



## CODE OF CONDUCT HANDBOOK



# **INDEX**

<b>Sr.No.</b>	<b>Content</b>	<b>Pg. No.</b>
<b>1</b>	<b>About Dean &amp; Additional Director (Dental)</b>	<b>1</b>
<b>2</b>	<b>Welcome note from Dean &amp; Additional Director (Dental)</b>	<b>2</b>
<b>3</b>	<b>Oath</b>	<b>3</b>
<b>4</b>	<b>Vision and Mission</b>	<b>4</b>
<b>5</b>	<b>General rules and regulations of college</b>	<b>5</b>
<b>6</b>	<b>Curriculum</b>	<b>7</b>
<b>7</b>	<b>Academic Calendar</b>	<b>9</b>
<b>8</b>	<b>Time table</b>	<b>10</b>
<b>9</b>	<b>Code of ethics for Staff</b>	<b>15</b>
<b>10</b>	<b>Code of ethics for Students</b>	<b>17</b>
<b>11</b>	<b>Rights and duties of staff</b>	<b>19</b>
<b>12</b>	<b>List of faculty members</b>	<b>21</b>
<b>13</b>	<b>Hostel rules and regulations for students</b>	<b>24</b>
<b>14</b>	<b>Anti ragging policy</b>	<b>28</b>
<b>15</b>	<b>Other important contact numbers</b>	<b>33</b>
<b>16</b>	<b>Code of Conduct Monitoring Committee</b>	<b>34</b>

## **ABOUT THE DEAN & ADDITIONAL DIRECTOR (DENTAL)**



**Dr.Girish Parmar**, Dean & Additional Director (Dental) , has taken on his responsibilities with remarkable enthusiasm. A strict administrator, known for his leadership qualities .He earned his Bachelors as well as Masters Degree(Conservative Dentistry & Endodontics) from GDCH, Ahmedabad. He began his teaching career thereafter and soon rose to the post of ‘Head of the Dept’ at the age of 32. He passed his Ph.D degree in 2004 and went on to become the Dean of GDCH Ahmedabad next year.

A dynamic personality, Dr.Girish Parmar has many contributions in various books and scientific articles pertaining to his subject. He is always keen towards organizing various scientific lectures & workshops in order to benefit the students and faculty. He is awarded fellowships from various organizations like Royal Society of Health (London), World Health Organization (U.S.A.) & International College of Dentist (India and Sri Lanka Section). He is also awarded “Jewel of India” & “Life time achievement gold medal” award in the year 2005 for excellence in his field. He was Chief Investigator of WHO project on ‘Atraumatic Restorations’ in rural areas. He is also responsible for the quality of the institution’s academic programs. Our institution competes with the best institutions all over India in providing quality education and caters to different oral healthcare needs of the society. He has done an outstanding job in achieving its present state of the institute.

Institute will continue to scale new heights of the achievements in the near future under his able leadership.

## **WELCOME NOTE FROM DEAN & ADDITIONAL DIRECTOR**

It is rightly said “Education and Knowledge provide a good coordination between one’s mind and soul.” It is my proud privilege to be assuming the role of Dean, GDCH, Ahmedabad, one of the oldest Dental Institute imparting its services to the people of Gujarat and its neighbouring states established in 1963. The college has garnered a reputation for academic and scientific excellence and achievements. The mission of this institute is to educate and impart knowledge to its students, train them in the clinics and thereby render good service and care to the patients. In short we are all about **INCREASING ACCESS** to education and quality patient care.

Amongst the Government Colleges our institute has the highest number of undergraduate (BDS:125) as well as post graduate (MDS: 41) seats which are recognized by DCI. Institute also runs Ph.D course under the affiliation of Gujarat University. Our institute has a daily OPD of more than 500-700 from Gujarat as well as neighbouring states and provides quality treatment to patients. Our faculty members are highly skilled & proficient academicians and clinicians and continue to work hard to make our institute the best of its kind in the nation.

Our Institute releases its own indexed Scientific Journal (JGDCH) which contains review articles, interesting case reports and original research articles by the staff as well as students. Scientific lectures, seminars, and workshops are regularly arranged by the eminent speakers of national and international repute. The institute has secured modernized facilities and infrastructure required for research, education and clinical practice. We have the latest state of the art equipments in our institute. A library with a vast collection of books and scientific journals along with internet facility is available for the students.

Our institute has received **NABH** accreditation, the highest level of accreditation for hospitals in 2020. The institute has also received the **KAYAKALP** award in 2018, **NQAS** accreditation in 2019 & **SKOCH** award-Swasth Bharat in 2019. We regularly conduct the Academic Audit to assess performance of our students & teachers. We are committed to provide superior oral health care in our clinics and through our outreach activities, have prepared thousands of students to be excellent Dental Professionals.

We are continuing to work together in making our institute the one that fosters the highest level of clinical education and research, with cutting-edge facilities for students and faculty, and the one where patients are served in an environment that is welcoming and efficient. I encourage you to explore our website ([www.gdchahmd.org](http://www.gdchahmd.org)) to learn more about our institute, its faculty, education & activities. Join us on our journey to enhance the Oral and Dental health of our community.

## OATH

**I solemnly take this oath that:**

1. I shall strive to study the dental subjects with all sincerity.
2. I shall conduct myself with dignity and humanity.
3. As a student I shall always be polite and shall behave with a sense of responsibility towards the patients, fellow students and teachers.
4. I shall never behave in a way which might be disrepute to the college or damage the property of the college.
5. I shall abide by the rules and the regulations of the college.
6. May the Almighty give me strength and wisdom to observe the oath I take today

# **VISION AND MISSION**

## **VISION**

To evolve as an institution of excellence in the field of Dentistry for imparting quality dental education, research and oral health care at par with global standards.

## **MISSION**

Government Dental College and Hospital is committed to pursuit of exemplary standards of professional excellence in dentistry.

## **OBJECTIVES**

- To inspire academic excellence in the field of dental education through rigorous implementation of the course, along with innovative teaching-learning practices with continuous evaluation.
- To inculcate skills, ethics and values among students.
- To provide safe, affordable, accessible and evidence based oral health services in order to improve the oral health related quality of life of the community.
- To promote use of technology and foster global competencies among students.
- To quest for excellence by quality initiatives, enhancement, sustenance, assurance and quality culture.
- To contribute to national development by conducting quality research.

# **GENERAL RULES AND REGULATIONS**

(College Timings: 9.00 AM To 05.00 PM, Recess: 01.00 PM To 2.00 PM)  
(Saturday: 9.00 AM To 01.00 PM)

## **1. ATTENDANCE:**

Regularity in attending lectures and practical sessions is compulsory. Students must have attended minimum 75% of each theory and practical in each term to be eligible to appear for the annual exam at the end of each year.

## **2. DISCIPLINE:**

Discipline and decorum in the class is an absolute requirement from each student whether in college or hospital premises. Student should be polite and respectful with staff, patient, fellow colleagues and junior colleagues. Indiscipline shall be dealt strictly. Proper formal dress code with Apron and Nameplate should be worn by student at all times when attending practical classes. Ragging, in any form, is not permitted and severe disciplinary action would be taken in case any student is found to indulge in ragging. Every student is required to carry his or her identity card at all times and must produce the same when demanded.

## **3. INTERNAL EVALUATION:**

Every student is expected to take internal test at the end of each term and preliminary exams as scheduled. Score for each test /exam will constitute to total internal examination marks in theory and practical. Marks obtained in these exams will be later taken into account while computing internal evaluation marks for both theory and practical.

## **4. PAYMENT OF FEES AND DUES**

College tuition fees and other expenditure for journals and all other dues should be paid as per scheduled.

## **5. HOSTEL FACILITIES**

Hostel facilities are provided to UG and PG students in the newly constructed hostel building behind the college campus.

## **6. EXTRACURRICULAR ACTIVITIES**

While these activities have an important role to play in student's life they should not be indulged in at the cost of academics. These activities shall be encouraged by

the institute and students shall be motivated to participate in them by the college, however students should not remain absent from lecture / practical for the purpose.

## **7. STUDENTS/TEACHER RELATIONSHIP**

Interpersonal relationships between lecturers and students go a long way in the overall development and upliftment of students. All students are expected to discuss any problems with the staff and to communicate freely. However respect from students is expected for all teaching and non teaching staff members.

## **8. ANTI-RAGGING COMMITTEE**

The committee has been formed by the institute to prevent any untoward event due to ragging/gender harassment within campus. Any form of misbehavior by any person within the campus should be reported immediately to member of the concerned committee.



## THE CURRICULUM

The Government Dental College is affiliated to Gujarat University and follows new course curriculum as described by DCI. The UG course is of 4 years plus 1 year internship & the PG course is of 3 years

YEAR	SUBJECTS/THEORY	PRECLINICS/PRACTICAL	DURATION
I BDS	ANATOMY PHYSIOLOGY DENTAL ANATOMY AND DENTAL HISTOLOGY	PRACTICAL PRACTICAL PRACTICAL	1 YEAR
II BDS	GENERAL PHARMACOLOGY GENERAL PATHOLOGY/ MICROBIOLOGY DENTAL MATERIALS	PRACTICAL  PRACTICAL  PRACTICAL  PRECLINICAL PROSTHODONTIA PRECLINICAL CONSERVATIVE DENTISTRY	1 YEAR
III BDS	GENERAL MEDICINE GENERAL SURGERY ORAL PATHOLOGY	WARD/CLINICS WARD/CLINICS PRACTICAL	1 YEAR
IV BDS	ORAL DIAGNOSIS AND RADIOLOGY ORAL SURGERY ENDODONTICS PROSTHODONTICS PERIODONTICS PEDODONTICS PUBLIC HEALTH DENTISTRY ORTHODONTICS	CLINICS  CLINICS CLINICS CLINICS CLINICS CLINICS  PRE-CLINICS	1 YEAR

PG	ORAL DIAGNOSIS AND RADIOLOGY ORAL SURGERY ENDODONTICS PROSTHODONTICS PERIODONTICS PEDODONTICS ORTHODONTICS ORAL PATHOLOGY	CLINICS	3 YEARS

## ACADEMIC CALENDER

<b>MONTHS</b>	<b>ACTIVITY</b>
<b>July-August</b>	Commencement of 1 <sup>st</sup> term for 3 <sup>rd</sup> , 4 <sup>th</sup> year BDS
<b>August</b>	Orientation programme for , 3 <sup>rd</sup> , 4 <sup>th</sup> year BDS for student
<b>September</b>	commencement of 1 <sup>st</sup> and 2 <sup>nd</sup> year BDS
<b>September</b>	Orientation programme for 1 <sup>st</sup> and 2 <sup>nd</sup> year BDS
<b>October</b>	Orientation programme for Interns
<b>May to October</b>	Preclinical exercises for 1 <sup>st</sup> year MDS students
<b>November /December</b>	Clinical posting start for 1 <sup>st</sup> year MDS
<b>October /November</b>	Diwali vacation for BDS students
<b>November/December</b>	1 <sup>st</sup> terminal exam for BDS students
<b>October</b>	Cultural and sports activity for BDS & MDS students.
<b>November/December</b>	Start of 2 <sup>nd</sup> teaching term for MDS
<b>December</b>	Library thesis submission for 2 <sup>nd</sup> year MDS studnets
<b>December</b>	Dissertation submission for 3 <sup>rd</sup> year MDS
<b>December/January</b>	Start of 2 <sup>nd</sup> teaching term for BDS
<b>March</b>	2 <sup>nd</sup> terminal exam for BDS students
<b>March/April</b>	Prelim(MOCK) exam for 3 <sup>rd</sup> year MDS & Prelim theory exam paper 1 for 1 <sup>st</sup> year MDS (New syllabus)
<b>April/May</b>	University exam for 3 <sup>rd</sup> year MDS & University theory exam paper1 for 1 <sup>st</sup> year MDS (New syllabus)
<b>May/June</b>	Prelim exam for BDS students
<b>May</b>	Commencement of 1 <sup>st</sup> term for 1 <sup>st</sup> , 2 <sup>nd</sup> ,3 <sup>rd</sup> year MDS
<b>May</b>	Orientation programme for MDS student
<b>June</b>	Reading Vacations for BDS Students
<b>July</b>	Final university exam for BDS

**Note: Diwali vacation will not be given to 3<sup>rd</sup>, 4<sup>th</sup> BDS and MDS students as they have clinical posting. Oral surgery department is working 24\*7 as a part of civil hospital campus. Final dates of internal examinations will be circulated before 15 days and university examinations dates will be declared as per university circulars.**

# TIME TABLE

## GOVT. DENTAL COLLEGE AND HOSPITAL, AHMEDABAD

### 1<sup>ST</sup> B.D.S. TIME TABLE

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10	Anatomy lec	Physiology lec	DADH Lec	Physiology lec	Physiology lec	Physiology lec
10-11	Biochemistry lec	Anatomy lec	Physiology lec	DADH Lec	-DADH B Batch	-DADH A Batch
11-12	-Anatomy prac A batch	-Anatomy prac B batch	DM Prac A batch	-DM Prac B batch	-Prosthetic A Batch	-Prosthetic B Batch
12-1	-Physio/Bio B batch	-Physio/Bio A batch	- Physio/Bio B batch	- Physio/Bio A batch		
1-2	RECESS					
2-3	-DADH Prac A batch	DADH Prac B batch	-DADH Prac A batch	-DADH Prac B batch	DM Lec	-----
3-4	-Anatomy prac B batch	-Anatomy prac A batch	-Anatomy prac B batch	-Anatomy prac A batch	Anatomy lec	
4-5					DADH Lec	

**GOVT. DENTAL COLLEGE AND HOSPITAL, AHMEDABAD**

**2<sup>nd</sup> B.D.S. TIME TABLE**

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10	DM(PRAC)-A	PATHO (PRAC)-A	DM(PRAC)-A	DM(PRAC)-B	DM(L)	DM(L)
10-11	PATHO (PRAC)-B	DM(PRAC)-B	PATHO(PRAC)-B	PATHO (PRAC)-A	PATHO(L)	PATHO(L)
11-12	OP(PRAC)-A	OP(PRAC)-B	PATHO(L)	PATHO(L)	PHARM(L)	OP(L)
12-1	DM(PRAC)-B	DM(PRAC)-A	PHARM(L)	PHARM(L)	ENDO(L)	PROSTHO(L)
1-2	RECESS					
2-5	PROSTHO (PRAC)-A	PROSTHO PRAC-B	ENDO(PRAC)-A	ENDO(PRAC)-B	PHARM PRAC-A	
	ENDO(PRAC)-B	ENDO PRAC-A	PROSTHO PRAC-B	PROSTHO PRAC-A	PROSTHO PRAC-B	

**GOVT. DENTAL COLLEGE AND HOSPITAL, AHMEDABAD**

**3<sup>rd</sup> B.D.S. TIME TABLE**

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10	L Oral Path	L Oral Path	Med/Surgery	Med/Surgery	Med/Surgery	L Oral Path
10-11	L Operative	L Perio	Med/Surgery	Med/Surgery	Med/Surgery	L Pedo
11-12	L Prostho	L Med	Ortho/Oral Path	Ortho/Oral Path	L Med	L OD
12-1	L Surgery	L Surgery	Ortho/Oral Path	Ortho/Oral Path	L Oral Path	L OS
1-2	RECESS					
2-3	L Ortho	Dental Clinic	Dental Clinic	Community L	Dental Clinic	
3-4	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	
4-5	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	

**GOVT. DENTAL COLLEGE AND HOSPITAL, AHMEDABAD**

**FINAL B.D.S. TIME TABLE**

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10	L Prostho	L Oral Medicine	L Perio	L Comm.	L Operative	L Oral Surgery
10-11	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic
11-12	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic
12-1	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic
1-2	RECESS					
2-3	Dental Clinic	L Operative	L Prostho	L Pedo	L Ortho	
3-4	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	
4-5	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	Dental Clinic	

**GOVT. DENTAL COLLEGE & HOSPITAL, AHMEDABAD**

**WEEKLY TIME TABLE POST GRADUATE STUDENTS (I YEAR)**

	9-10	10-11	11-12	12-1	2-3	3-4	4-5
Monday	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work
Tuesday	Seminar on basic science	PreCinical/ Clinical work	PreCinical/ Clinical work	Interdiscipli nary discussion	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work
Wednesday	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work
Thursday	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	Seminar	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work
Friday	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	Case Presentation	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work
Saturday	PreCinical/ Clinical work	PreCinical/ Clinical work	PreCinical/ Clinical work	Journal club	-	-	-

**WEEKLY TIME TABLE FOR POST GRADUATE STUDENTS (II AND III YEAR)**

	9-10	10-11	11-12	12-1	2-3	3-4	4-5
MONDAY	Clinics	Clinics	Clinics	Clinics	Clinics	Clinics	Clinics
TUESDAY	Clinics	Clinics	Clinics	Interdisciplinary discussion	Clinics	Clinics	Clinics
WEDNESDAY	Clinics	Clinics	Clinics	Discussions/ Demonstrations	Clinics	Clinics	Clinics
THURSDAY	Clinics	Clinics	Seminar	Seminar	Clinics	Clinics	Clinics
FRIDAY	Clinics	Clinics	Clinics	Case Presentation	Clinics	Clinics	Clinics
SATURDAY	Clinics	Clinics	Clinics	Journal club	-	-	-

**\*Note: Day & Timings for Journal Club/Seminar/Case Presentations Subject to vary as per departmental convenience**



## **CODE OF ETHICS FOR STAFF**

### **RESPECT**

- The teachers should practice and demonstrate interactions with patients like listening attentively, communicating clearly, understanding and solving patient problems, and always placing the welfare of the patient above personal interests.
- Should accept and embrace cultural diversity, beliefs, different ways of thinking, and others' priorities that are present among patients, faculty, staff and other students.
- Should maintain and promote a safe environment that prevents harassment of any nature at all levels and never abuse authority.
- Should value other staff members and expect fellow faculty and students to treat them with respect and confidence as competent professionals.
- Should treat intellectual property appropriately

### **TRUTH**

- Be truthful in communications with patients about all aspects of dental care (diagnosis and treatment recommendations).
- Should demonstrate to students how to communicate with patients in a truthful manner.
- Should demonstrate to students how to describe clearly advantages and disadvantages of treatment alternatives to patients so that together they can make the best possible decisions about their care.
- Assume a responsibility to maintain our own professional development and assure that teaching materials are accurate, up to date, and appropriately credited. Practice evidence based decision making in both patient care and in the classroom.

## **RESPONSIBILITY**

- Acknowledge that you are ultimately responsible for the quality of patient care in treatment centres – it should be everyone’s highest priority.
- Work with students to ensure that all patients under your supervision are treated well.
- Make sure that what you teach and what you do will give the highest priority to the welfare of the patient at the highest level.
- Enthusiastically encourage participation in community health care programs.
- Maintain confidentiality in all aspects of discussion about patients, students and coworkers.
- Honour time commitments, being punctual for lectures, labs, clinic, and meetings, and be respectful of the time constraints of others.

## **FAIRNESS**

- Should be fair and equal for treatment of patients.
- Understand their obligation to avoid bias when interacting with students.
- Create an environment where everyone feels safe in expressing their opinions and concerns.
- Deal with wrong doing (detecting and reporting) with no bias.
- We apply the rules of professional conduct and standards for student evaluation fairly.

## **COMPASSION**

- Serve as role models for compassion in dealing with all patients.
- Work cooperatively with students to solve problems.
- Strive to understand all sides of a story.
- Understand that being compassionate toward everyone creates a positive environment for all.

## **CODE OF ETHICS FOR THE STUDENTS**

1. **Integrity**: Integrity is defined as “ Adherence to moral and ethical principles, soundness of moral character, honesty. Having integrity means being totally honest and truthful in every part of your life. Students with integrity will work hard to earn their degrees in a fair and honest way by putting in the hours to study and complete assignments.
  
2. **Respect** : Respect could be defined as “a feeling or understanding that someone or something is important, serious, etc. and should be treated in an appropriate way. Being respectful towards people is a key aspect in life in order to form and maintain positive relationships in order to become successful.
  
3. **Open mindedness** : Being open minded means you have a willingness to listen to other ideas and opinions and consider the possibility that you are wrong or may change you own perspective. Open mindedness can advance mutual understanding, which accommodated the ideal of students working constructively and cohesively toward achieving common goals, despite intense disagreement.
  
4. **Discipline** : The word “Discipline” comes from the word “disciple” meaning a learner. Discipline means tearing to obey certain rules. Without it, there will be complete chaos and disorder everywhere in our societies. The students should always follow & incorporate principles of discipline in their life.
  
5. **Tolerance** : Tolerance can be seen as the willingness to accept feelings, habits or beliefs that are different from your own. Tensions arising from religious, cultural and linguistic difference are increasing, but tolerance is an

effective and sustainable way of ensuring our young students understand and that's why this value is so present in code of ethical student conduct.

6. **Team Spirit** : Team spirit can be defined as when the members of a group want the team to succeed. Team spirit improves the ability of individuals to work together & boosts moral. Each student can benefit on a personal level from team work. A team of students must actively listen to each other, articulate ideas and use genuinely constructive criticism to be effective.
  
7. **Sense of Responsibility** : Responsibility is one of the traits of our character means that a person is able to respond for his actions, is able to take some duties and to face certain consequences of the actions that may occur. It has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behavior. Students have responsibilities towards professors, other employees and other students.

## **RIGHTS AND DUTIES OF STAFF**

### **RIGHTS**

- No discrimination against any employee based on age, sex, religion, region, caste etc.
- Right to be treated with respect and dignity.
- Right to salary as per applicable government rules and regulations.
- 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 government policy.
- Right to know details of performance appraisal regarding weaknesses and improvement required.
- Right to information regarding key performance indicators and key deliverables, to enable understanding of the role.
- Right to have all training and orientation as per the job specification.

### **DUTIES**

- 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. Every employee has to comply with safety standards & protocols, wear proper masks & follow hand hygiene; report unsafe & hazardous work conditions to the superiors.
- 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, coworkers with respect and dignity.
- To understand and adhere to patients rights 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.
- 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 biometric punching (in and out) on daily basis.

**Government Dental College & Hospital, Ahmedabad**  
**LIST OF STAFF MEMBERS**

<b>SR.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DEPARTMENT</b>
1	Dr. Girish J Parmar	Dean/Additional Director	GDCHA
2	Dr. Geeta Asthana	Professor	Operative
3	Dr. Shikha K.Kanodia	Associate Professor	Operative
4	Dr. Tasnima S. Abuwala	A.P.	Operative
5	Dr. Nupur R. Dhanak	A.P.	Operative
6	Dr. Abhishek P. Parmar	A.P.	Operative
7	Dr. Niharika J.Patel	A.P.	Operative
8	Dr.Anjali A. Mairal	A.P.	Operative
9	Dr. Harikrishna Ramanuj	Tutor	Operative
10	Dr. Dwitiya P. Shukla	Tutor	Operative
11	Dr. Bhavika M. Patadia	Tutor	Operative
12	Dr. Geeta V. Vaghora	Tutor	Operative
13	Dr. Sonal S. Bhedi	Tutor	Operative
14	Dr. Arti M. Rami	Tutor	Operative
15	Dr. Nidhi J.Thakkar	Tutor	Operative
16	Dr. Hiral H.Mistry	Tutor	Operative
17	Dr. Axita R. Patel	Tutor	Operative
18	Dr. Riya S.Dave	Tutor	Operative
19	Dr. Rupal J. Shah	Professor	Prosthetic
20	Dr. Sanjay B. Lagdive	Professor	Prosthetic
21	Dr. Hemal S. Agrawal	Associate Professor	Prosthetic
22	Dr. Vishal R. Chauhan	Associate Professor	Prosthetic
23	Dr. Rachana J. Shah	Associate Professor	Prosthetic
24	Dr. Manish Katyayan	A.P.	Prosthetic
25	Dr. Preeti Agarwal	A.P.	Prosthetic
26	Dr. Pratik D.Acharya	A.P.	Prosthetic
27	Dr. C.K.Rajput	A.P.	Prosthetic
28	Dr. Bhavyata J. Darji	Tutor	Prosthetic
29	Dr. Chirag P. Shah	Tutor	Prosthetic
30	Dr. Arun A. Soni	Tutor	Prosthetic
31	Dr. Sneha M Vyas	Tutor	Prosthetic
32	Dr. Yashpreet A. Bhatia	Tutor	Prosthetic
33	Dr. Malti D. Zala	Tutor	Dental Material

34	Dr. Foram B.Sutaria	Tutor	Dental Material
35	Dr. Neeta V. Bhavsar	Professor	Periodontia
36	Dr. Mahesh G. Chavda	Professor	Periodontia
37	Dr. Hina M. Shah	A.P.	Periodontia
38	Dr. Nilam A. Brahmhatt	A.P.	Periodontia
39	Dr. Sujay B.Shah	A.P.	Periodontia
40	Dr. Kirti S. Dulani	Tutor	Periodontia
41	Dr .Shraddha U. Shah	Tutor	Periodontia
42	Dr. Sakshee R.Trivedi	Tutor	Periodontia
43	Dr. Sonal Anchalia	Professor	Oral surgery
44	Dr. Utsav U. Bhatt	A.P.	Oral surgery
45	Dr. Jigar M. Dhuvad	A.P.	Oral surgery
46	Dr. Hardi L.Domadia	A.P.	Oral surgery
47	Dr. Bipin S. Sadhwani	Tutor	Oral surgery
48	Dr. Rekha M. Rathod	Tutor	Oral surgery
49	Dr. Falguni N. Mehta	Professor	Orthodontia
50	Dr. Renuka A . Patel	Professor	Orthodontia
51	Dr. Harshik A. Parekh	A.P.	Orthodontia
52	Dr. Rahul A. Trivedi	A.P.	Orthodontia
53	Dr. Nipa A. Prajapati	A.P.	Orthodontia
54	Dr. Megha Goswami	A.P.	Orthodontia
55	Dr. Harsh S. Modi	Tutor	Orthodontia
56	Dr. Tilak B. Parikh	Tutor	Orthodontia
57	Dr. Sejal D. Patel	Tutor	Orthodontia
58	Dr. Sima P. Odedra	A.P.	Oral Pathology
59	Dr. Falguni Patel	A.P.	Oral Pathology
60	Dr. Vijay A. Patel	Tutor	Oral Pathology
61	Dr. Tejas J. Gadhvi	Tutor	Oral Pathology
62	Dr. Jayshankar P. Pillai	Tutor	Oral Pathology
63	Dr. Jigna S. Shah	Professor	Oral diagnosis
64	Dr. Shilpa J. Parikh	Professor	Oral diagnosis
65	Dr. Hitarthi J. Kubavat	A.P.	Oral diagnosis
66	Dr. Piyush G. Limdiwala	A.P.	Oral diagnosis
67	Dr. Yesha V.Jani	A.P.	Oral diagnosis
68	Dr. Shantanu Choudhari	Professor	Pedodontia
69	Dr. Swati R. Goyal	A.P.	Pedodontia
70	Dr. Kunjal J. Patel	Tutor	Pedodontia
71	Dr .Zankhana J. Shah	Tutor	Pedodontia
72	Dr. Jurmi D. Kothari	Tutor	Pedodontia



73	Dr.Purva B. Butala	Tutor	Pedodontia
74	Dr.Tej G. Yadav	Tutor	Pedodontia
75	Dr. Janki G Shah	A.P.	PHD
76	Dr.Sajankumar Pandya	A.P	PHD
77	Dr. Parth R. Pandya	Tutor	PHD
78	Dr. Kajal H. Patel	Tutor	PHD
79	Dr. Chirag B. Darji	Tutor	PHD
80	Dr. Harshad P. Patel	A.P.	Gen.patho
81	Dr. Avni M. Patel	Tutor	Gen.patho
82	Dr. Smita A. Patel	A.P.	Gen.Anatomy
83	Dr. Priyanka I. Parmar	Tutor	Gen.Anatomy
84	Dr. Hetal H. Acharya	Tutor	Gen.Medicine
85	Dr. Naina U. Patel	Tutor	Gen.Medicine
86	Dr .Pankaj B. Panchal	A.P.	Physiology
87	Dr. Yatin B. Darji	Tutor	Gen.Surgery
88	Dr. Pravin B. Verma	Tutor	Gen.Surgery
89	Dr. Vaishali M. Gautam	A.P.	Anaesthesia
90	Shri Rajesh V.Chaudhari	AO	Administration

# **RULES AND REGULATIONS TO BE FOLLOWED FOR HOSTEL STAY**

## 1 Admission Criteria :

- a) Hostel is for UG and PG students of Government Dental College and Hospital, Ahmedabad.
- b) For admission to the Hostel, application is to be done as per prescribed form.
- c) Admission will be given as per merit.
- d) Students transferred from any Dental College of Gujarat State can avail hostel.
- e) Students from Ahmedabad and Gandhinagar can avail hostel as per merit, once all out- station students have been accommodated and rooms remain vacant.

## 2 Allotment/ Transfer of Hostel Room:

- a) Students must stay in the rooms allotted to them at the time of allotment
- b) Once allotment process is over, application for room transfer shall not be entertained.
- c) Students cannot change/ transfer rooms to other students by themselves.
- d) In rare occasion if any student wants to change /transfer the room, written application to the hostel superintendent is to be given within 15 days of commencement of new academic calendar. Room is to be changed only after permission is granted.
- e) Students are required to fill up the admission form for every new academic calendar within the last 15 days of running academic calendar and are to be verified by Hostel Superintendent.
- f) Students are instructed not to come under any senior students' influence and change the rooms. If anyone will be found guilty of such offence, disciplinary actions will be taken.

## 3 Hostel Fees and Deposits :

- a) Deposit of Rs1000 and fee of Rs 1200 per year need to be paid before taking the hostel room. Original receipt of the deposit needs to be preserved and to be produced at the time of refund.

- b) Admitted students are required to deposit fee in the account section and collect their receipt and submit a photocopy of the same to the Hostel Superintendent.
- c) Students are required to produce these receipts as and when authorized personnel ask them.
- d) Hostel fee must be paid within 1 month of the commencement of a new academic calendar. Fine of Rs 100 per month will be charged if anyone fails to pay the fee in the stipulated time.

4 Types of rooms available:

- a) **Standard Room:** fee as mentioned in hostel fee and deposit heading (Rs1200 per year).
- b) **Deluxe Room:** In addition to above mentioned fee, Rs 3000 per month /student. Fee needs to be submitted to RKS (Rogi Kalyan Samiti)

Facilities provided in Standard Room :

- One cot, one mattress, one pillow, one study table, one chair and one cupboard. In a standard room, use of hotplate, heater, iron, air cooler, air conditioner, refrigerator and cooking in the hostel room is strictly prohibited.
- Prohibited items if found, will be taken into custody and the concerned student will be barred and expelled from the hostel. Moreover, concerned student will be liable for disciplinary action from the college.

Facilities provided in a Deluxe room :

- One cot, one mattress, one pillow, one study table, one chair, one cupboard.
- Use of AC and other electric/electronic items like refrigerator, iron etc is allowed, but cooking in the room is strictly prohibited.
- All electric/electronic items are supposed to be brought by students on their own expenses. Institute will not provide such items.
- Deluxe rooms are available at 1<sup>st</sup> floor of UG/ PG Boys Hostel and UG girls Hostel.
- Once deluxe room is allotted, changes will not be allowed till the end of one year.

5 Furniture/s provided to the students:

- a) Cot, Mattress, Pillow, Study Table, Chair, Cupboard.
- b) Students who damage hostel building and/or furniture will have to pay for the damage and face legal actions.

- c) Shifting of the furniture/s without the permission of the hostel superintendent to other room/s or anywhere else is strictly not allowed.
- d) Students are required to return the furniture/s in same condition as handed over at the time of allotment.

6 Hostel identity card :

- a) ID cards will be given to the students who are admitted to the hostel.
- b) Students always need to carry Hostel ID card.
- c) Fee of Rs100 and one passport size photograph need to be given at the time of admission for the ID card.
- d) Students are required to produce Hostel ID card as and when authorized personnel ask for.
- e) If ID card is lost, application for new ID card is mandatory along with Rs100 and photo.
- f) Person without ID card in the hostel will be identified as unauthorized and strict actions will be taken against them.

7 No Due Certificate:

At the time issuance of No Due Certificate from the hostel, students are required to hand over the keys of the room and furniture/s to the Hostel Superintendent along with the ID card.

8 Un-authorized personnel:

- a) Person, who is not UG/PG student of Government Dental College and Hospital, Ahmedabad, is identified as an unauthorized person.
- b) Tiffin, courier service and delivery service is prohibited in the Hostel premises.
- c) Parents/Guardians of the students can meet students at guest room only provided in the Hostel.
- d) Legal police actions can be taken against entry of unauthorized person.
- e) Students who encourage and help unauthorized person to enter hostel building will face disciplinary actions and may be expelled out of the hostel.
- f) Security person, hostel superintendent, hostel wardens and The Dean of Government Dental College and Hospital, Ahmedabad is authorized to take actions against unauthorized personnel.

9 Food-

The hostel has a very hygienic mess in which the students are provided fresh breakfast, lunch and dinner, the timings for which are displayed at the mess area. There are also options for snacks and cold drinks. The hostel mess remains closed on all Sunday evenings. All the expenses for the food are to be borne by the individual students.

10 Inspection of the hostel/room:

- a) The Dean, Wardens, Hostel Superintendent and security person are authorized to inspect and check any room at any time without giving any reason.
- b) Legal action/s will be taken against students who do not cooperate or create problems during inspection.

11 Following activities are strictly prohibited in the Hostel:

- a) Political or social activities
- b) Female relatives in the room
- c) Banned intoxicants
- d) Cooking in the room
- e) Use of prohibited electric/electronic appliances in standard room

12 Complaints :

Any complaint regarding hostel has to be made to Hostel Superintendent in writing. Verbal complaints will not be addressed.

13 Absenteeism from Hostel:

Students need to inform the Hostel Superintendent in case of absence from the hostel for more than 2 days in writing. This will help in contacting the student in case of an emergency.

14 Regarding rules breaking :

All students who are admitted to the hostel must follow the rules and regulations. If anyone is found breaking the rules, one can be expelled out and parents/ guardians will be informed about the same.

**NOTE:**

- **The Dean, Government Dental College and Hospital, Ahmedabad has the final authority to change the rules regarding hostel and any dispute regarding hostel admission.**
- Hostel gates will be closed at 10 pm. After 10 pm no one will be allowed to enter the hostel.

# **ANTI RAGGING POLICY**

## **WHAT IS RAGGING?**

Ragging means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution & includes:

1.) Teasing, abusing, threatening or playing practical jokes on, or causing hurt to such a student; or

2.) Asking a student to do any act or perform something which such student will not in the ordinary course willingly do ( Maharashtra Prohibition of Ragging Act,1999).

3.) The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Ragging has several aspects which include psychological, social, political, economic, cultural and academic dimensions. The political aspect of ragging is apparent from the fact that incidents of ragging are low in institutions which promote democratic participation of students in representation & provide an identity to students to participate in governance & decision making within the institute bodies.

## **STEPS THAT MAY BE TAKEN BY STUDENT IN AN EVENT OF INCIDENCE OF RAGGING**

1) Contact number of wardens, all members of anti-ragging committee & squads, relevant authorities have been issued on the notice board. In case of any such occurrences, students may contact any of the above.

2) Fresher or any other student, whether being victim, or witness, in any incident of ragging are encouraged to report such occurrence, and the identity of such informants will be protected & will not be subject to any adverse consequence only for the reason for having reported such incidents. Those who want to be anonymous can submit their complaints to administrative office. The identity shall be kept undisclosed.

3) The students can contact the members of anti-ragging committee or squad, whose phone numbers are displayed along with the anti-ragging poster or they can

directly approach the dean who in turn will direct the complaint to anti-ragging committee.

4) Those in hostel can also contact the hostel warden or any other staff members who will in turn direct the case to relevant authorities.

5) Freshers who do not report the incidents of ragging either as victim or as witnesses shall also be punished suitably.

### **A] PUNISHMENT FOR RAGGING:**

a) Penalty for ragging (section 4): Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall on conviction be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine may extend to ten thousand rupees.

b) Dismissal of student (section 5): Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

c) Suspension of student (section 6): Whenever any student or as the case may be parent or guardian or a teacher of an educational institution complains in writing of ragging to the head of the educational institution, the head of the educational institution shall without prejudice to the foregoing provisions, within seven days of receipt of complaint, do enquiry in to the matter mentioned in the complaint and if prima facie, it is found true shall suspend the student who is accused of the offence, and shall immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.

d) Deemed abetment (section 7): If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall on conviction be punished as provided in section 4.

### **B] ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

The institution shall punish a student found to be guilty of ragging after following procedure:

**A)** Anti ragging committee of the institution shall take an appropriate decision following recommendations of the anti ragging squad.

**B)** Anti ragging committee may depending on the nature and gravity of guilt recommend one or more of the following punishments namely:

- i. Suspension from attending classes and academic privileges
- ii. Withholding or withdrawing scholarship/fellowship & other benefits
- iii. Debarring from appearing in test or examinations
- iv. Withholding results
- v. Debarring from representing the institution in any regional, national, or international event
- vi. Suspension or expulsion from the hostel
- vii. Cancellation of admission
- viii. Rustication from institution for period ranging from 1-4 semesters
- ix. Expulsion from institution and consequent debarring from admission to any other institutions for a specified period.

### **Prevention of ragging/anti ragging measures**

The college has setup appropriate committees to actively monitor, promote and regulate healthy interaction between the freshers, juniors and seniors students to prevent ragging

1) Anti-ragging committee: The institution has nominated antiragging committee headed by dean .It consists of faculty members, representative of parents, representative of students from fresher's and seniors and non teaching staff. It shall be duty of antiragging committee to co-ordinate with various committees to prevent ragging in the institution .

2) Anti-ragging squad: It is nominated by the principal. The antiragging squad shall remain mobile ,alert and active all time to maintain vigilance and patrolling .It shall make surprise raids on hostel and other places vulnerable to incident of ragging .It shall investigate incidence of ragging and report anti ragging committee.

3) Display: The names of anti ragging committee members ,anti ragging squad members and hostel wardens are displayed on notice board along with their contact number.

4) Mentor- Mentee system: It should be implemented for 1<sup>st</sup> B.D.S. students with the help of teachers involved in teaching them. About 5-10 students will be allotted to one teacher. They are to meet the concerned teacher every week to discuss various problems faced by students.

5) Orientation programme : A joint 'Sensitization' and orientation programme and counseling for both fresher's and seniors to be addressed by the principal and



professional counsellors. The inmates of hostel shall be addressed by hostel warden.

6) Sensitization towards the ills of ragging and prevention of thereof and obtaining undertaking from every employee of the college including teaching and non teaching members of staff, contract labour employed in the premises. A provision shall be made in service rules for issuing certificates of appreciation such member of the staff who report ragging which will form part of their service record.

7) The employers/employees of the canteens / mess shall be given necessary instructions to keep the strict vigil and to report the incidence of ragging to the college authorities, if any.

8) Wardens of the hostel are to take rounds of the hostel daily.

9) Affidavit from the student and parents: The affidavit from each student and his/her parents is obtained and the copies are available in the office.

10) Counselling of fresher's: The professional counsellors shall counsel fresher's in order to prepare them for life ahead, particularly in regard to life in hostel and to the extent possible , also involved parents and teachers in counselling sessions.

11) For Newly admitted students and for the students who want to be anonymous in their complaints, the complaints should be submitted to the administrative office.

12) Fresher's welcome party: Fresher's welcome party shall be organized by the senior students and the faculty together after admissions within two weeks of beginning of the academic session, for proper introduction to one another and where the talents of the fresher are brought out properly in the presence of faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.

## ANTI RAGGING COMMITTEE

<b>Sr. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Phone No</b>
1	Head of the Institute	Dr. Girish Parmar	9426006569
2	Police Department Representative	PSI, Shahibaug Police Station	079-22868025
3	Local Media Representative	Shri R.R. Shukala (Amrutmanthan)	9904246195
4	NGO	Sonalben Modi	9825062644
5	Parents Representative	Shri Harshbhai Solanki (Final year)	9714468226
6	New Student Representative	Dipti Vishwakarma	7016798644
7	Senior Student Representative	Dr. Hardik Parpulia	9099934532
8	Non Teaching Staff Representative	Mr. Piyush Bharvad	9726224429
9	Revenue Administration Department Representative	(Mamlatdar)	079-27561970
10	Faculty Member Representative	Dr. Geeta Ashthana	9925586956

## ANTI RAGGING SQUAD

<b>Sr. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Phone no.</b>
1	Hostel Rector	Dr. Sanjay Lagdive	9978713061
2	Senior Student Representative (boys)	Dr. Hardik Parpulia	9099934532
3	Senior Student Representative (girls)	Dr. Bansari Tank	7048385552
4	New Student Representative (boys)	Neelang Raval	9979904139
5	New Student Representative (girls)	Dipti Vishwakarma	7016798644

## **OTHER IMPORTANT CONTACTS**

<b>Sr. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Phone No</b>
<b>1</b>	<b>Hostel Rector</b>	<b>Dr. Sanjay Lagdive</b>	<b>9978713061</b>
<b>2</b>	<b>Boys Hostel Warden</b>	<b>Dr. Harshik Parikh</b>	<b>9825866408</b>
<b>3</b>	<b>Boys Hostel Asst. Warden</b>	<b>Dr. Arun Soni</b>	<b>9978016678</b>
<b>4</b>	<b>Girls Hostel Warden</b>	<b>Dr. Rachana Shah</b>	<b>9898111179</b>
<b>5</b>	<b>Asst. Girls Hostel Warden</b>	<b>Dr. Swati Goyal</b>	<b>9909947117</b>
<b>6</b>	<b>Asst. Girls Hostel Warden</b>	<b>Dr. Sonal Bedi</b>	<b>8000395412</b>
<b>7</b>	<b>Administrative Officer</b>	<b>R. V. Chaudhary</b>	<b>9428217376</b>
<b>8</b>	<b>Police Dept. Representative</b>	<b>PSI, Shahibaug Police Station</b>	<b>079-22868025</b>

## **CODE OF CONDUCT MONITORING COMMITTEE**

<b>Name</b>		<b>Designation</b>
<b>Dr. Girish Parmar</b>	<b>Chairperson</b>	<b>Additional Director Dental &amp; Dean</b>
<b>Dr. Jigna Shah</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Oral Diagnosis &amp; Radiology</b>
<b>Dr. Neeta Bhavsar</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Periodontology</b>
<b>Dr. Rupal Shah</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Prosthodontics &amp; Crown &amp; Bridge</b>
<b>Dr. Shantanu Chaudhary</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Pedodontics</b>
<b>Dr. Geeta Ashthana</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Conservative Dentistry &amp; Endodontics</b>
<b>Dr. Falguni Mehta</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Orthodontics</b>
<b>Dr. Sonal Anchalia</b>	<b>Member</b>	<b>Professor &amp; HOD Dept of Oral Surgery</b>
<b>Dr. Janki Shah</b>	<b>Member</b>	<b>Assistant Professor &amp; Incharge Dept of Preventive &amp; Community Dentistry</b>
<b>Dr. Harshad Patel</b>	<b>Member</b>	<b>Assistant Professor &amp; Incharge Dept of General Pathology &amp; Microbiology</b>
<b>Dr. Sima Odedra</b>	<b>Member</b>	<b>Assistant Professor &amp; Incharge Dept of Oral Pathology</b>
<b>Dr. Smita Patel</b>	<b>Member</b>	<b>Assistant Professor &amp; Incharge Dept of General Anatomy</b>
<b>Dr. Pankaj Panchal</b>	<b>Member</b>	<b>Assistant Professor &amp; Incharge Dept of General Physiology</b>
<b>Mr. Rajesh Chaudhari</b>	<b>Member</b>	<b>Administrative Officer</b>



**Contact Us**  
**Contact Information**

**Government Dental College and Hospital ,  
Civil Hospital Campus, Asarwa,  
Ahmedabad, Gujarat,  
India. 380016  
079-22682060, 079-22682070  
[www.gdchahmd.org](http://www.gdchahmd.org)**