



**MAHATMA GANDHI MISSION'S DENTAL COLLEGE &  
HOSPITAL**

Accredited by NAAC with "A" Grade  
Plot No. 1 & 2 Sector-01 (Old 18 & 19),  
Kamothe, Navi Mumbai- 410209  
E-Mail ID: [mgmdch@mghmmumbai.ac.in](mailto:mgmdch@mghmmumbai.ac.in)



**CODE OF CONDUCT**

**The code of conduct for dental students**

- Appropriate clinical attire
- Professional behavior and attitude
- Dental Chair and chair-side/cubicle cleanliness sterilization
- Patient treatment and patient related assignment
- Oral health related work done record entries
- College Dress code

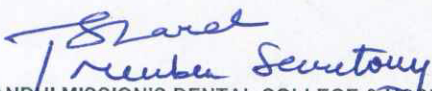
A. All dental students are obligated to maintain higher standards of moral and ethical behavior and to conduct themselves in a Nobel professional manner at all times during college. This applies to the lecture classroom, clinics, oral pathology and other laboratory, and other institutional facilities; externships, various community services, or get together of professional organizations.


B. Professional and Ethical behavior by dental students is characterized by honesty, compassion, kindness, integrity, fairness and charity including all professional circumstances; respect for the various rights, differences, and property of others colleagues; concern for the betterment of patients, competence in the delivery of care, and preservation of confidentiality in all situations where this is warranted.

C. All dental students are obligated to report unethical evidences and violations of the honor code to the appropriate body at the dental school.

I. Patient Autonomy ("self-governance"). The budding dentist has a duty to respect the patient's various rights to self-determination and confidentiality.

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### **Informed Consent and Refusal**

1. Students should conduct a complete thorough discussion with each and every patient. This must be repeated whenever there are substantive changes or additions to the treatment plan.

Discussion should include:

- a. Diagnoses of complains
- b. Treatment Plan for the dental problem
- c. Prognosis
- d. Risks/Benefits
- e. Alternatives

- The discussion should be in simple understandable terms and enable a reasonable patient in the patient's position to make an informed decision regarding care, except in emergencies, when risks are unknown, commonly known or the patient waives the right of disclosure.

2. Students should convince the patient of the ill consequences of not accepting treatment. The patient has a right to an informed refusal which should be honored by the student.

Patient Confidentiality

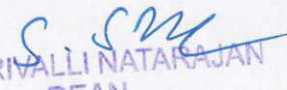
3. Should follow HIPAA Guidelines.

II. Non-maleficence ("do no harm"). The student dentist has a duty to refrain from harming the patient in any form.

- A. Treatment plans should be determined according to patient requirement as opposed to unmet requirements of the student.
- B. No treatment procedures should be started without instructor authorization, and all dental procedures should be evaluated by the instructor upon completion.
- C. Referrals to residents, specialists, or staff members should be made when the severity and complexity of the cases exceeds the student's ability to meet the standard of care. The referring student should inform the patient who will be responsible for dental maintenance and the treatment, and the reason for referral.
- D. Dental Students should execute discretion in treating family members due to problems associated with medical history disclosure, confidentiality, objectivity, and professionalism.

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E. Students must never perform dental procedures while in an impaired condition, regardless of the source of the impairment.

III. Beneficence ("do well"). The student dentist has a duty to promote the patient's welfare and the wellbeing.

A. Dental Students are encouraged to participate in community outreach programs in order to improve the dental health of the public.

B. Students should execute access to care for dental patients who are unable to receive care due to physical or mental disability or financial hardship.

C. Student dentists will encourage an environment that supports respectful and collaborative relationships for all those involved in oral health care and education.

IV. Justice ("fairness"). The dental student has a duty to treat people fairly.

A. Ethnicity, religion, sex, sexual orientation, age, national origin, disability, gender identity, gender expression or infectious disease status should not influence whether or not a patient is accepted by a student to receive care. Furthermore, all the dental patients should be treated with the same level of compassion, kindness and respect.

B. Sexual harassment between colleagues, between health care provider and patient, and between students and faculty or residents is not acceptable and must be reported when found.

C. The dental Students must report suspected abuse/neglect of the patients to an appropriate instructor (Authority for that complaint)

D. Students should follow respect when working with human cadavers.


V. Veracity ("truthfulness"). The dental student has a duty to communicate truthfully.

A. The dental student should not cheat, plagiarize, forge, or falsify official records, patient charts, or examinations.

B. The student should not participate in offensive activities involving theft and/or vandalism of dental college or student property.

C. The dental student will conduct research in an ethical manner and abide by all guidelines set by their institution's Institutional Review Board.

D. The dental Students have the responsibility and duty of protecting the integrity of the profession by reporting any suspicions of unethical behavior.

  
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### Code of conduct for Teaching faculty

It is not feasible to enlist all the forms of behavior that are considered unacceptable in the workplace. There are following few examples of infractions of rules of conduct that may result in disciplinary and legal action, up to and including termination of employment:

- Theft or improper removal or possession of any property or tampering time keeping/salary related records of employees.
- Illegal use of College property, facilities, or resources.
- Working under the influence of alcohol or illegal drugs during college hours
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the institution, while on duty, or while operating college-owned vehicles or equipment.
- Carrying weapons or explosives on the College campus which includes all buildings, spaces and motor vehicles on college property.
- Carrying dangerous or unauthorized materials in the workplace.
- Negligence or inappropriate conduct leading to damage of college, student, or employee-owned property
- Sexual or other unlawful harassment or discrimination in the campus
- Fighting, threatening violence, or causing harm to others in the institution
- Behavior that prevents demoralizes others from doing their work

Insubordination or other disrespectful conduct in the institution

Violation of safety or health rules

Smoking in dental campus

Excessive absenteeism or any absence without prior notice

Unauthorized absence from work place during the workday

\* Unauthorized or illegal use of telephones, e-mail system, or other institutional owned equipment

Unauthorized disclosure of confidential information


\* Furnishing incorrect information regarding previous employment, marks, qualifications etc.

\* Sleeping while on duty during college hours

Selling, attempting to sell or promoting the sale of non-college merchandise while in College campus

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Use of College supplies, equipment, property, or services to carry out private business ventures \* Violation of HR policies.

\* Violation of local, state, or central laws, rules and regulations.

\* Any willful behavior that results in the destruction of college property or brings injury to another employee \* Unsatisfactory performance or conduct \*

  
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## Code of conduct for Administrative Faculty

Engaging in works, profession or business other than that of the college

1) Compliance with Laws and Regulations, Rules and Policies Employees and individuals representing MGM Dental college & Hospital must transact college business in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and nondiscrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions. All employees and individuals representing the college should recognize that noncompliance may have adverse financial and other disciplinary consequences for them and for the college. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.


2) Conflict of Interest- A conflict of interest exists when a college member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the college. All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college and institution. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a college member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following: Disclose clearly and fully in writing to the immediate HOD with the nature of the decision or transaction and the potential conflict of interest. Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or the processing of the transaction. No gifts or services from vendors should be accepted.

3) Consulting and Outside Employment If a person is a full-time employee of the college, the employee's main employment responsibility is institution. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be obtained in advance from the Principal, Director and College Authorities.

4) Non Competition Obligation During the period of your employment with the institution and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently,

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jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/or in any other like capacity: disclose any Confidential Information or trade secrets of institution to any third party, including, without limitation, any competitors of institution, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of institution), or to the detriment of institution, or disclose to anyone the identities and other related information of any of MGM DCH ' clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of institution. During the course of the employment at MGM DCH, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

5) Intellectual Property Rights and Copyright Ownership ITSDCHRC-Greater Noida, respects the ownership of intellectual material governed by copyright laws. College Employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult ITSDHRC- Greater Noida's Intellectual Property Policy. Use of the college's seal and letterhead is restricted to college business. Questions regarding use of the seal and letterhead should be referred to the College Authorities.

6) Proper Use of College Property and Funds All equipment and material is the property and/or the responsibility of institution unless otherwise clearly indicated. All employees must ensure that college resources are used only for intended purposes for the institutional use only. College employees have an obligation to manage the College's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the college that are under their control. College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. This equipment and material is to be utilized in the most effective and efficient manner possible towards the accomplishment of university goals and objectives. College resources may not be converted to personal use, either for oneself or another person.

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7) Accuracy of Records and Reporting – Financial & Academic The records, data and information owned, used, and managed by the institution must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the business & academic operation of the college. Institutional employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the College Authorities. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty and responsibility. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

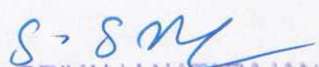
8) Acceptable Use of Campus Network and Computing System It is the responsibility of every employee of the college to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at institution, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. Dental institutional computing systems are college resources and are provided to college employees for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college are also unacceptable on the network, computing systems and other electronic services including the following: • Harassment in any form. • Failure to respect the rights and property of others. • Forgery or other misrepresentation of one's identity. • Accessing inappropriate materials/contents. • Downloading and distribution of copyrighted materials without the permission of the copyright owner.

9) Reporting Suspected Violations or Concerns at MGM DCH, Ethics Code compliance efforts focus on teaching college employees standards that require adherence. Nevertheless, violations may occur. In addition, Employees of the Dental College may have concerns about matters that they are not sure represent violations. Therefore, college Employees should report suspected violations or concerns about these standards promptly to one of the following college offices: Principal, and Director & College Authorities. Grievance committee is made if some wants to make reports regarding any violations.

10) For any violations of above code of conduct legal court procedures can be executed.

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### Code of Conduct for Patients

- Patients entering in the dental college should maintain silence in the dental hospital.
- Patient should not spit anywhere in the dental campus area.
- Patient should not smoke or consume alcohol in the premises.
- Patient should not misbehave with the doctors and the paramedical staff.
- Patients should maintain the queue in the OPD, Billing Section and Treatment Area.
- Patients should follow their appointments for the treatment on given date and time.
- Patient should reveal correct medical and dental history.
- Patient should read the details written in the inform consent carefully before signing it and before the treatment.

  
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