



M.C.E. Society's

M. A. RANGOONWALA COLLEGE OF DENTAL SCIENCES AND RESEARCH CENTRE, PUNE

Recognized by Government of India &
Affiliated to Maharashtra University of Health Sciences, Nashik

2390-B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune - 411 001. Maharashtra, India
Tel.: 91-20-26430959, 26430960, 26430961, Fax: 91-20-26430962

E-mail :- dean-mardental@azamcampus.org Website :- www.mardentalcollege.org

Ref. No. : MARDC /

Code of Conduct for Students

1. Every student must carry his/her identity card at all times on the College Premises.
2. All students should adhere to professional ethics.
3. Use of cell phone strictly is prohibited during class hours. If found, instruments will be confiscated and a fine imposed on the student.
4. Every student is expected to maintain the cleanliness in the classrooms, laboratories and the campus in general.
5. Every student is answerable to the college authorities for his / her activity and conduct on the College premises.
6. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
7. Chewing paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
8. Students should behave modestly and not use impolite language with patients. Students should treat patients with humanity, humility and provide the best possible treatment.
9. Attempt to or intent to or actual theft of and / or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act / cognizable offence.
10. Indulging in ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
11. Students are not allowed to circulate any printed materials within the college campus.
12. Late comers are not to be allowed to the classroom.



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13. Minimum attendance of 75% (Theory) and 80% (Practical) is mandatory in each subject as per MUHS Nashik guidelines for appearing in university exam. If attendance is not at par with the stipulated rules, students will be detained.
14. During leisure hours, students are advised to use the library as maximum as possible.
15. Students are required to check the Notice Board and also website of the college for important announcements.
16. All students should wear lab coat during their pre-clinic and clinic hours.
17. Students should dispose biomedical waste generated during clinical postings in the designated, specific color-coded bins.
18. Male students should wear formal attire, formal shoes and no jeans or T shirts will be allowed.
19. 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 staff

1. They should uphold the vision and mission of the college and work for the holistic development of students.
2. All staff must dress in a modest way on campus.
3. The staff hold the responsibility of maintaining the general discipline of the campus and anything that is seen inappropriate should be reported to the Principal.
4. During pre-clinic and clinical hours, staff should make sure that students improve on their dexterity, patient management and clinical skills.
5. All the teachers should abide by the Code or professional ethics for University and College Teachers stipulated by the UGC and the other statutory bodies from time to time.



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6. They should respect dignity and rights of all individuals and treat all students equitably, regardless of race, ethnicity, gender, religion or background.
7. Avoid favoritism and ensure fair assessment and evaluation of students' performance.
8. Foster a supportive learning environment that encourages active participation and intellectual growth.
9. They should seek to make professional growth continuous through study and research.
10. They should maintain active membership of professional organizations and strive to improve education and profession through them.
11. Be open to offering extra help and guidance to struggling students.
12. They should refrain from inciting and instigating students against other students, colleagues, or administration.
13. They should aid students to develop an understanding of our national heritage and national goals.
14. They should treat members of the profession in the respectful manner as they themselves wish to be treated and address conflicts in constructive and respectful manner.
15. Collaborate as a team to ensure the smooth functioning of the institution.
16. Support and mentor new or junior staff members, helping them integrate into college community.
17. They should refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.
18. Treat all guardians with respect, courtesy, and professionalism in all interactions and maintain open and transparent communication with guardians regarding their child's academic progress, behavior and overall development.



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19. Engage with local community and actively participate in initiatives that promote social welfare, education and environmental sustainability.
20. Contribute positively to society, preparing students to become responsible, informed and compassionate individuals who actively contribute to the betterment of the community and the world.

Code of Conduct for Patients

1. **Respectful Behavior:** Patients should treat staff of the College and fellow patients with respect and courtesy at all times. Avoid using offensive language, making inappropriate jokes, or behaving aggressively.
2. **Punctuality:** Patients should arrive on time for their appointments to minimize disruptions to the dental practice schedule. If unable to keep an appointment, it is courteous to inform the dental office well in advance.
3. **Personal Hygiene:** Maintain good personal hygiene by brushing and flossing teeth regularly, and consider freshening up before appointments.
4. **Honesty and Full Disclosure:** Provide accurate and complete information about their dental and medical history, medications, allergies, and any health conditions that may affect dental treatment.
5. **Payment and Financial Responsibilities:** Patients should fulfil their financial obligations promptly and communicate any concerns or issues related to billing or insurance in a respectful manner.
6. **Compliance with Treatment Recommendations:** Follow the dentist's advice regarding treatment plans, oral hygiene practices, and lifestyle changes to improve oral health.



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7. **Maintain Regular Dental Check-ups:** Schedule and attend regular dental checkups as advised by the dental professional for preventive care and early detection of dental issues.
8. **Notify About Changes in Health Status:** Inform the dental office if there are any changes in your health or medical conditions between appointments, as this may impact your dental care.
9. **Communication:** If you have questions or concerns about your dental treatment, communicate openly and respectfully with your dental provider for clarification or adjustments.
10. **Children and Minors:** Parents or guardians are responsible for supervising children and minors during dental visits, ensuring their cooperation, and complying with dental staff instructions.
11. **Rescheduling and Cancellations:** Give sufficient notice if you need to reschedule or cancel an appointment, as this allows the dental office to accommodate other patients in need of care.
12. **Confidentiality and Privacy:** Respect the privacy of other patients and dental staff by not sharing confidential information about their treatments or conditions.
13. **Dental Office Rules:** Adhere to the rules and policies of the dental office, including restrictions on smoking, chewing gum, or using mobile phones during treatment.



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Code of conduct for Visitors

- 1. Respect for Academic Environment:** Visitors should maintain a quiet and respectful demeanor while on the college campus, especially in areas where classes, lectures, or research activities are taking place.
- 2. Check-In Procedures:** All visitors must check in at the designated reception area and follow any specific guidelines provided by the college staff.
- 3. Appropriate Attire:** Dress appropriately for the educational and professional setting.
- 4. Restricted Areas:** Respect and adhere to any restricted areas or signs indicating private or off-limits spaces within the college premises.
- 5. Confidentiality and Privacy:** Maintain confidentiality and respect the privacy of students, faculty, and patients. Avoid sharing sensitive information or taking photographs without permission.
- 6. No Disruption of Activities:** Refrain from disrupting classes, lectures, clinics, or any ongoing activities within the college.
- 7. Visitor Etiquette in Patient Areas:** Visitors must be particularly mindful and quiet when in patient care areas, as to not disturb patients or dental professionals during treatments.
- 8. Supervision of Children:** If visitors bring children, they should supervise them at all times and ensure that they do not disturb the educational environment or pose any safety risk.
- 9. Compliance with Instructions:** Follow any instructions provided by college staff, faculty members, or security personnel promptly and without hesitation.



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10. **Alcohol, Drugs, and Smoking:** The use of alcohol, illegal drugs, or smoking is strictly prohibited within the college premises.
11. **Respect for Property:** Treat all college property, equipment, and facilities with care and respect. Any damage caused should be immediately reported to college staff.
12. **Observe Infection Control Measures:** If visiting clinical areas, adhere to infection control measures, including hand hygiene and sanitation protocols.
13. **No Solicitation:** Avoid any form of solicitation, promotion, or marketing activities within the college premises without prior approval from the college administration.
14. **Leaving the Premises:** Visitors should exit the college premises promptly at the designated closing time.



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Code of conduct in Marathi

आहेरून येणाऱ्या व्यक्तींसाठी मार्गदर्शक भूचना

दंत महाविद्यालयामध्ये येणाऱ्या सर्व आहेरील व्यक्तींनी ज्या भागात वर्ग, व्याख्याने किंवा संशोधन उपक्रम होत आहेत तेथे शांतता आणि आदरयुक्त वर्तन ठेवावे.

• नोंदणी प्रक्रिया :

सर्व आहेरून येणाऱ्या व्यक्तींनी नोंदणी विभागात योग्य ती माहिती देणे आवश्यक आहे तसेच महाविद्यालयीन कर्मचाऱ्यांनी प्रदान केलेल्या कोणत्याही विशिष्ट मार्गदर्शक तत्वांचे पालन करणे आवश्यक आहे.

• प्रतिबंधित क्षेत्रे :

महाविद्यालयाच्या परिसरात खासगी किंवा मर्यादा नसलेल्या जागा दर्शविणाऱ्या कोणत्याही प्रतिबंधित क्षेत्रांचा आणि चिन्हांचा आदर करा व त्यांचे पालन करा.

• पेशंटच्या विभागात शिष्टाचाराचे पालन करणे :

सर्व आहेरील व्यक्तींनी रुग्णांच्या विभागात शांतता राखावी जेणेकरून उपचारादरम्यान रुग्णांना व दंतसेवागतज्ञांना जास्त होणार नाही.

• लहान मुलांची काळजी घेण्याबाबत :

आहेरून येणाऱ्या व्यक्तींनी मुलांना सोबत घेऊन येत असल्यास त्यांच्या सुरक्षिततेला कोणताही धोका निर्माण होणार नाही व शैक्षणिक वातावरणास जास्त होणार नाही याची दक्षता घ्यावी.

• भूचनांचे पालन :

महाविद्यालयीन कर्मचारी, प्राध्यापक, सदस्य किंवा सुरक्षा कर्मचारी यांनी दिलेल्या कोणत्याही भूचनांचे त्वरीत आणि अंकोच न करता पालन करावे.

• धूम्रपान, अल्कोहोल आणि इग्ज :

महाविद्यालयाच्या परिसरात दारू, खेकायदेशीर इग्ज किंवा धूम्रपान करण्यास अक्षत मनाई आहे.

• मालमतेचा आदर :

महाविद्यालयीन सर्व मालमत्ता, उपकरणे आणि सुविधा यांचा काळजीपूर्वक वापर करावा तसेच कोणत्याही प्रकारची हानी झाल्यास त्वरीत महाविद्यालयीन कर्मचार्यांना कळवावे.




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Code of Conduct in Hindi

आगंतुकों के लिए आचार नियमावली

आगंतुकों से अनुसंधान है कि जो दंत महाविद्यालय में शांति एवं संयम बनाए रखे खासकर उन हिस्सों में जहाँ अध्यापन एवं अनुसंधान कार्य हो रहा है।

- पंजीकरण प्रक्रिया (रजिस्ट्रेशन) :

सभी आगंतुक रजिस्ट्रेशन विभाग में उचित जानकारी देकर रजिस्ट्रेशन करें एवं महाविद्यालय के कर्मचारियों द्वारा दिए गए दिशा निर्देशों का पालन करें।

- प्रतिबंधित क्षेत्र :

दंत महाविद्यालय के किसी भी सीमित क्षेत्र और आंकैतिक चिन्हों का आदर करें और उनका पालन करें।

- स्वच्छता कक्ष में शिष्टाचार का पालन करें :

सभी आगंतुक दंतचिकित्सा एवं उपचार विभाग में शांति बनाए रखे ताकि इलाज के दौरान स्वच्छता एवं दंतचिकित्सकों को परेशानी ना हो।

- अच्छों की देखभाल :

आगंतुक अपने साथ में आए हुए अच्छों की सुरक्षा का ध्यान रखे और साथ ही महाविद्यालय के शैक्षणिक वातावरण में कोई आधा ना हो इसका खयाल रखे।

- निर्देशों का पालन :

दंत महाविद्यालय के कर्मचारी, प्राध्यापक, सहायक एवं सुरक्षा कर्मचारी इनके द्वारा दिये गये सभी निर्देशों का तुरंत और बिना संकोच पालन करें।

- धूम्रपान, शराब एवं नशीले पदार्थ :

दंत महाविद्यालय के क्षेत्र में धूम्रपान, शराब एवं नशीले पदार्थ का सेवन करना सख्त मना है।

- संपत्ति के प्रति सम्मान :

महाविद्यालय की सभी संपत्ति, उपकरण एवं सुविधाओं का सम्मानपूर्वक उपयोग करें। किसी भी प्रकार की हानी या नुकसान होने के बाद तुरंत महाविद्यालय के कर्मचारियों को सूचित करें।



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