



CODE OF CONDUCT (COC) POLICY

PURPOSE

Be prerequisite in establishing ethical and inclusive culture among the members of the institute.

OBJECTIVE

1. To propose or to revise the rules and guidelines for regulating workplace behavior and conduct, for approval by the concerned Heads in the Institution
2. To ensure the sense of responsibility towards their work at the workplace
3. To create an unbiased and fair working environment for every employee
4. To have a set standard of practice, policy and manual for smooth working of the institution.
5. To ensure compliance and commitment to the organizations goals and objectives.
6. To serve as a guiding principle for professional conduct

MEASURES

A student charged with a violation of standards of conduct shall be given written notice containing the following elements:

- a. The charge or charges describing the alleged violation and the identity of the plaintiff(s).
- b. The date, time and place of the COC hearing. The defendant will be notified at least one week prior to the Committee hearing in order to allow time to prepare a defense.
- c. A copy of the Code of Professional Conduct and a description of the defendant's rights, including: 1) the right to be present at the hearing. 2) the right to submit a written response to the specific charges set out in the notice letter. (If a written response is to be submitted, it must be forwarded to the Committee within a specified time period.) 3) the right to request a review of his or her student file by appointment in advance of the hearing.
- d. Notice that the defendant may bring witnesses to the hearing. Not later than two days before the hearing, the defendant must notify the COC member secretary of the identity of any witnesses to be called on his or her behalf.
- e. Notice of the identity of witnesses listed by the plaintiff. (Both the plaintiff and defendant may submit a list of witnesses who shall be called to testify insofar as the COC determines that their testimony is relevant.)
- f. Notice that the defendant has the right to be advised by an attorney, and that he/she will notify the Committee whether he/she will do so within a time period specified by the Committee.
- g. A statement that the notice may be amended and such amendments will be sent to the defendant at any time prior to the hearing. Notice that if such amendment is prejudicial to the defendant's case, he/she has the right to request the hearing be rescheduled to a later date.
- h. Notice of all potential disciplinary sanctions listed under this as Disciplinary Definitions.



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PROCEDURAL GUIDELINES

To insure due process and fairness during the proceedings of the COC, these steps will be followed:

- a. The defendant is entitled to appear at the hearing, to hear summary statements of the accusations, to provide the Committee supporting oral and documentary information, to make opening and closing statements, to call and question witnesses testifying for or against him or her, and to rebut any information presented. Failure of the defendant to appear at the hearing shall not preclude the Committee from making its recommendations to the Dean based upon its findings and conclusions.
- b. The defendant and plaintiff do not have the right to be present during deliberations of the Committee. The Committee may question the defendant and summon, present, and reasonably question any witnesses as needed.
- c. The defendant may be accompanied by the advisor of his/her choice.
- d. The plaintiff may be present to hear all testimony, to question witnesses, to provide supporting information, and to rebut information presented by the defendant.
- e. Only the evidence presented at the hearing will be considered in determining whether the Code of Professional Conduct was violated.
- f. The Committee will have access to procedural files of cases similar in nature for consistency in their decision-making. Any records of the defendant's previous violation of the Code of Professional Conduct will be made available to the Committee only after a decision is reached concerning the present charges. However, previous records will be available prior to determining what sanction is to be imposed and may be considered during deliberations for the imposition of sanctions in the current case.
- g. Hearings conducted by the Committee will be held in closed session to preserve confidentiality, except when the defendant requests a public hearing and the Committee approves the request.
- h. All proceedings of the Committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties permits.
- i. An adequate record of the proceedings will be kept. At a minimum, such a record would include a tape recording of the Committee hearing. All parties present shall be informed that the proceedings are being recorded.
- j. All matters brought before the Committee will be handled in the strictest confidence; and it shall be the responsibility of the members to insure such confidentiality by every means.
- k. At the completion of the hearing, the COC will recommend to the Dean one of the Disciplinary Outcomes described in the next section.
- l. The Dean will make the final decision and provide the defendant with a written notice of his/her decision. If the decision is other than exoneration, the notice shall include the violation; the disciplinary outcome applied; the period of time involved for application of the outcome; any conditions to be met during the sanction and/or any restitution to be made for damage or loss to the University, other property, or injury to persons; and notice that failure to make arrangements for such restitution will result in cancellation of the defendant's registration and any subsequent registrations; and notice of his/her right to appeal the Dean's decision, within 21 calendar days, in



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writing to MUHS, Nashik. If dismissal is the sanction applied, the Dean will make such a recommendation which will be forwarded to the management of institute.

m. Final action on disenrollment of the defendant will be taken only after final confirmation is received from the university/management.

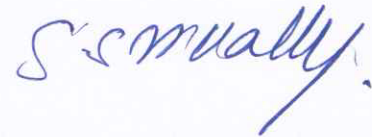
n. The Dean shall forward a copy of the disciplinary letter and all COC materials related to the case, all documentary or other physical evidence produced or considered in the proceedings and all recorded testimony to the defendant's disciplinary file. Retention of such files will be maintained in accord with the University and management rules and regulations.

DISCIPLINARY SANCTIONS DEFINITION

The following definitions of disciplinary sanctions have been established to provide consistency in the application of sanctions for students/faculty/staff:

- a. Exoneration: Formal clearance of charges alleged.
- b. Reprimand: Written reprimand issued when the violation of the Code of Professional Conduct is not sufficient to call for Disciplinary Probation.
- c. Disciplinary Probation: Formal action placing conditions upon the student's continued attendance for violations of the Code of Professional Conduct. Disciplinary probation warns a student that any further misconduct will automatically raise the question of dismissal from the School. Disciplinary probation may be for a specific term, or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the School.
- d. Suspension: Suspension of student enrollment for a stated or an indefinite time period.
- e. Dismissal: Dismissal, either temporary or permanent.
- f. Restitution: Compensation for damage or loss to the University or other property, and for injury to persons.


Code of Conduct Committee
Member Secretary



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