



# GSL DENTAL COLLEGE & HOSPITAL

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



The GSL Code of Ethics & Conduct Handbook is prepared as per the guidelines laid down by the DCI & Dr. NTR University of Health sciences on ethics and conduct of dentists. The document gives a detailed idea regarding the rules, regulations and general ethical practices to be adhered by the students and faculty at this Institute. The document also outlines aspects concerning unethical acts.

## **CODE OF CONDUCT FOR STUDENTS**

A code of conduct is a set of rules outlining the responsibilities of or proper practices for an individual, party or organization. Keeping this in consideration and the rights of a student following are sets of rules or guidelines that need to be followed during one's tenure at GSL Dental College:

1. The students must be regular and punctual in their studies and maintain attendance as per NTR University ordinance.
2. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies.
3. Students should behave, dress and project their image like dignified, respectable citizens of the Country.
4. The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
5. Students should not come to college on bikes.
6. They should read the notices regularly, from notice board, college website so as not to miss any important information.
7. Their action must reflect respect for the faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
8. The students should follow proper sterilization protocols in the department during clinical hours.
9. The student educate the patient about the treatment alternatives available for his or her oral health considering evidence-based explanations, understand the patient's



# GSL DENTAL COLLEGE & HOSPITAL

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



- preferences, and work with the patient to determine a treatment plan that will address the patient's preferences while maintaining standard of care.
10. They should treat the patients with utmost care. The appointments of patients should be planned. The patient work has to be approved by the staff. If any prescription has to be given, it should be approved by the staff.
  11. They should maintain the confidentiality of patient, or information made available to them as part of their practical learning activities
  12. They should maintain accurate and comprehensive records of medical and dental histories, clinical findings, diagnoses, treatment plans, and treatments of each patient.
  13. The students should complete the prescribed work specified by each department.
  14. They should not take leave without prior intimation.
  15. They must observe proper silence in the classes/library and avoid making noise. They must observe timings in the library so as to avoid unnecessary disturbance/over-crowding.
  16. Student should complete their allotted work as per schedule. If the student fails to complete the work, he/she will not be allowed to appear for the University Examination.
  17. Students should not attempt to copy in the Test/ Examination.
  18. Student shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.
  19. Ragging is a crime. Student should not indulge in any form of ragging. Ragging is strictly prohibited in GSL Dental college Any such act will be liable for punishment
  20. No student shall be discriminated on the basis of religion, caste, sex, gender etc
  21. In order to become good dentists, student should observe professional ethics.
  22. A student will be admitted to university examination if he/she has attended regularly the prescribed course of study for the relevant year and has attended not less than 75% of total number of classes held.
  23. Admission confirmation of all students is Subject to University Approval.
  24. Students are expected to behave properly within the campus as well as outside when they represent the college. Any observed objectionable conduct inside or outside the premises is liable for strict action against them.



# GSL DENTAL COLLEGE & HOSPITAL

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



25. Students are advised to maintain good rapport with the classmates and staff. Male students must not pass undesirable remarks at the female students and must observe due courtesies.
26. Smoking and consumption of alcohol is strictly prohibited in the campus

## **CODE OF CONDUCT FOR TEACHERS**

- Teachers should know and practice good pedagogy.
- Teachers should have zero tolerance for cheating and dishonesty in any form, strictly following institutional policy and due process for managing infractions.
- Teachers should provide criteria-based, constructive, and honest evaluations of student performance, reflecting true merit and guiding improvements where indicated.
- Teachers should encourage free pursuit of learning, not denying access to varying points of view or suppressing or distorting information that may advance a student's progress toward professional competence.
- Teachers should maintain confidentiality of a student's disclosures.
- Teachers should not engage in harassment, exploitation, illegal discrimination, embarrassment, or public disparagement of students.
- Teachers should avoid personal relationships with students that might result in either the appearance or the fact of influence on professional judgments.
- All correspondence should be channelized through the Principal.
- Teachers should make reasonable efforts to protect students from harmful conditions.
- Teachers should communicate and model the scholarly and ethical standards of the oral health professions, including their explicit codes of ethics and conduct.
- Teachers should respect colleagues' opinions and defend their rights of free inquiry.



GSL Dental College & Hospital

# GSL DENTAL COLLEGE & HOSPITAL

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



- Teachers should respectfully and wisely use the resources given to them by their institutions
- Teachers should be objective in their professional judgments in evaluations of colleagues and the work of colleagues.
- Teachers should know the university's, college's, and department's mission and organization and know and abide by their academic, personnel and behavioral policies.
- Teachers should participate in and encourage colleagues and students to contribute to professional organizations, their missions, and leadership.
- Teachers should regard themselves as learners and engage in continual professional development.
- 
- Teachers should treat colleagues and associates with respect, working with them in a very congenial environment.
- 
- Teachers should contribute to the development and promotion of sound educational policy.

## **CODE OF CONDUCT FOR PRINCIPAL**

1. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
2. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute. .
3. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute. .
4. The Principal should form various college level committees which are necessary for the development of the Institute. .
5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.



# GSL DENTAL COLLEGE & HOSPITAL

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



6. · The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals. ·
7. The Principal should provide leadership, direction and co-ordination within the Institute. ·
8. The Principal should periodically review this Code of Conduct.
  - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws.
  - Meets Institute standards and any weaknesses
  - Any of other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
9. The Principal is responsible for the development of academic programmes of the Institute.
10. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
11. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented. ·
12. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
13. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
14. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management



# GSL DENTAL COLLEGE & HOSPITAL

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



## **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- Employees are required to wear uniform in a presentable manner keeping in mind the image of the Institution.
- Employees are required to adhere to the official timings and to avail leave with prior approval.
- Staff should not involve in gossiping, spreading rumours or wasting time sitting with others without any official purpose.
- Staff should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he / she is assigned / involved.
- Employees are required to ensure the Data Security of Institution system and proper internet usage as per IT guidelines.
- Women employees are to be treated with due respect, decency, modesty and professional behaviour.
- Every employee, irrespective of hierarchy, has to be treated humanely and with due respect.
- Employees are required to work in team.
- It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work.
- The staff have to use the Institution assets judiciously and exclusively for assigned purposes
- Employees are required to arrange their travel as per travel guidelines

  
PRINCIPAL  
G.S.L. DENTAL COLLEGE  
Rajahmundry