



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

Affiliated to Pondicherry Central University, Recognized by Dental Council of India

Chalakkara, P.O. Pallor, Mahe-673 310

U.T. of Puducherry. Ph : 0490 2337765

7.1.9: Code of conduct handbook exists for students, teachers and staff including the Dean / Principal / officials and support staff.

- 1. the code of conduct is displayed on the website**
- 2. there is a committee to monitor adherence to the code of conduct**
- 3. institution organizes professional ethics programs for students, teachers and academic and administrative staff.**
- 4. annual awareness programs on the code of conduct are organized**

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CERTIFICATE OF HEAD OF INSTITUTION



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Dr. ANIL MELATH, MDS.,

PINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our institution has code of conduct handbook for for students, teachers and staff including the Dean / Principal / officials and support staff.

1. the code of conduct is displayed on the website
2. there is a committee to monitor adherence to the code of conduct
3. institution organizes professional ethics programs for students, teachers and academic and administrative staff.
4. annual awareness programs on the code of conduct are organized


DR ANIL . M
PRINCIPAL



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CODE OF CONDUCT

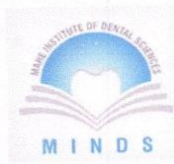


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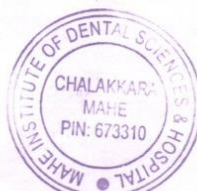
INTRODUCTION:

Codes of conduct are the List of rules and regulations to be followed within the Institution. These are applicable for the staffs, students and employees of the institution.

Code of conduct for students:

1. All students should adhere to strict discipline within the college campus.
2. Students should work with best interest in patients and well-being of the community.
3. All students should strictly adhere to professional ethics.
4. Students should maintain decorum of the institution within campus.
5. All documentations of their theory, pre-clinical and clinical works should be completed in stipulated time of academic calendar.
6. Any in-disciplinary actions will be scrutinized strictly.
7. No act of violation of law such as weapon handling, man handling, etc will be allowed within the campus.
8. Students should not use mobile phones during their offline theory classes and during pre-clinical and clinical postings.
9. Regular attendance percentage is encouraged and no act of taking leave without prior permission or intimation to concerned faculties will be entertained.
10. Student will be allowed to appear for university examinations if and only if he/she fulfills the attendance percentage and no lenience will be granted on this issue. Absence due to medical concerns needs to be addressed to the head of institution and concerned head of department with supporting documents.
11. Students should have their own instruments during their pre-clinical hours. They should make sure strict sterilization of their instruments before operating on a patient in clinical hours.
12. Students should treat patients with humanity, humbleness and provide the right possible treatment ethically.
13. Students should dispose the biomedical waste generated during clinical postings in the concerned color coded bins. Should behave modestly and should not use unparliamentary language with patients.
14. Students should appear for their internal examinations without fail.
15. Ragging in any form of act is strictly prohibited in the campus. If found guilty and proven, stern disciplinary actions will be taken.

Dress code: all students should wear white coat during their pre-clinical and clinical hours.



Dr. Anil K. Singh, MDS
Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry



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1. Male students should wear formal attire as tucked in shirt and pant. Should wear formal shoes and no T-shirts or Jeans are allowed.
2. 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 staffs:

1. All staffs must dress in a modest way during college working hours.
2. Should be responsible and should support for the orchestration and productivity of institutional activities.
3. Should perform their duties within their limits with consistently with diligence.
4. No teaching staff should discriminate students based on their caste, creed or colour, gender etc and should have no partiality.
5. Staffs should apply for leave beforehand. If not should intimate the concerned HOD and Principal on the day of leave before commencement of college and alternate arrangements should be made.
6. During classroom teaching staff should have high standards of teaching, use all technical aids to teach the subject to students. They should make sure they listen to the classes taken and they understand the subject.
7. During pre-clinical and clinical hours, teaching staff should make sure students improve on their dexterity, patient management and clinical skills.
8. Teaching faculty must make sure that students follow professional ethics.




Dr. Anil Meloth, MDS
Principal

Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Pallor, Mahe-673310
UT of Puducherry



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CODE OF CONDUCT FOR STUDENTS

1. All students should adhere to strict discipline within the college campus.
2. Students should work with their best interest in patients' and the well-being of the community.
3. All students should strictly adhere to professional ethics.
4. Students should maintain the decorum of the institution within campus.
5. All documentation of their theory, pre-clinical and clinical work should be completed within the stipulated time of the academic calendar.
6. Any in-discipline actions will be scrutinised strictly.
7. Ragging in any form is strictly prohibited on the campus. If found guilty and proven, strict disciplinary actions will be taken.
8. No illegal acts, such as weapon handling, man handling, and so on, will be permitted on campus.
9. Students should not use mobile phones during their offline theory classes and during preclinical and clinical postings.
10. Regular attendance is encouraged, and no act of taking leave without prior permission or notification to the relevant faculties will be tolerated.
11. Student will be allowed to appear for university examinations if and only if he/she fulfils the attendance percentage, and no lenience will be granted on this issue. Absence due to medical concerns needs to be addressed to the head of institution and the concerned head of department with supporting documents.
12. Students should have their own instruments during their pre-clinical hours. They should make sure of strict sterilisation of their instruments before operating on a patient in clinical hours.
13. Students should treat patients with humanity and humility and provide the best possible treatment ethically.
14. Students should dispose of the biomedical waste generated during clinical postings in the concerned color-coded bins, should behave modestly and should not use unparliamentary language with patients.
15. Students should appear for their internal examinations without fail.

DRESS CODE:

1. All students should wear white coats during their pre-clinical and clinical hours.
2. Male students should dress formally, with tucked-in shirts and pants. They should wear formal shoes, and no T-shirts or jeans are allowed.
3. Female students should wear modest dresses. Their hair should be tied up and should not hinder them during clinical hours. No jeans or T-shirts will be allowed.

PRINCIPAL

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Affiliated to Pondicherry Central University, Chalakkara, Pallor,
Mahe - 673 310, www.mahedentalcollege.org

 **GPS Map Camera**

 Thu, 01/05/2025, 2:34:00 PM
PGCQ+29C, Pallor, Mahé, Puducherry
670672, India
Lat: 11.7198°, Long: 75.5382°
☁ 27.37°C 🌬 3.81m/s 💧 77%



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**THE LIGHT OF WISDOM
FOR AN INSPIRED
FUTURE**

MINDS
**MAHE INSTITUTE OF
DENTAL SCIENCES & HOSPITAL**
Accredited by NAAC with A+ Grade
Post-Graduate Institute
Affiliated to Pondicherry Central University
Chalakkara, Mahe- 673 310 | U.T of Puducherry
In between Kannur & Kozhikode

STUDENT HANDBOOK

11:55:57
Tue, 15/10/2024, 11:55:57 AM
PGCQ+29C, Palloor, Mahé, Puducherry
673310, India
Lat: 11.7199°, Long: 75.5382°
27.24°C 0.5m/s 81%

Chalakkara, Palloor, Mahe - 673 310 - UT of Puducherry
Phone : 0490 2336188/89/90/91
Email : principal@mahedentalcollege.org

www.mahedentalcollege.org
principal@mahedentalcollege.org
0490 2336188/89/90/91

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CODE OF CONDUCT

INTRODUCTION:
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Code of conduct for students:

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12. Students should treat patients with humanity, humbleness and provide the right possible treatment ethically.
13. Students should dispose the biomedical waste generated during clinical postings in the concerned color coded bins.
14. Students should appear for their internal examinations without fail.
15. Ragging in any form of act is strictly prohibited in the campus.

If found guilty and proven, stern disciplinary actions will be taken.

DRESS CODE:

- **First BDS:** All students should wear white coat during the pre clinical & clinical hours.
- **2nd BDS-4th BDS:** All students should wear scrubs with formal black shoes.
- **Male students:** should wear formal attire as tucked in shirt and pant. Should wear formal shoes and no T-shirts or jeans are allowed.
- **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.

11:50:39
Tue, 15/10/2024, 11:50:39 AM
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673310, India
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RULES AND REGULATIONS

LIBRARY RULES AND REGULATIONS

- Staff and students of MINDS MAHE can use the library.
- The library will be opened on all working days from 9am - 9pm.
- Strict Silence should be observed in the library.
- No person shall write upon, damage, or make any marks on any book belonging to the library.
- Readers should keep their personal belongings in the locker provided, while entering the library.
- All the books in the library are for reference purpose only.
- No eatables allowed inside the library.
- Internet facility to be used only by prior permission. You will be monitored for the sites that you are accessing.
- Xerox facility is available in the library.
- Use of mobile phones are strictly banned inside the library.
- Group discussion is not allowed in the library.
- No carrying aprons, no casual wear allowed inside the library except for holidays. Decent attire to be followed when using the library even on holidays.
- No arguments to the librarian or assistant librarian permitted. Their decision regarding discipline will be final.
- Entry to be made while arriving and departing from the library during the use of library hours.

- No student will be permitted in the library without identity card.

HOSTEL RULES AND REGULATIONS

1. All inmates are strictly instructed to observe the Hostel timetable without fail.
2. Ragging of any form inside the Hostel & Campus is strictly banned.
3. No request for change of rooms in the middle of the Academic year will be allowed.
4. Inmates are liable for fine if found any damage to Hostel properties.
5. Inmates are not allowed to have additional electricity fittings such as Iron box, Kettle, Induction Cooker, Heater etc in the room.
6. Inmates should make sure that the lights, fans, and mobile chargers are switched off and water taps are closed after use.
7. Day scholars are not permitted in Hostel.
8. Cooking is not allowed inside the Hostel. All inmates should take food from College Mess only.
9. Movement registers are to be compulsorily entered by the Students indicating their departure and arrival timings at the Hostel.
10. Admission in between the Academic year is not generally permitted. In exceptional situation the right of admission is solely reserved with the discretion of Hostel committee.
11. Inmates are not permitted to convene meetings of any sort in the Hostel or its premises without the written permission of the Warden/ Asst. Warden.
12. Inmates are forbidden from ill treating any of the Hostel Attendees and shouldn't have any dealings with them.
13. Inmates are strictly advised not to have money or valuables in their rooms. The Hostel authorities will not be responsible for any loss of money or valuables of the Students.
14. Compulsory study hours for students in the Hostel will be from 7.30 p.m to 9.30 p.m. No inmates shall create nuisance to other inmates during these hours.
15. Any history of illness and medicine intake to be reported to the respective warden.
16. All inmates should leave the Hostel for their respective classes 15 minutes before the start of the session.

11:50:52
Tue, 15/10/2024, 11:50:52 AM
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