

PANDIT DEENDAYAL UPADHYAY DENTAL COLLEGE,
SOLAPUR



Code of Conduct

Student – Under graduate and post graduate

- The students should strictly adhere to the dress codes, batches and id cards.
- Minimum attendance of 75% (theory) & 80% (Practical) is mandatory in each subject as per MUHS, Nashik guideline for appearing in University exam.
- All academic activities like attendance to theories and practical classes, all internal and university examinations are compulsory.
- Use of mobile phones, laptops, ipads are strictly prohibited during hours. If found, instruments will be sealed and fined.
- Students with less attendance will not be allowed to appear in the university exams.
- Students are encouraged to be updated with all academic and non academic activities displayed on notice board.
- Students are encouraged to maintain clean campus, save water and electricity and maintain green campus. Students harming any of the above will be punished.
- Students are encouraged to maintain discipline and harmony in the campus amongst themselves.
- Possessing of weapons, inflammable items, firecrackers of any kind are strictly prohibited.
- Students are encouraged to maintain dignified behavior in the society to uphold the honor of the institution.
- Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the Dean or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the Dean. No information or report should be sent to press or board-casting agencies & placement companies without the permission & approval of the Dean.
- All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.

- While attending institute functions, the students will conduct themselves in such a way as to bring recognition/ honor to themselves & to the Institute.
- As per provision of the Maharashtra Act XXXIII (Maharashtra Prohibition of Ragging Act) those found indulging in ragging will be prosecuted according to the act.
- Students seeking absence from academic activities for stipulated time period should submit written application to the authorities through proper channel. The medical leave will be approved only after medical certificate by the medical board of NKPSIMS Nagpur.
- Strict disciplinary action will be taken against any act of indiscipline or misconduct, violation of General and Academic Rules & Regulation of the institute & guilty of sexual harassment of any kind.

Student's Hostel

- 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
 - Ragging
 - Use of abusive language.
 - Physical violence.
 - Consumption of alcohol, narcotics.
 - Keeping unauthorized items.
 - Any group activity
 - 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.
- Students are not allowed to enter rooms of the other students and use their possessions without their prior permission.
- 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 the them.
- Hostel accommodation can only be changed by the management if they find it essential.

Faculty

- No discrimination against any employee based on age, sex, religion, region, caste etc.
- Right to be treated with respect and dignity.
- Right to be paid wages as per the applicable government rules and regulation.
- Right to be heard (grievance redressal).
- Open door policy: any employee has the right to voice his/her opinion to higher authorities within the organization.
- Right to know the risks and hazards of specific job on health before employment with the organization.
- Right to avail informed leaves as per the policies of the organization.
- Right to avail weekly off as per the policy.
- Right to avail salary on time, as applicable.
- Right to know details of performance appraisal regarding weaknesses and improvement required , status of grading etc.
- Right to be appraised for growth and development within the organization; based strictly on merit.
- Right to information regarding key performance indicators and key deliverables, to enable understanding of the role.
- Right to seek clarification and obtain information, on any item in the accounts of the establishment.
- Right to have equal opportunities of employment regardless of age , gender , caste , region , religion and economic strata.
- Right to have all training and orientation as per the job specification.
- Right to get all the benefits of employment at par with other employees.

- PF contribution of employee is 12% of salary. Same contribution will be given by the employer also.
- ESIC contribution of employee is 1.75 % of salary. While ESIC contribution of employer is 4.75 of salary.
- Collective bargaining is the negotiation process that takes place between an employee and a group of employees when certain issues arise.
- It is Negotiation of issues or conditions of employment by an organized body of the employees and the employer.
- Negotiations often relate to regulating such issues as working conditions, employee safety, training, dismissals and layoffs.
- A legislation written to ensure an employee's safety, health and wellbeing in the work place.
- It is the employer's responsibility to ensure that an employee is protected while at work.
- To adhere to professional work practices as per the hospital's rules, regulations and practices.
- To provide complete and accurate information to the hospital management during employment process.
- To learn and follow safety rules and practices that has been established for the job position. Employer can't discipline the employee for willful violations of safety rules or standard. Every employee has to comply with safety standards & protocols; wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the supervisor; report the job related injuries; and seek treatment promptly.
- To maintain confidentiality. Employees should not divulge confidential data/ secrets or any other valued information gained during the employment to any other individual or institution while in service or even after leaving the service.
- To treat patients , patients relatives, clients, co-workers with respect and dignity.

- To understand and adhere to patients right and responsibilities.
- To report for duty on time.
- Employee represents the hospital, so they should behave professionally on & off the job and should come in descent formal clothing. Employees should be strictly prohibited for consuming any kind of toxic substances (tobacco, pan masala, or alcohol) on and off their job.
- To avail leave after sanctioning it from HOD & intimation to HR department.
- To use mobile phone of the hospital for official purpose only.
- Not to interfere or misuse of any material resources provided by the hospital. To ensure office stationary is minimally used and not misused. To switch off Fan/A.C/Light Computer etc. while leaving the work place.
- To accept, where applicable, adoption to the environment to ensure a safe and secure stay in the hospital for self ,co-workers, patients and others.
- To follow the dress code policy of the institute.
- To inform HR department in writing if there is any change in the permanent/ local address.
- To mark the attendance daily in the biometric machine at the time of arrival and departure from the institute.
- To report immediately to the hospital management or HR about untoward incident, dangerous unsafe practice, any king of malpractice or corruption and any type of harassment.
- Employee should not put the organization in any legal or financial trouble due to their off-the –job behavior.
- All the staff members should enroll their bio metric punching (in and out) on daily basis.