



AMC DENTAL COLLEGE & HOSPITAL

CODE OF CONDUCT COMMITTEE

Chairperson:

Dr Dolly Patel

Outward No: AMCDC/COC/2022/04

Date 18/08/2022

CODE OF CONDUCT COMMITTEE

STANDARD OPERATING PROCEDURE

Co-ordinator:

Dr Niyanta Joshi

- 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 same 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 a deterrent for further similar activities.

Members:

Dr Shikha Jani

Dr. Kavita Gamit

Dr. Sujit Patel

Co-ordinator
Code of Conduct Committee

Chairperson
Code of Conduct Committee