



# D Y PATIL DENTAL SCHOOL

Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105

*Affiliated to Maharashtra University of Health Sciences, Nashik*

*Recognized by Dental Council of India*



## SELF STUDY REPORT (CYCLE 1) 2022-2023

**Criteria: 7:** Institutional values and best practices

**KEY Indicator: 7.1:** Institutional values and social

**Metric:7.1.9:** Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean/Principal/Officials and support staff.

**DETAILS OF  
MONITORING  
COMMITTEE OF CODE  
OF CONDUCT**

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**COMMITTEE  
COMPOSITION**



D Y PATIL GROUP

## D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik  
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Ref No: DYPDS/ ९९ )


Date: 22/08/2018

### CIRCULAR

The Code of Conduct Committee for D Y Patil Dental College & Hospital has been constituted with following members.

Name	Designation in Committee	Designation in Institute
Dr. Varsha Merani	Chairperson	Asso. Prof. Dept. of Orthodontics
Dr. Arun Mhaske	Coordinator	Lecturer Dept. of Orthodontics
Ms. Shailaja Panhalkar	Member	Lecturer Dept. of Microbiology
Dr. Sachin Bhagat	Member	Lecturer Dept. of Periodontics
Dr. Waseem Khan	Member	Lecturer Dept. of Orthodontics

The main scope of code of conduct is to organize programmes for awareness on COC & to ensure implementation of Code of Conduct to all Students, Employees & Visitors of the Institute.

  
Dr. Anand Shigli  
Dean



## **SOP OF MONITORING CELL**



## D Y PATIL DENTAL SCHOOL

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Ref No: DYPDS/ 593

Date: 06/09/2018

### CODE OF CONDUCT COMMITTEE STANDARD OPERATING PROCEDURE

- 1) The Committee shall meet every 3 months to assess the work carried out by the committee.
- 2) The Committee shall reassess the standard procedure and make necessary changes as and when required.
- 3) The Committee shall conduct orientation for fresh students of bachelor and master program.
- 4) The code of conduct shall be made available on website for updating all the staff members.
- 5) Annual reports shall be generated to monitor the activities of the committee and shall be forwarded to Head of Institute.
- 6) Any complaints received regarding violation of conduct shall be documented with receipt of written application and registering sequentially in register.
- 7) The Complaint shall be verified and assessed for its validity by meeting with the stake holders.
- 8) The Complaint after thorough assessment shall be conveyed to Head of Institute.
- 9) After validation, adequate remedial action is documented and conveyed to the stake holders and Head of Institute.
- 10) The remedial Action/Punishment shall be deserving enough to act as different for further similar activities.

  
Coordinator

Code of Conduct Committee

  
Chairperson

Code of Conduct Committee

## **MINUTES OF MEETING**

**Year 2018-2019**



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Date-22/08/2018

Ref No: DYPDS/ 580

Time- 11a.m. onwards

Venue-Lecture Hall no.1

Agenda:

- Formulation of code of conduct committee
- Discussion regarding the code of conduct for students, employees, and visitors.
- Work distribution for preparing the code of conduct policy document amongst its members.

MOM:

Code of conduct committee is Duly formed as per the directions from Dean,

DYPDS

- A draft code of conduct policy document was asked to be prepared for students, employees and visitors following UGC Guidelines and administration guidelines and work was distributed.
- Committee decided to meet after 15 days to review work done.
  
- Members present.  
Dr. Varsha Merani  
Mrs. Shailaja Panhalkar  
Dr. Sachin Baghat  
Dr. Arun Mhaske  
Dr. Waseem Khan

  
Coordinator

Code of Conduct Committee

  
Chairperson

Code of Conduct Committee



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Ref No: DYPDS/ 595

Date-14/09/2018

Time- 11a.m onwards

Venue- Dean's Office

Agenda:

To discuss progress of work regarding the draft of code conduct for students, employees and visitors with respect to head of institute.

Discussion on formulating SOP for code of conduct committee.

MOM

- Draft code of conduct policy was discussed and finalized.
- SOP's discussed and finalized with respect to approval from Dean Sir
- Norms and functions for the members of the committee is henceforth altered as per discussion and approval

- Members present
  - Dr. Varsha Merani
  - Mrs. Shailaja Panhalkar
  - Dr. Sachin Baghat
  - Dr. Arun Mhaske
  - Dr. Waseem Khan

  
Coordinator

Code of Conduct Committee

  
Chairperson

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**D Y PATIL GROUP**

## **D Y PATIL DENTAL SCHOOL**

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Date-3/12/2018

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

► Members present.

All HODs

Dr. Varsha Merani

Mrs. Shailaja Panhalkar

Dr. Sachin Baghat

Dr. Arun Mhaske

  
Coordinator

Code of Conduct Committee.

  
Chairperson

Code of Conduct Committee



**D Y PATIL GROUP**

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Date: 4/3/2019

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

► Members present.

All HODs

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Mrs. Shailaja Panhalkar

Dr. Sachin Baghat

Dr. Arun Mhaske

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Chairperson

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**D Y PATIL GROUP**

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Date-12/6/2019

**Code Of Conduct Committee**

**MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

► Members present.

All HODs

Dr. Varsha Merani

Mrs. Shailaja Panhalkar

Dr. Sachin Baghat

Dr. Arun Mhaske

  
Coordinator

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Chairperson

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**Year 2019-2020**



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Date-16/07/2019

**Code Of Conduct Committee**

**MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

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Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

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Chairperson

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**D Y PATIL GROUP**

## **D Y PATIL DENTAL SCHOOL**

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Date-24/12/2019

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

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Mrs. Shailaja Panhalkar

Dr. Sachin Baghat

Dr. Arun Mhaske

Coordinator

Code of Conduct Committee.

Chairperson

Code of Conduct Committee

**Year 2020-2021**

**(Covid)**

**Year 2021-2022**



**D Y PATIL GROUP**

## **D Y PATIL DENTAL SCHOOL**

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Date-6/09/2021

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

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Chairperson

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Date-21/12/2021

**Code Of Conduct Committee**

**MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

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Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

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**D Y PATIL GROUP**

## **D Y PATIL DENTAL SCHOOL**

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Date-8/03/2022

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

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Chairperson

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**D Y PATIL GROUP**

## **D Y PATIL DENTAL SCHOOL**

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Date-13/06/2022

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

In the meeting incidence of breach of code of conduct was discussed.

Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

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Dr. Sachin Baghat

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Coordinator

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**Year 2022-2023**



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Date-12/09/2022

### **Code Of Conduct Committee**

#### **MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

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Date-19/12/2022

**Code Of Conduct Committee**

**MINUTES OF MEETING**

Time- 11a.m onwards

Venue- Dean's Office

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Secretary Dr. Arun Mhaske invited any report of Breach in the Code of Conduct.

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Date-2/03/2023

**Code Of Conduct Committee**

**MINUTES OF MEETING**

Time- 11a.m onwards

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Date-8/06/2023

### **Code Of Conduct Committee**

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