



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/2022/02

Date: 09/08/2022

Date: 9/8/2022

Time: 10:00 AM – 11:00AM

Venue: Conference Room, AMC Dental College, Ahmedabad

AGENDA:

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

MINUTES OF MEETING:

- The code of conduct committee is duly formulated as per the directions from Dean, AMC Dental College.
- It was resolved that a draft Code of Conduct policy document be prepared for students, employees and visitors following the UGC guidelines and administration guidelines and work was distributed.
- The committee decided to meet tentatively after one week to review work done.

Members Present:

Dr. Dolly Patel

Dr. Niyanta Joshi

Dr. Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel

Niyanta Joshi
Co-ordinator

Code of Conduct Committee

Dolly Patel

Chairperson

Code of Conduct Committee

AMC Dental College and Hospital

Address: Bhalakia Mill Compound, Khokhra, Ahmedabad, Gujarat, India, Pin code – 380008

Phone: [079]- 22931249, 22934301 Fax: [079]- 22935078

Email: cocamedc@gmail.com Website: www.amedentalcollege.edu.in



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Outward No:AMCDC/COC/2022/03

Date: 17/08/2022

Date:17/8/2022

Time: 11:00 AM – 12:00PM

Venue: Conference Room, AMC Dental College, Ahmedabad

AGENDA:

- To discuss progress of work regarding the draft of CODE OF CONDUCT for students, employees and visitors with Head of Institute.
- Discussion on formulating SOP for CODE OF CONDUCT Committee.

MINUTES OF MEETING:

- The draft for code of conduct was discussed. Few revisions were suggested to the draft policy document which may inculcate human values in students and staff by seeking established guidelines of UGC and Gujarat University.
- Standard Operating Procedure (SOP) is discussed and finalized with approval from Head of the Institute.
- The norms and functions for the members of the committee is henceforth allotted as per discussions and approved by Chairperson of the Committee.
- Next meeting is scheduled tentatively at end of August.

Members Present:

Dr. Dolly Patel

Dr. Niyanta Joshi

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Dr. Sujit Patel

Outward No: AMCDC/COC/2022/05**Date: 26/08/2022****Date:** 26/8/2022**Time:** 02:00PM – 03:00 PM**Venue:** Conference Room, AMC Dental College, Ahmedabad**AGENDA:**

- Discussion on programs to be organised.
- Approval of Code of Conduct policy document

MINUTES OF MEETING:

- It was resolved that Awareness/Sensitization program on Code of Conduct will be organized for teaching and non-teaching staff.
- An Orientation program of Code of Conduct will be conducted for new admissions of 1st B.D.S and 1st year M.D.S, 3rd BDS, Intern students.
- A detailed discussion on all points of the draft policy document followed with minor revisions done and approval taken from the Head of the Institute.
- It was resolved that it will be sent to the college website for upload.

Members Present:

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Dr. Niyanta Joshi

Dr. Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel

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Chairperson:

Dr Dolly Patel

Co-ordinator:

Dr Niyanta Joshi

Members:

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Dr. Kavita Gamit

Dr. Sujit Patel

Outward No: AMCDC/COC/2022/18

Date: 10/11/2022

Date: 10/11/2022

Time: 2:15 PM – 3:00 PM

Venue: Conference Room, AMC Dental College, Ahmedabad

AGENDA:

- To discuss incidences of breach of Code of Conduct.

MINUTES OF MEETING:

- Code of Conduct orientation program was organized on 21/09/22 for 3rd BDS and 10/10/22 for new batch of Interns and reports of the programs were prepared.
- Protocol to receive reports of breach of code of conduct from various departments was reviewed.
- Secretary, Dr. Niyanta Joshi, invited suggestions for change in any process of reporting incidences of breach.
- All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

Members Present:

Dr. Dolly Patel

Dr. Niyanta Joshi

Dr. Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel


Co-ordinator

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AMC DENTAL COLLEGE & HOSPITAL
CODE OF CONDUCT COMMITTEE (COC)

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Dr Dolly Patel

Co-ordinator:

Dr Niyanta Joshi

Members:

Dr Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel

Outward No: AMCDC/COC/2023/02

Date: 15/02/2023

Date: 15/02/2023

Time: 2:15 PM – 3:00 PM

Venue: Conference Room, AMC Dental College, Ahmedabad

AGENDA:

- To discuss work done by committee.
- To discuss incidences of breach of Code of Conduct.

MINUTES OF MEETING:

- Orientation program of CODE OF CONDUCT for 1st year B.D.S students of batch 2022-23 was held on 20/12/2022 and for newly joined 1st year MDS student on 07/11/22.
- Program reports were prepared.
- Secretary, Dr. Niyanta Joshi, invited any report of Breach in Code of Conduct on 06/02/23.
- All faculty members and committee members denied any report of incidence of breach in Code of Conduct.

Members Present:

Dr. Dolly Patel

Dr. Niyanta Joshi

Dr. Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel

Niyanta Joshi
Co-ordinator

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Outward No: AMCDC/COC/2023/04**Date: 16/05/2023****Date:** 16/05/2023**Time:** 2:00 PM – 3:00 PM**Venue:** Conference Room, AMC Dental College, Ahmedabad**AGENDA:**

- To discuss incidences of breach of Code of Conduct.

MINUTES OF MEETING:

- Secretary, Dr. Niyanta Joshi, invited any report of Breach in Code of Conduct on 16/05/23.
- All faculty members and committee members denied any report of incidence of breach in Code of Conduct.
- Similar programs for summarizing reports of breach of code of conduct to be carried out every 3 to 4 months as proposed by Dr. Niyanta Joshi.
- Conducting regular orientation programs for staff and patients was advised by Chairperson, Dr Dolly Patel.

Members Present:

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Dr. Shikha Jani

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Niyanta Joshi
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