



# GSL DENTAL COLLEGE & HOSPITAL

*(Promoted by G.S.L. Educational Society, Regd.No.546/1999)*

## **ANTI-RAGGING POLICY**

A student admitted to GSL Dental College and Hospital must abide by the rules issued by the institution from time to time. These rules apply to student discipline in hostels, departments, institutional locations and outside. Students should know that all the rules set by the institute, university and government are binding on them.

Disruption is "any disruptive behavior, whether verbal or written in words or actions, that harasses, treats or treats another student rudely, behaves in a noisy or unruly manner, that causes or is likely to cause anger, distress or psychological harm or excites fear or fear before it, in the first or young student, or asks the students to do such an activity or to do something that the student does not do in the regular course, which causes or causes embarrassment or embarrassment, which is harmful to the physical health or mental health of the fresher or junior student."

Looting or other acts of loitering are Strictly Forbidden in the college. College officials treat any reported harassment as a serious offense and are subject to expulsion, suspension, suspension or fine, along with a public apology.



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Older students are advised not to indulge in any activity, even a so-called "INTRODUCTION" with a newer or younger student who falls under an explosion.

Seniors are strictly warned not to call fresher's or junior students in their hostel room or outside campus as that act is enough to attract strict disciplinary action from senior students. If such an incident occurs, the junior students are advised to note the names of the senior students on the name tag and immediately forward the same to the innkeepers / anti-ragging committee members / principal for further action. If necessary, principals/collegel authorities may call a parade of senior students to identify the culprit.

From an academic point of view, any action that hinders, interrupts or interferes with the normal academic activities of freshmen or junior students is considered. Also, using the services of a younger student to complete academic tasks assigned to an individual or group of older students is part of academic robbery. If such incidents are reported, strict disciplinary action will be taken against older students.

Students of senior students using derogatory/offensive/offensive/vulgar language or making bad/inappropriate remarks about any religion or caste or threatening junior students inside or outside the institute. The institute is liable for severe disciplinary





action. Abuse of any act or speech, e-mail or other electronic media and public insult is considered a psychological aspect of insult. Any act that affects the mental health and self-confidence of freshers is also described by the psychological side of beating.

Any form of physical abuse, including all forms of sexual abuse, homosexual attacks, nudity, imposing indecent and obscene acts, gestures, causing bodily harm or other health or human danger, falls under the category of robbery with criminal dimensions.


Violation of the fundamental right to human dignity caused by the humiliation caused to young students by the elderly is part of the human rights aspect of the explosion. Any behavior from a college student that causes traumatic feelings and leaves emotional scars on the victims' personalities is prohibited by law. They are advised to protest / stand against any scandalous behavior and report the same to the principal or any other appropriate college authority. All young students are advised to contact the hostel security guards / anti-ragging committee members / principal immediately if they become victims of any act of looting. Mobile numbers/phone numbers of innkeepers, anti-ragging committee members and principal are given to the students at the time of admission.



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The administration of the GSL Dental College is absolutely firm in its belief to contain and prevent any explosions and to ensure that the stay of the students in the college is absolutely safe.

  
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## **GRIEVANCE REDRESSAL POLICY**

The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

The aim of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

### **Objectives:**

- Upholding the college's honor by encouraging friendly student-student and student-teacher relationships among other ways and making sure there is no dispute there
- Encouraging students to express their complaints and issues openly and honestly without worrying about being victimized. There is a suggestion/complaint box in front of the administrative building where students can anonymously express their complaints and make suggestions to improve the academics and administration of the college.
- Encouraging College students to treat one another with dignity and respect, and to exercise the greatest restraint and patience whenever an issue arises.
- Encouraging students to engage in positive behavior toward other students, teachers, and college administration advising all employees to be kind to

### **Scope:**

Topics covered by the committee include –

- Abuse : unfair practices , complaints of alleged discrimination by students of scheduled caste , scheduled tribe, OBC , Women, minorities and differently abled students
- Addressing scholarship issues and sexual harassment cases and providing a mechanism for innocent students and stake holders to resolve their grievances
- Academic issues: Concerning the prompt issuance of duplicate mark sheets, transcripts, certificates of conduct, or other examination-related issues. Concerning fees and payments for borrowing various items from the library, among other financial issues.

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- Other Issues: Concerning various qualms regarding hygienic conditions, food preparation, accessibility to transportation, etc.

## Procedure

Upon receiving written complaints from students , cases are handled as soon as possible .When the Committee meets formally to review all cases, it compiles statistics on the total number of cases it has received, handled, and, if any, pending cases that call for higher authorities' direction and approval. The Grievance Redressal Committee's location for students will be widely publicized. The students are free to file a complaint in the format provided and submit it in one of the boxes that have been strategically placed. The GRC will take action on the cases that have been submitted with the required paperwork. Only those issues that the various departments have not been able to resolve will be brought before the GRC.

  
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# **G.S.L Dental College & Hospital**

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**Recognized by Dental Council of India; Affiliated to Dr. YSRUHS**



## **INSTITUTIONAL ETHICS COMMITTEE**

### **Chairperson**

Dr. Y.V. Sharma, MBBS, MD (Path), MD (Biochem)  
Dean, GSL Medical College.

### **Member Secretary**

Dr. S. Hari Krishnam Raju, MDS  
Prof & HOD, Dept. of Public Health Dentistry.

### **Basic Medical Scientist**

Dr. Sanjay Kumar, MBBS, MD  
Professor, Dept. of Pharmacology.

### **Legal Expert**

Mr. S. Kumar, L.L.B  
Rajahmundry.

### **Independent Consultant (NGO)**

Mr. Naveen  
Swatantra NGO, Rajahmundry.

### **Bio- Statistician**

Dr. C. Ganapathi Swamy, M.Sc., M.Phil. Asst. Prof. of Biostatistics, Dep. Of  
Community Medicine,  
GSL Medical College.

### **Lay Person**

Mr. Challa Rao, Rajahmundry.

### **Clinicians**

Dr. Anupama M, MDS  
Prof, Department of Periodontics.

### **Clinicians**

Dr. B. Roopesh, MDS  
Professor,  
Dept. of Conservative Dentistry

### **Members**

1. Dr. B. Rajendra Prasad, MDS Prof. & HOD, Dept. of Prosthodontics
2. Dr. J.T. Pavithra, MDS Prof. & HOD,  
Dept. of Pediatric & Preventive Dentistry.
3. Dr. D. Srikanth, MDS  
Professor, dept. of Oral & Maxillofacial Surgery.
4. Dr. K. Ramya, MDS  
Prof & HOD, Dept. of Oral Medicine & Radiology.
5. Dr. R.S.V.M. Raghu Ram, MDS Professor, Dept. of Orthodontics.
6. Dr. K. Roja Lakshmi, MDS Professor, Dept. of Oral Pathology





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## **INSTITUTIONAL REVIEW BOARD**

### **CHAIR PERSON:**

Dr . G. Sunil, MDS, Prof, Dept. of Orthodontics

### **Members**

1. Dr. B. Rajendra Prasad, MDS, Prof., Dept. of Prosthodontics
2. Dr. Priyadarshini, MDS, Prof.& HOD, Dept. of Prosthodontics
3. Dr. N. Govind Raj Kumar, MDS, Prof. & HOD, Dept. of Oral pathology
4. Dr. K. Roja Lakshmi, MDS Professor, Dept. of Oral Pathology
5. Dr. R.S.V.M. Raghu Ram, MDS, Professor, Dept. of Orthodontics.
6. Dr. Harikrishnam Raju, MDS, PROF. & HOD, Dept. of Public health dentistry
7. Dr. K. Ramya, MDS, Prof & HOD, Dept. of Oral Medicine & Radiology.
8. Dr. J.T. Pavithra, MDS, Prof. & HOD, Dept. of Pediatric & Preventive Dentistry.
9. Dr. D. Srikanth, MDS, Professor, dept. of Oral & Maxillofacial Surgery.
10. Dr. B. Roopesh, MDS, Professor, Dept. of Conservative Dentistry
11. Dr. Anupama M, MDS, Prof, Department of Periodontics.





# GSL DENTAL COLLEGE & HOSPITAL

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## POLICY OF CURRICULUM COMMITTEE

The Curriculum Committee of GSL Dental College is responsible for the development implementation, and evaluation of the academic curriculum for the dental programs. The purpose of Curriculum committee is to suggest recommendations for the academic curriculum for the upcoming academic year.

### SCOPE

The committee has reviewed the current academic curriculum and conducted a needs assessment to identify areas that require improvement. Based on our findings, they have identified the following areas for improvement:

- Integration of technology into the curriculum
- Expansion of interprofessional education opportunities
- Emphasis on ethical and professional conduct
- Inclusion of evidence-based practice in all courses
- Integration of community-based learning opportunities

To address the areas identified for improvement, the committee recommends the following changes to the academic curriculum:

1. Integration of technology: The committee recommends the integration of technology into the curriculum to enhance student learning and prepare students for the use of technology in practice. This includes incorporating computer-assisted learning and virtual patient simulations. This is done by incorporating Digital Dentistry into the curriculum.
2. Expansion of interprofessional education: The committee recommends the expansion of interprofessional education opportunities to enhance the collaborative nature of dental practice. This includes partnering with other healthcare professions to provide students with a more holistic approach to patient care.
3. Emphasis on ethical and professional conduct: The committee recommends the inclusion of coursework on ethical and professional conduct to ensure that students are well-prepared to practice in a professional and ethical manner. This includes courses on communication, leadership, and teamwork.
4. Inclusion of evidence-based practice: The committee recommends that evidence-based practice be integrated into all courses to ensure that students understand the importance of using research to inform their practice.
5. Integration of community-based learning opportunities: The committee recommends the inclusion of community-based learning opportunities to provide students with real-world experience and an understanding of the social determinants of health. This can be done by increasing the number of community based programs.




## **FUNCTIONS OF CURRICULUM COMMITTEE**

Identify areas for improvement: Determine the areas of the curriculum that need improvement. This can be done through a needs assessment, feedback from students, faculty, or other stakeholders, or by analyzing data on student performance.

1. **Form a curriculum committee:** Create a committee composed of faculty members, administrators, and other stakeholders who will be responsible for reviewing the curriculum, making recommendations, and implementing changes.
2. **Develop proposals:** Based on the identified areas for improvement, the committee should develop proposals for changes in the curriculum, including specific learning objectives, course content, and teaching methods.
3. **Review and approval:** Once the proposals are developed, they should be reviewed by relevant faculty committees, administrators, and other stakeholders. Feedback and suggestions should be incorporated into the proposals as appropriate. Once the proposals have been approved, they should be communicated to faculty and other stakeholders.
4. **Implementation:** The changes in the curriculum should be implemented in a planned and systematic manner, with appropriate resources allocated for faculty training, development of new materials, and revisions to existing materials.
5. **Evaluation and feedback:** Once the changes have been implemented, the committee should monitor and evaluate the effectiveness of the new curriculum, gather feedback from students, faculty, and other stakeholders, and make revisions as needed.

It's important to note that changes in the curriculum should be driven by a commitment to continuous improvement and the pursuit of excellence in education. By following a structured process and engaging faculty and other stakeholders, institutions can ensure that changes to the curriculum are well-planned, effectively communicated, and successfully implemented.

  
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### ROLES AND RESPONSIBILITIES OF EXAMINATION COMMITTEE

- Examination Committee prepare and display examination timetable on the notice board.
- Examination Committee correspond with the university about the number of answer scripts, additional sheet, envelop(inner/outer), top sheet, attendance sheet, mark folio required for the exam before one week of commencement of exam.
- Examination Committee in charge of the examination will Contact the external examiner appointed for the exam by the university.
- Examination Committee prepares the first aid box and other material like envelope, sealing wax, stapler, thread, cello tap etc.
- Examination Committee makes sures that how many students are appearing for exam and according to that prepare the seat plane and attendance sheet.
- Examination Committee prepares the invigilation duty for the exam and takes the signature of the invigilator before the exam.
- Examination Committee distributethe Halltickets after receiving from university to the candidate.
- Examination Committee after completion of each day exam the packets of answer scripts are sent to university examination office. Within the packets one top sheet, attendance sheet, two question paper has to be given and one top sheet is pasted on the envelope and address of the zonal officer is written on the envelope. After that the packet is sealed by sealing wax.



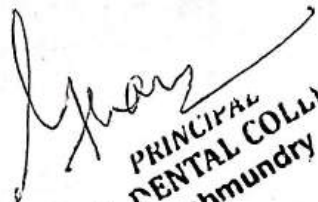
- A file should be maintained by the officer in charge for each day exam which involve:  
Two copies of attendance sheet one for external examiner and one for exam cell.  
Two copies of top sheet one for external examiner and one for exam cell.
- Examination Committee holds meetings as required
- Examination Committee puts the objectives (duties) of the committees into practice.
- Examination Committee makes sure that exams are prepared one month in advance of the commencements of the final exam schedules.
- Examination Committee based on the results of the evaluation of the content of the exams, the committees shall give feed-back as to how the course materials should be enriched.
- Examination Committee plan to report the status of performance to the students through the notice boards & copy of the same to parent / guardians.

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## POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN

**Anti Sexual Harassment** means the committee duly constituted by GSL Dental College and Hospital as per UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in Higher Educational Institutions) Regulations 2015, published in the Gazette of India, dated 2<sup>nd</sup> May, 2016.

### **Sexual Harassment – means**

- a. "An unwanted and undesired conduct with sexual undertones, if it occurs or which is persistent and which demeans, humiliates or essentially creates an intimidating environment or induces submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome/unruly acts or behavior (whether directly or by implication), namely:
  - Any unwelcome physical, verbal or nonverbal conduct implying sexual nature
  - Demand or request for obtaining sexual favors
  - Indulging in sexually contoured remarks
  - Physical contact and advances
  - Showing pornographic materials to the aggrieved
- b. Any one or more than one or all of the following circumstances if it occurs or when present in relation or connected with any behavior that has explicit or implicit sexual undertones,
  - Implied or explicit promise of preferential treatment as *quid pro quo* for sexual favors.
  - Implied or explicit threat of detrimental treatment in the conduct of work or study.
  - Implied or explicit threat about the present or future status of the person concerned both within and outside the campus.
  - Creating an intimidating, hostile and offensive learning/working environment.

Humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned






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- The aggrieved person may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The Head of the Institute shall facilitate a conciliation process through ICC as case may be if at all it is sought.
- The identity of the aggrieved party or the victim or the witness should not be made public or kept in the public domain.

## Punishment & Compensation

- a. Anyone found guilty of indulging in sexual harassment by the ICC shall be punished, in accordance with the Service Rules of GSL Dental college and Hospital prevalent at that point of time, if he is an employee (Regular/Contract).
- b. Where the respondent is a student, depending on the severity of the offence,
  - Withhold the privileges of the student such as access to the Library, Auditorium, Residential areas, Hostel, Transportation, Scholarships, Stipends, Fellowships, Allowances, and Identity Card.
  - Suspend or restrict entry into campus for a specific period of time.
  - Expel and strike off the name from the rolls of the institution, including denial to readmission, if the offence so warrants.
  - Award reformatory punishments such as mandatory counseling and or performance of Community services.

  
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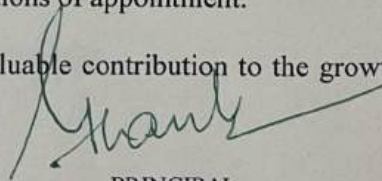
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## TERMS & CONDITIONS OF STAFF APPOINTMENT OF GSL DENTAL COLLEGE & HOSPITAL

Date : .....

1. You are requested to report to the principal, GSL Dental College, Rajahmundry on or before \_\_\_\_\_
2. You shall be placed on probation for a period of one year from the date of joining
3. During the probation period, you shall strive to get comprehensive knowledge of the task entrusted to you and obtain satisfaction levels of performance. The management will give necessary guidance and make periodic appraisal of your performance. In case your performance is not satisfactory, the management has the right to extend/ terminate your services during the probation period.
4. You will be paid a consolidated salary of \_\_\_\_\_ per month.
5. You shall not at any time work against the interest of the society.
6. You will be governed by the rules & regulations of service and standing orders of the society that may be in force from time and your acceptance of this appointment carries with it your acceptance of all such rules, regulations and standing orders.
7. During the term of your employment with the society you shall not engage yourself in private or Consultation and devote your whole time, skill and attention to the faithful and diligent performance of your duties.
8. This appointment is based on the information furnished by you in your application for employment and the subsequent discussions held. Should there be any discrepancies in the information furnished by you and the actual facts, this letter appointment may either stand cancelled or may be suitably altered any time.
9. The employment offered/ accepted is subject to termination by one (3) months notice from your side and one month from society, salary in lieu of notice period.
10. Your promotion will be based on DCI Rules & Regulations as on that date.
11. You are required to submit 6 copies of passport size photographs and photocopies of testimonials in proof of your age qualification, experience etc.
12. This appointment order is sent in duplicate, you are requested to sign and hand over the duplicate copy of this order signifying your acceptance of the terms and conditions of appointment.
13. We welcome you to our Society and look forward to your valuable contribution to the growth of this Society.

  
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