

GENERAL CODE OF CONDUCT

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 specialists of dentistry.
3. Globalised teaching methodology incorporation to attain updated teaching facilities
4. Creating awareness of oral health care among backward community populations by conducting dental camps and dental education programmes by audio visual aids.

DUTIES AND RESPONSIBILITIES OF TEACHING STAFF

1. To improve the college performance as decided by the management/ Director / Principal from time to time. The primary duty of the teacher is to teach theory, practical for BDS and MDS students and thesis guidance for MDS students as per the time table and syllabus.
2. If required should engage more number of classes as and when required to meet academic demand. Apart from these teaching activities, they should also attend the duties of the invigilation and valuation, question paper setting, examinations, conduct of seminars, symposia, workshop, taking charge of laboratory/class/library, museum, tour/training etc., Guiding the student for project work/ paper publications related activity.
3. 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.
4. They should also Endeavour for getting research and infrastructural grants. They should also actively take up any other responsibilities/ assignment.

Duties of Non-teaching staff

1. 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 intime.
2. They should also take up all other works assigned by the Director/ Principal/ Management and when necessary.

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CODE OF CONDUCT RULE FOR EMPLOYEES {INCLUDES TEACHING AND NON TEACHING STAFF}

1. 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.
2. No employee of the college shall behave in a manner which is derogatory to the prestige of college.
3. 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.
4. 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 harrasment in any manner either directly or by implication.
5. No employee of the college should remain absent from work place without the permission of the Departmental Head or Director/ Principal.
6. 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.
7. No employee of the college should demand or accept bribe from students or other employees for the official or regular works in 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.

Leave and vacation:

- Vacation is given for all the teaching and non-teaching staff as per the almanac of KNR University and with the permission of the management.
- 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 leave/academic leave and maternity leave for female employees, as per the service rules.

CODE OF CONDUCT FOR VISITORS / PATIENTS

Code of Conduct for visitors and guests is designed to promote and preserve a safe environment for all who visits the MIDS campus.

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The college strictly urges all the visitors to adhere to the rules and reserves the right to take legal action against visitors and guests for misconduct.

1. Smoking, Alcohol consumption and substance abuse is strictly forbidden in and around campus.
2. Do not litter in the college premises.
3. Not to engage in activities that could disrupt the harmonious functioning of the institute
4. All visitors must show up at reception upon arrival.
5. Parents and guests are only approved to meet with the Chairman / Principal after making an appointment with the office.
6. Permission has to be obtained from office for meeting Faculties.
7. Anyone who damages property on the premises of the college is liable to penalties.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Code of Conduct for Administrative staff provides guidelines regarding the acceptable behaviour of all administrative staff in this organization.

The administrative staff are instructed to adhere to these rules on a day-to-day basis, so that the institution functions in a smooth and coordinated manner.

Rules

1. Strictly adhere to duty timings and maintenance of discipline in the institution.
2. Devote 100% of time and resources for the benefit and upliftment of the institution.
3. Every employee, regardless of their role, should be treated with dignity and respect.
4. Conduct self with utmost professionalism and maintain a dignified dressing befitting the institute
5. Taking care of welfare of the students and all staffs
6. All employees of the Institution must uphold high standards of conduct at all times and must always act in a calm, courteous manner.
7. They are not to engage in gossip, loud talking, or any other disruptive behavior which tends to create disharmony in institution.
8. Employees who have been issued uniforms and supplies due to the existence of their employment must only wear or use them while on duty.
9. Employees must diligently carry out their regular duties under the guidance of their immediate superiors and must follow all written and oral orders and directives given to them from time to time.

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10. Serious misconduct is described as insubordination and/or deliberate defiance to superiors' orders.

CODE OF CONDUCT FOR PRINCIPAL OF THE COLLEGE

Principal, the highest authority of an institute has to ensure that the college runs on set of guidelines according to management, university & DCI.

Principal should be responsible for monitoring the same and should be the bridge between management and staff of the Institute.

1. To attain standards of highest quality for personal and professional conduct.
2. The necessary actions as and when required to maintain discipline in the Institute.
3. Formation and monitoring various committees necessary for the development of the Institute.
4. Encourage faculty members to attend seminars/workshops/conferences.
5. Encourage faculty members to author text books and publish research papers in reputed National and international Journals.
6. Provide leadership, direction and co-ordination within the Institute.
7. Convene meetings with teaching and non-teaching staff and students to ensure smooth functioning of academic and non-academic activities.
8. Ensure implementation of institutional policies by staff and students.
9. Maintain confidentiality of concerned reports
10. Submission of an annual report on the progress achieved in different developmental and collaborative programmes.
11. Taking care of welfare of the students and staff
12. Shall strictly adhere to and implement all university guidelines and regulations, as well as DCI and GOVT directives.

STUDENT DISCIPLINARY RULES:

The following are the university disciplinary rules with the students

1. Every student shall maintain strict discipline in the college and the hostel premises.
2. Students should wear neatly ironed uniforms, wherever prescribed. All the students must wear their over coats and ID cards during working hours.
3. Male students must come with clean shaven face.
4. Female students should tie up their hair.

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5. The students shall obey the instructions given by the faculty members and shall always interact with them with due respect.
6. No student shall take part in any undesirable activity like ragging or involve himself / herself in any political or other movements in any manner during the course of study in MIDS.
7. The students shall earn minimum attendance as prescribed in course regulation to qualify for appearing university examinations. Those who fail to secure the minimum attendance prescribed shall not be permitted to take university examinations.
8. Attendance for internal examinations and model examinations are compulsory.
9. Any candidate who fails to pass the annual examination of Kaloji Narayana Rao University of Health Sciences, Warangal, as prescribed shall have the course extended according to the regulations of the course of study and such candidate shall have to pay tuition fees and other fees for the extended duration of the course also.
10. Any damage caused to apparatus, furniture and another articles due to negligence, carelessness or intentionally shall be viewed seriously and damage costs shall be levied from the student.
11. Wearing of scrub suits and ID card is mandatory and on loss of the ID cards a fine of Rs. 200/- is imposed
12. Students joined through university counseling in convener quota are eligible for scholarship as per the govt. of Telangana. Only those have successfully passed the university exams at regular intervals will receive reimbursement of tuition fee from govt. of Telangana. If such a student failed an exam he\she will have to pay the fees for those subjects to the college.

RAGGING IS AN OFFENCE

To prevent ragging in the institution we have taken the following measures:

- 1) The institution constitutes a committee consisting of faculty members, hostel wardens and senior class representatives to keep a continuous watch over the ragging so as to prevent its occurrence and recurrence to promptly deal with the incidents of ragging brought to its notice, award summarily punishing the guilty either by itself or by putting forth its finding or recommendations/ suggestions before the competent authority.
- 2) An anti-ragging committee squads involving the following faculty members were formed to prevent ragging and keep a continuous watch over ragging inside and outside the institution.

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ANTI RAGGING COMMITTEE

FACULTY

DR. M PRATAP KUMAR

DR. A KALYAN CHAKRAVARTHY

DR. K. AMARNATH

DR. G MADHULATHA

NZB RURAL POLICE STATION

CONTACT

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NATURE OF RAGGING	PUNISHMENT
Teasing , embarrassing and humiliating	Imprisonment up to 6 months or fine up to Rs 1000 or both
Assaulting or using criminal force or criminal intimidation	Imprisonment up to 1 year or fine up to Rs 3000 or both
Wrongfully restraining or causing hurt to a student.	Imprisonment up to 2 years or fine up to Rs. 5000 or both
Causing grievous hurt, kidnapping or rape or committing unnatural offence.	Imprisonment up to 5 years or fine up to Rs 10000 or both
Causing death or abetting Suicide.	Imprisonment for life or up to 10 years with fine up to Rs. 50000.

IMMEDIATE ACTION FOR THE STUDENTS INVOLVED IN RAGGING

- Suspension or dismissal from educational institution.
- Debar from admission into other educational institutions.
- Embossment on academic certificate about misbehavior.
- Expulsion or suspension from institution or hostel or imposing of fine with public apology.
- Withholding of scholarships and results.

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