents or approved / authorized attendant.

LIBRARY

- Students of JMF'S ACPM DC are permitted to use the Central Library.
- Students are to produce their Identity Card at the entrance and record their biometric attendance
- Library users are to maintain silence and appropriate behavior to ensure a conducive learning environment.
- Smoking, refreshments and cell phones are strictly prohibited inside the library.
- Book issue transaction on cards will be made between 9 AM and 4 PM on all working days. Reference books will not be issued.
- Loss of borrowed books should be reported to the Librarian immediately, loss of books, if any, the person has to replace the same including fine.

Declaration, I will:

- Treat faculty, fellow-students, patients, and staff in a professional, courteous, and respectful manner
- Avoid cheating, the appearance of cheating, plagiarism or misrepresenting other people's work as my own
- Maintain the confidentiality of internal and external professional examinations taken during my enrolment in the BDS/MDS program I will not reproduce, share or use unauthorized/unreleased examination content through memorization, recording, or posting of questions, or answers in any format.
- Adhere to the patient rights, including respect for patient confidentiality
- Attend to clinical work/appointments well prepared, appropriately dressed and with the necessary armamentarium
- Adhere to the specific code of conduct described in this chapter.
- Adhere to clinic and laboratory cleanliness protocols established at the college.
- Comply with infection control and safety guidelines of the college Consult a member of the administration or faculty if I am unsure that I am following college policy.
- Report unethical behavior to the concerned faculty, the course in-charge, or to the Dean.
- 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 of the provisions of this code as well as the professional conduct code herein and to appropriate student conduct and discipline in general. I understand that a violation of this ethics code shall constitute a violation subject to discipline under the JMF'S ACPM DCRI policy on student conduct and discipline.

Signature

Date

Name

Roll. Number.

Disciplinary Actions

- In case any student found involved in any unethical activity and possible breach in code of conduct, then raised complain should forward to the Principal/Director and a committee will be formed to recommend a suitable disciplinary action.
 - JMF'S ACPM DC follows four levels of disciplinary action based on severity and nature of misconduct
 - Warning – Signifies any repetitive misconduct may end in severe disciplinary action
 - Restriction - Student has restricted access to certain campus facilities and academic activities.
 - Suspension – Student is suspended for specified period of time and he/she has no access to academic and campus facilities.
 - Expulsion – Connotes that student is prohibited from entering into the Institution premises and participation in academic activities of institute.
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College Leave Policy

- Any student of the institute UG or PG should follow **Dental Council of India** norms for annual attendance to appear in university examinations.
- According to DCI guidelines undergraduate students should have 75 % attendance and postgraduate students should have 80% attendance to appear in university examinations.
- Students seeking leave in working days should submit written application forwarded through department head to the Principal/Director only.
- Leave application should be given at least 3 days in advance.



Anti-ragging

- The students of the JMF'S ACPM DC are hereby informed that "Ragging" in any form is strictly prohibited. It is needless to which the new entrants would be subjected to, in the name of "Ragging" which is inhuman & intolerable.
- The management wants to enforce strict discipline among the students of JMF'S ACPM DC and wishes that the institution should be a model institution free from ragging. The students are therefore strictly warned to refrain from any ragging activities.
- Those who involve in ragging, in any form shall be expelled immediately from the college and hostel and they are liable for punishment under the MAHARASHTRA PROHIBITION OF RAGGING ACT.
- Attention of the students and parents is invited to Section 4 and 5 of the MAHARASHTRA PROHIBITION of RAGGING ACT reproduced below:

Section 4: Whoever commits, participates in, abets or propagates "ragging" within or outside any institution, shall 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 Rs. 25,000-1 Lac INR.

Section 5: Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution (Supreme Court order). An FIR will be filed against the Culprit.

- Institution and Hostel Administration placed a Anti-Ragging Complaint Boxes in selected areas in the Institutions and in the Hostels for students who may drop in their complaints of any incidence of ragging which has not otherwise been reported for necessary action by the Anti-Ragging Committee / Squads.
- OR student can directly approach to the committee with written complaint.
- All the details are furnished as follows-

Anti Ragging committee members



**Jawahar Medical Foundation's
Annasaheb Chudaman Patil Memorial
Dental College**

Post Box No. 145
Sakri Road,
Dhule (M.S.) 424001.

☎ | 02562 | 277924
Fax | 02562 | 279924
E-mail : acpmdental@rediffmail.com.

Ref. No

JMF's ACPMDC/Dhule.

Date :

Proforma for monitoring the directions of Hon'ble Supreme Court of India on measures against Ragging in educational institutions.

| Sr.No. | Name of the Institution and complete address and telephones nos. | | |
|--------|--|--|---|
| | Name of the Principal/Dean with their Direct contact nos. | Dr. Arun Dodamani 7507655999 drarundodamani@gmail.com | |
| 1. | Whether Anti Ragging Squads were constituted? | Yes/No | Yes |
| 2 | Whether Anti Ragging Committee were constituted? | Yes/No | Yes |
| 3 | Whether prospectus mention possible action against Ragging? | Give brief details | Being mentioned in the current prospectus |
| 4 | Whether names, telephone nos. of authorities to be contacted have been publicized/made available to Fresher's. | -Do- | Yes |
| 5 | Whether students are allowed free access to phones (Cell & Landline) in hostel(s) for timely reporting. | -Do- | Yes |
| 6 | Whether Seniors counseled. | -Do- | Yes |
| 7 | Whether Freshers Counseled. | -Do- | Yes |
| 8 | Whether orientation courses for Freshers conducted. | -Do- | Yes |
| 9 | Anti Ragging Squads | 9(a) Date of formation 9(b) Name of Member and their contact nos. 9(c) No. of raids 9(d) Frequency of raids 9(e) Supreme raids 9(f) Other measures taken by the squad 9(g) No. of cases detected 9(h) Action taken as follow up | 1/04/2017 for year 2017-2018 1. Dr. Arun Dodamani 2. Dr. B M Rudagi 3. Dr. Veerendra Kerudi 4. Dr. Prashant V.K 5. Dr. Kavita Rudagi 6. Dr. Anuradha B. 7. Dr. Girija Dodamani 8. Dr. Hemant Gadge 4 in a Month Weekly once Yes Students are being made aware and dangers of ragging. Freshers accommodation in hostel is completely segregated from seniors None --N.A-- |





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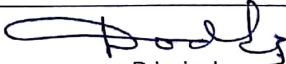
[02562] 277924
Fax [02562] 279924
E-mail : acpmdental@rediffmail.com.

Ref. No.

JMF's ACPMDC/Dhule.

Date :

| | | | |
|----|--|--|--|
| 10 | Anti Ragging Committee | 10(a) Date of formation | 08/01/2016 |
| | | 10(b) Name of Member | 1) Dr.Arun Dodamani 2) Dr. Alka Waghmare 3) Dr.Sharana Basappa 4) Dr. B.M. Rudagi 5) Dr.Veerendra Kerudi 6) Dr.Prashant V.K. 7) Dr.Kavita Rudagi 8) Dr. Anuradha B 9) Dr.Girija Dodamani 10) Dr. Rashmi Y.(P.G.Students, Dept.of.Oral Surgery.) 11) Dr.Mohamad Ansari (P.G.Students. Dept.of.Oral Surgery) 12) Miss.Udita Mehata 13) Mr.M.J.Pawar 14) Mr.Dilip H. Patil 15) P.S.I. (Law & Order) a. Dhule |
| | | 10(c) No. of raids | 16 / month |
| | | 10(d) Frequency of raids | Twice a week |
| | | 10(e) Supreme raids | Yes |
| | | 10(f) Other measures taken by the squad | Display of Poster against Ragging |
| | | 10(g) No. of cases detected | Not detected |
| | | 10(h) Action taken as follow up | No cases of ragging detected |
| 11 | Inquiry (ies) Conducted. | | N.A. |
| 12 | Punishment meted out. | 12(a) Suspension 12(b) Rustication 12(c) Expulsion | N.A. |
| 13 | No. of F.I.R.(s) lodged by Institution with details. | | N.A. |
| 14 | Whether Undertaking received from all the Students before the admission? (As per Annexure I, Part I) | Yes/No | Yes |
| 15 | Whether Undertaking received from all the Parent/Guardian before the admission? (As per Annexure I, Part II) | Yes/No | Yes |


Principal
A.C.P.M. Dental College,
Dhule.

Principal,
J.M.F.'s A.C.P.M. Dental College,
DHULE - 424001. (M.S.)



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Ref. No. IMF's ACPMDC/Dhule.

Date :

2017 – 2018
ANTI RAGGING COMMITTEE

- Chairman :- 01) Dr. Arun Dodamani
Principal
A.C.P.M.Dental College, Dhule.
Mob No: 7507655999
- Vice Chairam : 02) Dr. Alka Waghmare
Professor, Dept. of Periodontics
Mob No: 9423918900
- Members :- 03) Dr. Sharana Basappa
Professor & HOD.
Dept. of Oral Surgery
Mob No: 9421536996
- 04) Dr. B.M. Rudagi
Professor, Dept. of Oral Surgery
Mob No: 9673494111
- 05) Dr. Veerendra Kerudi
Reader., Dept. of Orthodontics
Mob No: 7507399666
- 06) Dr. Prashant V.K.
Reader, Dept. of Community Dentistry
Mob No: 9766745627
- 07) Dr. Kavita Rudagi
Reader, Dept. of Conservative
Mob No: 7709255022
- 08) Dr. Anuradha B.
Reader
Dept. of Periodontics
Mob No: 9960881275
- 09) Dr. Girija Dodamani
Sr. Lecturer, Rector, Girls Hostel
Mob No: 8007973999
- 10) Dr. Rashmi Y.
(P.G. Students, Dept. of Oral Surgery. **Mo.No. 9766843837**)
- 11) Dr. Mohammad Ansari
(P.G. Students. Dept. of Oral Surgery **Mo.No 9326514360**)
- 12) Mr. Shree Ram Gidhawani
(Students Representative **Mo.No. 8329274691**)
- 13) Miss. Udit Mehata
(Students Representative **Mo.No. 993036854**)
- 14) Mr. M.J. Pawar (Accountant, Non Teaching Staff) **9421617481**
- 15) Mr. D.R. Patil (Legal Section) **-9420605479**
- 16) Taluka Police station Dhule : **02562-288222**
Hawaladar : Mr damodhar and Mr More


Principal
A.C.P.M. Dental College,
Dhule.

Principal,
J.M.F.'s A.C.P.M. Dental College,
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Ref. No. JMF's ACPMDC/Dhule.

Date :

2017 – 2018

ANTI RAGGING SQUAD

- 01) **Dr.Arun Dodamani**
Principal
Dept.of Community Dentistry
Mob No: 7507655999
- 02) **Dr.Veerendra Kerudi**
Reader
Dept.of Orthodontics
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- 03) **Dr.Prashant V.K.**
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Reader
Dept.of. Periodontics
Mob No: 9960881275
- 06) **Dr.Girija Dodamani**
Sr.Lecturer
Dept.of Prosthodontics
Mob No: 8007973999
- 07) **Dr.Hemant Gadge**
Sr. Lecturer
Dept.of Prosthodontics
Mob No: 9923174714

Principal
A.C.P.M. Dental College,
Dhule.

Principal,
J.M.F.'s A.C.P.M. Dental College,
DHULE - 424001. (M.S.)

Student Grievance Procedure

- Any student of the institute aggrieved by any act of sexual harassment, misconduct or ragging can approach to the student grievance redressal cell at the institute.
 - Any student aware of any such violations must report the same to the cell.
 - Complaint should be submitted in written format within 30 days from the day of the alleged violation.
 - Student Grievance Redressal Cell consist of Members as appointed by Principal/Directore of the institute.
 - The Cell shall take acquaintance of the grievance and inform the committee formed to take enforces this code.
-

Code of conduct for Principal/Director

- Principal/Director should provide leadership, direction and co-ordination within the institute.
 - The Principal/Director should oversee and monitor the administration of the academics and general administration of the institute to ensure efficiency and effectiveness.
 - Principal/Director Should keeps a check on the budgetary and financial needs of the institution.
 - Principal/Director has authority to take necessary action to maintain the discipline in the institute.
 - Principal/Director should encourage the faculty to update their academic skills and knowledge by attending various CDEs/ Seminars/ Conferences.
 - Principal/Director should convene the various academic programs in the institute by authorities, associations and bodies.
 - Principal/Director responsible for the regular update for curriculum and syllabi.
 - Principal/Director should provide guidance to introduce new academic program in the institution for the academic enhancement and progress of the institution.
 - Principal/Director should ensure quality of education and skill work of the students by interviewing the students and faculty members.
 - Principal/Director should forward the confidential reports of faculty members to the management for their annual appraisal.
 - Principal/Director should provide annual academic report on the progress to the management.
 - Any favoritism, distinction or classification made showing preference or favoritism to protect/ promote interests of certain individual or set of individuals without any reason or business purpose, may amount to discrimination and therefore a code breach.
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Code of conduct for Teachers and Academic staff

- Faculty members should follow guidelines of institutional policies.
- Faculty members should report 10 min prior to commencement of institution timing.
- Faculty member should stick to their work plan as assigned to them by the department authorities.
- Faculty member should follow academic calendar and complete the syllabus within scheduled time.
- Whenever faculty intends to take leave, He/she should get the leave sanctioned by department head/ Principal/ Director in advance.
- Any scheduled international visit should be informed one month prior to the Principal/Director.
- Once the Lectures/Clinical works are assigned to the faculty member, he/ she should complete the task and report to Department Head.
- Faculty Member should not involve him/herself in any unethical practice.
- Faculty member should plan course content and take feedback from students.
- Faculty member should report to mentor coordinator about habitual absentees, slow learner and objectionable behavior etc.
- Faculty member should have to maintain academic record book.
- Faculty members do not face discrimination against any employee based on age, sex, religion, region, caste etc.
- Faculty Members have right to avail salary on time, as applicable.
- Faculty Members have right to get all the benefits of employment at par with other employees.
- To maintain confidentiality. Faculty should not divulge confidential data/ secrets or any other valued information gained during the

employment to any other individual or institution while in service or even after leaving the service.

- Faculty should treat patients, patients' relatives, clients, co-workers with respect and dignity.
- Faculty have to provide complete and accurate information to the hospital management during employment process.
- All the staff members should enroll their bio metric punching (in and out) on daily basis.



Code of conduct for supporting staff

- Patient Reports and data should be kept confidential as and when required.
- Supporting Staff should take additional responsibilities if required as assigned by Principal.
- Accountant should prepare, examine and analyses accounting records and financial statements
- Accountant maintains and prepares the expenditure matrix and report to the Principal at regular intervals.
- Accountant should maintain the salary index within stipulated time interval.
- Accountant should assess accuracy, completeness and conformance to reporting and procedural standards.

Committee for Code of conduct

- 1- Grievance redressal committee
- 2- Anti ragging committee
- 3- Internal Complaint Committee
- 4- Women Cell

