

## **Human values and professional ethics(10)**

**7.1.9 (QnM) Code of conduct hand book exits for students, teachers and academic and administrative staff including the dean /principal/officials and support staff**

# Code of conduct for Students

## **GPRDCH**

### **VISION:**

Become a leading dental institution in developing exceptional dental professionals in delivering high quality updated dental treatment by advanced teaching methodology.

### **MISSION:**


1. To integrate all the disciplines in creating excellent clinical experience and patient care.
2. Advanced scientific innovative research in all specialities of dentistry.
3. Globalised teaching methodology incorporation to attain updated teaching facilities.
4. Creating awareness of oral health care among backward community population by  
conducting dental camps and dental education programmes by audio visual aids.

*G. Pulla Reddy*  
Principal  
G. Pulla Reddy Dental College & Hospital  
KURNOOL.

## **CODE OF CONDUCT**

The college attaches as much importance to the general character and behavior of the students as to their progress in curricular studies. The college therefore expects the students to so conduct themselves, both inside and outside the campus as to be worthy of the best and the highest ideals of conduct and action in public life.

- Once the student is given provisional admission by concerned state authority the candidate has to complete the further admission formalities in the college.
- Filling up admission form
- Submit original certificates/photos
- Payment of tuition and other fees
- Signing various undertaken forms
- The student should attend the orientation programme along with his/her parents
- The student should regularly attend the classes(theory/class)as per the time table.
- The student has to put in minimum required attendance as per rules and regulation of the course/as prescribed by the NTR UHS.
- The student should obey general rules of the discipline of the college.
- The student should not involve in any extraneous activity.
- The student should not involve in any protest, fight ,disputes or bring outsiders to the college campus.
- The student should be cordial with senior students and junior students and classmates.
- He/ She should behave respectfully with teachers and other staff of the college
- The student should co-operate for the promotion of good ambience and academic environment in the college.
- The student should wear proper and decent dress.
- The student should wear apron and follow the safety measure while doing in the lab.

  
Principal  
G. Pulla Reddy Dental College & Hospital  
KURNOOL

# Code of conduct

## Hand book for staff

### **Courses offered:**

B.D.S

M.D.S

1.ORAL PATHOLOGY

2.ORALMEDICINE AND RADIOLOGY

3.CONSERVATIVE AND ENDODONTICS

4.PERIODONTOLOGY

5.ORTHODONTICS

6.PROSTHODONTICS

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## **Duties and Responsibilities of Employees**

### **Teaching Faculty/Principal:**

- The primary duty of the teacher is to teach theory, practicals BDS & MDS students and thesis guidances for M.D.S students as per the time table and syllabus.
- If required should engage more number of classes as and when required to meet the academic demand.
- Apart from these teaching activities, they should also attend the duties of invigilation, valuation, question paper setting, examinations, conduct of seminars, symposia, workshops, taking charge of laboratory/ class/library, museum, / tour/ training etc.,

guiding the students for project work/ paper publications/ presentations/ debates/quizzes/ exhibitions, sports/ cultural and social events and any other related activity.

- They should shoulder the responsibility primarily the completion and revision of syllabus in time, besides accomplishing the tasks like achieving good results, ranks, prizes, awards and rewards.
- They should also endeavour for getting Research and infrastructural grants.
- They should also actively take-up any other responsibility/assignment to improve the college performance as decided by the Management/ Director/ Principal from time to time.

### **Non Teaching staff:**

- They should primarily perform the duty for which they are recruited viz., office and administration, laboratories, reception, clinical assistance, library, stores, general maintenance etc., with due diligence and in time.
- They should also take-up all other works assigned by the Director/ Principal/ Management as and when necessary.

*G.P. Reddy*  
Principal  
G.P. Reddy Dental College & Hospital  
KURNOOL

## **CODE OF CONDUCT RULE FOR TEACHING AND NON TEACHING STAFF**

- Every Employee of the college shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
- No Employee of the college shall behave in a manner which is unbecoming of such an Employee or which is derogatory to the prestige of the College.
- No Employee of the college shall, by any public utterance, written or otherwise, criticize any policy or action of the Management of the college nor shall he/she participate in any such criticism.
- No Employee of the college shall, in performing his official duties, act in a discourteous or discriminatory manner with colleague and/ or students and shall not indulge in sexual harassment in any manner either directly or by implication.
- No Employee of the college should remain absent from place of work without the permission of the Departmental Head or Director/Principal.
- No Employee of the college should involve in eve-teasing (sexual harassment) in the college premises or in the transport vehicles provided by the College.
- No Employee of the college should Demand or accept bribe from students or other employees for the official or regular works in the college.
- No Employee of the college should Demand for special facilities or behaving in an indecent way during the examination work in the college or during other duty hours of the college.

**Note: Any other act/actions of the employee which is not covered in the above and which is damaging in any way shall be considered as an act of misconduct and appropriate action will be taken as per the general service rules.**

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Principal

G.Pulla Reddy Dental College & Hospital  
KURNOOL

### Code of conduct for governing body:

Governing body is constituted as per general norms of N.T.R UNIVERSITY and DCI.

The constitution of governing body is as follows

s.no	Name	Designation	Position
1.	Sri P. Subba Reddy	Chairman, GPRDCH & Trustee	Chairman
2.	Dr.Y.Muralidhar Reddy	Principal,GPRDCH,Kurnool	Member
3.	Dr.M.Chandrasekhar	Professor&HOD,GPRDCH,Kurnool Conservative Dentistry&Endodontics	Member
4.	Dr.A.Ravi Prakash	Professor&HOD,GPRDCH,Kurnool Oral Pathology & Microbiology	Member
5.	Dr.B.Srinivasa Reddy	Principal, GPREC, Kurnool	Member
6.	Sri. K.Skanda Kumar	Income Tax Practitioner, Kurnool	Member

The governing body meets twice in a year. In the meeting the governing body discusses the agenda items prepared by the principal.

*S. Subba Reddy*  
Principal  
G.Pulla Reddy Dental College & Hospital  
KURNOOL

### **These agenda items generally include**


- Progress of the college (results, students/staff achievements, awards, seminars, conferences, workshops, guest lecture conducted in the college/attended by staff and students)
- Infrastructure requirement and review
- Financial statement and audit reports
- Teaching staff/Non teaching staff requirement and recruitment
- Review on inspection and approvals
- Introduction of new courses/ increase in intake of existing course
- Any other matter as it deemed to be fit for discussion

### **Leave and vacation:**

- Vacation is given for all the teaching staff and Non teaching staff as per the almanac of N.T.R University and with the permission of the management. However the management/ principal may prune the vacation to the extent required in case of examinations / inspections or any other important task.
- The regular teaching staff/ non teaching staff are eligible for casual leave / special casual leave/ academic leave and maternity leave for female employees, as per the service rules.

### **Special provision**

Regular teaching and non teaching staff are provided EPF, Gratuity, ESI (as applicable). However these schemes may be reviewed by the management as and when required.

  
Principal  
G.Pulla Reddy Dental College & Hospital  
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