



AMC DENTAL COLLEGE & HOSPITAL

CODE OF CONDUCT COMMITTEE

Chairperson:

Dr Dolly Patel

Co-ordinator:

Dr Niyanta Joshi

Members:

Dr Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel

Outward No: AMCDC/COC/2022/06

Date: 30/08/2022

AMC DENTAL COLLEGE, AHMEDABAD
CODE OF CONDUCT FOR STUDENTS

GENERAL –

1. Every student must be regular and on-time in all the lectures, practicals and clinics.
2. Students must have minimum 75% attendance in each term to be eligible to appear for university exam.
3. Every student must follow the behavioral standards defined by the institute, regarding academics and respect towards all stakeholders.
4. Dress code must be strictly followed, including formal dress, neat and ironed apron/coat with name plate on it.
5. Use of mobile phones or any other gadgets is strictly prohibited in all the lectures, practical classes and clinics, except allowed by concerned faculty for academic purposes.
6. It is strictly prohibited for all students to possess any item of legal offence on campus.
7. **Strict disciplinary action may be taken against students indulging in ragging of any form.**
8. Students found damaging / destroying any on-campus property (or in an event of theft), will be punished or asked to compensate for the loss.
9. Students seeking any kind of leave from academic/clinical activities must take prior permission from the department. In case of emergency, student must send appropriate leave note with fellow colleague to the department.
10. Students must appear in all internal exams. Marks obtained in each will contribute to total internal marks.
11. Tuition fees, hostel fees and all other dues must be paid in stipulated time frame.
12. Hostel protocols defined by the institute must be followed by students/guardians/parents.

1st And 2nd Year Students (Pre Clinics)

1. Must complete all their pre-clinical work on time, with Journals/record books duly certified at the end of the term.



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3rd And 4th Year Students (Clinics)

1. Fingernails must be well trimmed and rings, wrist watches etc must be removed before reporting to the clinic.
2. Female students must ensure that their hair is neatly tied back.
3. Students must practice professional ethics while treating patients.

Interns And Postgraduates

1. On time arrival, following the in-time and out-time attendance rules of the concerned departments.
2. Fingernails must be well trimmed and rings, wrist watches etc. must be removed before reporting to the clinic.
3. Female students must ensure that their hair is neatly tied back.
4. Must abide by high moral, ethical standards and quality treatment for patient, as well as while carrying out research.

Code Of Conduct For Hostel (Students)

1. All Students must maintain good discipline and ethical conduct at all places on the hostel premises.
2. Smoking cigarettes, consumption of drugs Alcohol tobacco products etc. on the hostel and college premises is strictly banned. The defaulters will be dealt with severely including expulsion from the hostel.
3. All students must maintain cordial relationship. Any quarrel, infighting, groupism is strictly prohibit.
4. Display of information of any sort should never be done without permission of chief warden.
5. Student should wear proper dress on hostel premises.
6. Ragging is Sticky banned everywhere both on campus and outside.
7. Anybody indulged in ragging and indiscipline activities will be dealt with severely as for Anti-ragging committee.
8. Parents /Visitors are advised to take Prior permission & Follow rules as laid down by authorities.
9. The students should stay only in the rooms allotted to them by the Deputy warden. They should not interchange their rooms at any point of live without prior permission from warden.
10. Students are advised to properly use the furniture for their study they are solely responsible for the care Maintenance of furniture. any damage to the furniture or other properties should pay for the cost of replacement / repair



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11. Maintain the cleanliness in hostel.
12. Students should sincerely follow the hostel timings.
13. Student are advised to not use any electrical devices like hot plate, fridge , TV , AC in hostel.



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CODE OF CONDUCT FOR EMPLOYEES

GENERAL

1. The employees must arrive and depart in accordance with the laid rules and regulations by governing body AMC-MET and governing council DCI.
2. Every employee must maintain integrity, dedication to duty and standard of conduct.
3. Every employee must be courteous towards presiding authority, co workers, students, administrative staff, patients and parents. Every employee, irrespective of hierarchy to be treated humanely and with due respect and dignity.
4. Every employee must carry out duties in accordance with instructions of the department and the institute and must perform with utmost dedication and integrity.
5. The immovable, movable and intellectual property of the institute must not be used for personal use/motive and abstaining from this rule must attract due disciplinary procedure as stipulated by the governing body.

Teaching Staff

1. Employees are expected to wear formal attire, neat apron and I card as per set rules of the institution.
2. Every employee must thrive to achieve excellence in departing education and patient care.
3. Absence from the work station by the employee must be avoided and necessary approval be authorized by the head of department/institute.

Nursing / Technical Staff

1. Nursing staff must follow nursing manual and follow code of conduct as per Nursing council.
2. Nursing staff must wear apron at all times and scrubs as and when required for patient assistance.
3. Staff must carry out duties as per the directions of head of the department/institute.
4. Technician staff must wear aprons/ professional attire at all times.



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Chair side Assistant

1. The employee must thrive to maintain a clean, sterile environment of the institute.
2. The employee must assist nursing staff and doctors at all times in carrying out their duties
3. The employee must aid the students in maintaining clean and fresh surroundings of the institute.
4. The employee must carry out all other duties as instructed by the superiors.

Security Personnel

1. The employee must maintain harmonious, peaceful environment of the institute by their conduct.
2. The employee must behave humanely and respectfully towards students, patients, relatives of the patient, staff and administration.
3. Knowledge of any unlawful activity, use of liquor/tobacco/ contraband substances and ragging/violence must be reported to relevant authorities at the earliest.

Code Of Conduct For Hostel Staff

1. All hostel staff should be punctual with timings of their duties.
2. Warden should make regular visit to hostel for better interaction with students To solve day to day problem.
3. Reporting the cases of indiscipline / ragging to concern committee & further
4. Action at college level.
5. To ensure maintenance of ambience and hostel premises.
6. To ensure the quality of food in the Mess.
7. The security personnel maintain harmonious peaceful environment of the institute by their conduct.
8. The security personnel must behave humanly and respectfully towards students, staff & administration.
9. Knowledge of any unlawful activity use of liquor / tobacco and contraband substances & ragging violence must be reported to relevant authorities of the earliest.
10. The cleaning staff should maintain the cleanliness in the hostel premises.



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Code of Conduct For Administrative Staff

1. All staff of the college should be responsible for protecting the institute's assets, including physical assets, movable or immovable properties, from misuse, theft or damage.
2. The administrating staff should adhere to college policies.
3. All the staff members should enroll their biometric punching (in and out) on daily basis.
4. They should be punctual at work.
5. They should perform the duties assigned to them with accountability and sincerely.
6. They should not provide, directly or indirectly, any confidential information to anyone, unless instructed by a superior official.
7. They should not engage themselves in political or anti secular activities.
8. Their behavior should not be disrespectful to their non teaching colleagues, teaching staff or students.

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AMC DENTAL COLLEGE, AHMEDABAD **CODE OF CONDUCT FOR CENTRAL LIBRARY**

GENERAL:

- 1) Enter your name and signature in the register kept at the entrance counter before library.
- 2) Refreshment of any kind shall not be taken anywhere in the library premises.
- 3) Silence must be observed strictly in the Library
- 4) No personal belongings allowed inside the library premises. Therefore, adequate storage facilities have been provided at the entrance to the Library.
- 5) Using Mobile Phone and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- 6) The Library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the Library rules.
- 7) The Chief Librarian is empowered to withhold Library facilities for any infringement of these rules.
- 8) The Library will not accept responsibility for the loss or misplacement of personal belongings.
- 9) The Chief Librarian may amend the Library Rules and Regulations as and when necessary.

Library Materials Issue & Returns Rules:

- 1) Only Library members can borrow Library materials.
- 2) Library materials borrowed must be returned on or before the due date.
- 3) The normal Issue period for books is 10 Days for UG and 15 Days for PG students.
- 4) Maximum 1 (One) time renew library materials to library user.
- 5) All borrowers must settle any overdue loans before they are permitted to borrow again.
- 6) Students are instructed to check the books while borrowing and that will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Library Materials and Fine:

Borrowed library materials must be returned on or before the stamped date, if returned late a late penalty will be charged. Per day Rs. 5/- The card will be returned after depositing the fine in the library.



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Loss and Damage:

Library Materials: Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. Then the borrower shall replace the books of the same edition or latest edition or pay double cost and fine of the book after getting permission from the librarian.

Lose Card: Loss of borrower card should be reported to the Librarian. Duplicate card may be issue against formal application and as per Rules.

Care of Library Materials:

Students are require handling the books/Journals/Back volume very carefully; marking with pencil, pen, marker; writing or highlighting, tearing the page or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

Cyberspace Rules:

- 1) Do not use the Playing Games and playing music computers.
- 2) Do not install or uninstall any program or service in any computer. This is only a preserve of the Chief Librarian.
- 3) If any device of the computer is not working in the library do not fix it kindly inform at the Library Staff or to the IT in charge.



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AMC DENTAL COLLEGE AND HOSPITAL, AHMEDABAD

CODE OF CONDUCT FOR VISITORS

- દર્દીઓ તેમજ દર્દીઓના સગા વહાલાઓએ પોતાના વાહન વ્યવસ્થિત રીતે જ પાર્કિંગ વિસ્તાર માં મુકવાં.
- પહેલેથી સમય લઇ સમયસર જ આવવું.
- દર્દીને પોતાને થતી તકલીફ, આ તકલીફ નિવારવા અંગેની જો કોઈ સારવાર ચાલુ હોય તો તે તેમજ પોતાના સ્વાસ્થ્યના ભુતકાળ વિશે સાચી અને પુરેપુરી વિગતો ડોક્ટરને તપાસતી વખતે આપવી જરૂરી છે.
- ડોક્ટર દ્વારા સુચવવામાં આવેલ સારવાર અંગેની ભલામણ પુરેપુરી અનુસરવી જ જોઈએ.
- સુચવવામાં આવેલી સારવારમાં સંપૂર્ણ રીતે સહભાગી બની સારવાર કરવાથી થયેલ અસરોની માહિતી ડોક્ટર અને નર્સને આપવી જ જોઈએ.
- જો તમે ડોક્ટર દ્વારા સુચવેલ ભલામણો તેમજ સારવારને અનુસરશો નહીં તો તેના પરિણામ ની સંપૂર્ણ જવાબદારી દર્દીને પોતાની જ રહેશે.
- હોસ્પિટલનાં દરેક કર્મચારીઓ, બીજા દર્દીઓ તેમજ આવનારા મુલાકાતીઓ સાથેનો આપનો વ્યવહાર સૌજન્યભર્યો હોવો જ જોઈએ.
- આપના નીકળતા નાણા સમયસર ભરવાં જોઈએ.
- કોઈ પણ જાતના કાગળ ઉપર સહી કરતા પહેલા વિગતો કાળજીપૂર્વકથી સમજી લેવી જોઈએ.
- હોસ્પિટલની માલમલિકતને નુકસાન ન થાય તેની કાળજી લેવી જોઈએ, તેમજ બીજા દર્દીઓની અંગતતા જાળવી રાખવી જોઈએ.
- હોસ્પિટલમાં કોઈપણ જાતના હથિયાર કે નશો થઈ શકે તેવી વસ્તુ કે દવા ન જ લાવવી.
- હોસ્પિટલ પરિસરમાં ધુમ્રપાન તેમજ પાન મસાલા નું સેવન ન કરવું.
- હોસ્પિટલમાં ઘોંઘાટ તેમજ વધારે પડતા મુલાકાતીઓ ને ટાળવા જોઈએ.
- કોઈ પણ જાતની ફરિયાદ કે જે આપની સારવાર ને લગતી હોય તેની હોસ્પિટલનાં જવાબદાર વ્યક્તિને જાણ કરવી જોઈએ.

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1. Patient as well as patient's relative should park their vehicle properly in parking area.
2. Patient should come according to their given time slot.
3. Patient should give proper information of their disease, any treatment or medication taken for the disease and also about the medical history to the doctor while being diagnosed.
4. The patient should follow the proper treatment that is advised to them by their doctor for the disease.
5. The patient should cooperate with the advised treatment given by their doctor and if any symptoms seen then they should inform it to the doctor and nurse.
6. If the patient don't follow the instructions and treatment advised by their doctor then patient is completely responsible for its side effects.
7. The patient should well behave with the staff of the hospital, with other patients and the visitors coming to the hospital.
8. The patient should do the payment within the given period.
9. Before signing any document patient should properly read and understand it.
10. Patient should not harm the property of the hospital and also should maintain the privacy of the patients.
11. The patients should not bring any weapon or intoxicating substance in the hospital area.
12. Consumption of smoke or smokeless products like bidi, cigarette, tobacco, pan masala is strictly prohibited.
13. Do not bring more number of relatives as well as should not speak very loudly in the hospital premises.
14. Patient having any type of complaint regarding the treatment then they should inform it to authorize member of the hospital.


Co-ordinator

Code of Conduct Committee



Chairperson

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