



D Y PATIL GROUP

D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India

Ref No.: DYPDS/564

Date: 08/08/2018

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

I. Academic Rules and Regulation

- strictly adheres to Guidelines and regulations put forth by DENTAL COUNCIL OF INDIA.
- Minimum of 75 % Attendance in lecture and 80 % in practical is compulsory in order to be eligible for appearing in University exam.
- Sick leave application with a Medical Certificate should be submitted to the concerned department within 2 days of joining along with fitness certificate.
- 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 get their fully certified journals when appearing for practical 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 failing to which hall tickets will not be issued

II. Professional Behavior

- 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.
- 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 regulation of D Y Patil dental school, Lohegaon, Pune, on and off campus.
- Any act of misconduct will be dealt strictly. The following may be considered as acts of Misconduct



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- i. Use of alcohol, tobacco or any other illicit drug in campus.
- ii. Use of threat or violence resulting in harm to other individual or damage of property.
- iii. Ragging
- iv. Cheating in exams
- v. Theft
- vi. Sexual harassment
- vii. Involvement in any antisocial, anti-national or political activities on and off campus.

D Y Patil Dental school will not be responsible of any criminal or non-criminal offence done by the student outside the campus.

III. Dress Code

- Students should wear neatly ironed uniforms.
- All the students must wear their aprons and name plates during working hours. White coats must be clean and free from contaminants. 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.
- 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.

IV. 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 will be levied with a fine of Rs 1000/-.
- Use of cellphone incase of an emergency, or for communicating with patients may be allowed.



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V. 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 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.

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.



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VI. LIBRARY RULES

- All Students of D Y Patil Dental School, Lohegaon, Pune 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.
- Use of cell phones are strictly prohibited inside the library.
- Bags and personal belongings should be kept in the cubicles at the entrance.
- 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.
- LIBRARY WORKING HOURS: 8.00 am to 8.00 pm

VII. 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 –
 - i. The Management reserves the right to admit students to the hostels.
 - ii. 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.



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- MEMBERSHIP

- i. Membership in the hostel is for one academic year.
- ii. The students who wish to continue in the hostel must apply for re-admission every year.

- ALLOTMENT OF ROOMS

- i. The Chief Warden is in charge of room allotment.
- ii. No guest is allowed to stay in the room.
- iii. Moving of Hostel furniture from one room to another is not permitted.
- iv. Students are responsible for the furniture and fittings in their respective rooms and are expected to take care of the same.
- v. In case of any damage to the furniture or fittings in the room, the students will be held responsible and they will have to pay for the damage done.
- vi. Use of high electric consumption gadgets is not permitted.
- vii. 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

- i. No student shall vacate the hostel without prior permission from the Chief Warden.
- ii. A letter of request to vacate the hostel from the parent should be submitted to the Dean through proper channel.
- iii. Only after the request is approved by the Dean the student shall vacate the hostel. He /she should clear the dues and fulfill other formalities as prescribed.
- iv. 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

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



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- v. Time for reporting back to the hostel in case of outing is before 9.00pm
- vi. Disciplinary action will be taken against those reporting late to the hostel.
- vii. 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.

SPECIAL GUIDELINES FOR COVID

- i. Wearing of mask is compulsory at all times in college and in campus.
- ii. Maintain social distancing at all times.
- iii. Sanitize hands regularly.
- iv. Please cooperate for temperature check at entry and exit points.
- v. If any students experiences any kind of COVID symptoms kindly report immediately to the college authority.
- vi. College reserves all rights to deny entry of friends and family members coming from outside without prior permission.

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 and ID cards during college hours.



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2. Use of Cell Phones

- Staff should put their cellphones on silent mode, when in campus especially during working hours.
- Use of cellphones should be avoided during lectures and clinical hours, unless it is an emergency.

3. Professional Behavior

- 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.
- In case 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

4. ACADEMIC

- Staff members should guide the students and train them in self-discipline.
- Staff should avoid or refrain from any kind of favoritism, 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.
- In case 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.



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5. Clinical Work

- All the Teaching Staff are expected to attend patient's daily
- Staff should supervise the students when they are treating patients.
- In case 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).


Dr. Anand Shigli
DEAN

