



MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

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| POLICY FOR CODE OF CONDUCT | Policy No: MDC/COC/2022/05 Last reviewed: 03-05-2022 Issue: 00 Pages: 1-5 |
| POLICY The code of conduct Policy Document is prepared to make all students, faculty members and supporting staffs of Madha Dental College and Hospital aware of rules and regulations that govern in the institute. It is expected that all members of the institution strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases. | |
| Vision To produce Globally Competitive Dental surgeons with high ethical values and social responsibilities, and to achieve the status as the best educational institution in terms of discipline, dignity and decorum. | |
| Mission To lay down the common ground of behaviors, and inculcate ideals and values that will help them to emerge as responsible professionals. | |
| CODE OF CONDUCT The following document is the code of conduct developed specifically for students, hostel inmates, faculties and staff members of the Institution. All the stakeholders should abide to the rules and regulation laid down by the Institution. | |
| Code of conduct for students <ul style="list-style-type: none">• All students should adhere to strict discipline within the college campus during their period of study.• Students should work with best interest in patients and well-being of the community.• All students should strictly adhere to professional ethics.• Students should maintain decorum of the institution within campus during their period of study.• All documentations of their theory, pre-clinical and clinical works should be completed in stipulated time of academic calendar. | |



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- Any in-disciplinary actions will be scrutinized strictly.
- No act of violation of law such as weapon handling, man handling, etc. will be allowed within the campus.
- Students should not use mobile phones during their offline theory classes and during pre-clinical and clinical postings.
- Regular attendance percentage is encouraged and no act of taking leave without prior permission or intimation to concerned faculties will be entertained.
- Student will be allowed to appear for university examinations if and only if he/she fulfils the attendance percentage and no lenience will be granted on this issue. Absence due to medical concerns needs to be addressed to the head of institution and concerned head of department with supporting documents.
- Students should have their own instruments during their pre-clinical hours. They should make sure strict sterilization of their instruments before operating on a patient in clinical hours.
- Students should treat patients with humanity, humbleness and provide the right possible treatment ethically.
- Students should dispose the biomedical waste generated during clinical postings in the concerned color coded bins. Should behave modestly and should not use unparliamentary language with patients.
- Students should appear for their internal examinations without fail.
- Ragging in any form of act is punishable
- Academic Dishonesty: All forms of academic dishonesty including (but not limited to) cheating in examinations, and facilitating these are punishable.
- Any student who is found guilty of using unfair means, ie, cheating or endeavoring to cheat by taking unauthorized books, pamphlets or papers, mobile phone, voice receiver, voice recorder, etc. into the examination hall or trying to gain information from fellow students while in the examination hall will render himself/herself liable to be rusticated from the institution. Any student who is found helping in academic dishonesty is also culpable, and liable for disciplinary action.



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Dress code

- All students should wear white coat during their pre-clinical and clinical hours.
- Male students should wear formal attire as tucked in shirt and pant. Should wear formal shoes and no T-shirts or Jeans are allowed.
- Female students should wear modest dress. Their hair should be tied up and should not hinder during clinical hours. No jeans, T-shirts will be allowed.

Code of conduct for hostel students

- Students during their stay in the hostel will be governed by hostel management rules.
- All the visitors to hostel including parents/guardians will have to follow necessary protocols i.e. verification of identity and entries in visitors records.
- Guests and relatives are prohibited to stay overnight at the hostel.
- Students are prohibited from
 - a. Ragging
 - b. Use of abusive language.
 - c. Physical violence.
 - d. Consumption of alcohol, narcotics.
 - e. Keeping unauthorized items.
 - f. Any group activity
 - g. Religious gatherings.
- Males are prohibited to enter the women's hostel for any reason what so ever.
- Student's movement is not allowed in the college after 10pm and all the students residing in hostel are expected to report back by the same. Permission from the appropriate authority including hostel wardens has to be taken in case for late reporting or staying out of college campus overnight.
- Students are responsible for maintenance of the hostel property and also their valuables.
- Students are instructed to follow water and electric conservation and proper waste disposal protocols.
- Use of recreational rooms and facilities is only permitted on verification of identity cards.
- Students are not allowed to use services of hostels housekeeping staff for personal use.



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- Students are not allowed to enter rooms of the other students and use their possessions without their prior permission.
- Nobody should stay in the Hostel when classes (and clinics) are going on, unless prior permission is taken from concerned authority
- Students are encouraged to maintain discipline and harmony amongst themselves and in case of theft or dispute amongst students the hostel warden and college authorities should be informant before any police complaint is launched.
- In cases of unfortunate incidences.i.e. Sudden illness, accidents immediate reporting to authorities should be done.
- All the defaulters will face strict actions against punishable offence done by them.
- Hostel accommodation can only be changed by the management if they find it essential.

Controller of Examinations

- All staffs must dress in a modest way during college working hours.
- Should be responsible and should support for the productivity of institutional activities.
- Should perform their duties within their limits with consistently with diligence.
- No teaching staff should discriminate students based on their caste, creed or colour, gender etc and should have no partiality.
- Staffs should apply for leave beforehand. If not should intimate the concerned HOD and Principal on the day of leave before commencement of college and alternate arrangements should be made.
- During classroom teaching staff should have high standards of teaching, use all technical aids to teach the subject to students. They should make sure they listen to the classes taken and they understand the subject.
- During pre-clinical and clinical hours, teaching staff should make sure students improve on their dexterity, patient management and clinical skills.
- Teaching faculty must make sure that students follow professional ethics.



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| Prepared by IQAC Co-Ordinator | Verified by IQAC Director | Approved by Principal |
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PRINCIPAL
MADHA DENTAL COLLEGE & HOSPITAL
KUNDRATHUR, CHENNAI - 600069.