



SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL



(A unit of VELS Group, Pallavaram)

Approved by Government of Tamilnadu (Lr. No. TN35013/MCA-2/2003; dt.7.9.2006) Approved by Dental Council of India, New Delhi
Approved by Government of India Vide. F. No. V.12017/3/2003-DE, dt. 14.07.2007 & dt.08.11.2011. Ministry of Health & Family Welfare
Affiliated to the Tamil Nadu Dr.MGR Medical University

NAAC ACCREDITED

Off OMR, Near Navalur, Thalambur, Chennai - 600 130

Phone.:7449000052 / 53 / 54 Fax : 044 -2743 5770 E-mail : info@svdentalcollege.com www.svdentalcollege.com

ETHICS AND CODE OF CONDUCT FOR STAFFS

As a constituent of reputed Institute **SRI VENKATESWARA DENTAL COLLEGE AND HOSPITAL**, one is always under scrutiny of the stakeholders of the society thereby it is necessary to maintain a high degree of decorum and integrity at all times. Some of the general points that one should adhere is listed, but the list is not limited as the human resources have to uphold high code of conduct as prescribed **MATTERS OF GENERAL CONDUCT-THE DO'S AND DON'TS.**

DO'S

- Maintain absolute integrity and absolute devotion to duty at all times.
- Those holding responsible posts should maintain independence, and impartiality in discharging their duties.
- Maintain a responsible and decent standard of conduct in private life, and render prompt and courteous service to the public.
- Report to superiors the fact of arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so. Keep away from demonstrations organized by political parties in the vicinity/neighbor hood of Government offices and maintain political neutrality.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- If any legal proceedings are instituted for the recovery of any debt due or for adjudging as an insolvent, report the full facts of such proceedings to the Competent Authority.
- Act in accordance with Government policies.
- Observe courtesy and consideration to Members of Parliament and State Legislatures.
- Commit oneself to and uphold the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, the security of the State ,public order ,decency and morality.
- Maintain high ethical standards and honesty;
- Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain accountability and transparency.

PRINCIPAL

**SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL
OFF. OMR NEAR - NAVALUR
THALAMBUR, CHENNAI-600 130.**



SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL



(A unit of VELS Group, Pallavaram)

Approved by Government of Tamilnadu (Lr. No. TN35013/MCA-2/2003; dt.7.9.2006) Approved by Dental Council of India, New Delhi
Approved by Government of India Vide. F. No. V.12017/3/2003-DE, dt. 14.07.2007 & dt.08.11.2011. Ministry of Health & Family Welfare
Affiliated to the Tamil Nadu Dr.MGR Medical University

NAAC ACCREDITED

Off OMR, Near Navalur, Thalambur, Chennai - 600 130

Phone.:7449000052 / 53 / 54 Fax : 044 -2743 5770 E-mail : info@svdentalcollege.com www.svdentalcollege.com

- Use public resources efficiently, effectively and economically.
- Declare any private interests relating to public duties and take steps to resolve any conflicts in a way that protects the public interest.
- Make choices, take decisions and make recommendations on merit alone.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of the society.
- Refrain from doing anything which is or may be contrary to any law,rules, regulations and established practices.
- Maintain discipline in the discharge of duties and be liable to implement the lawful orders duly communicated .
- Maintain confidentiality in the performance of official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may affect the sovereignty and integrity of India, the security of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- Perform and discharge duties with the highest degree of professionalism and dedication to the best of your abilities.
- Use the IT infrastructure and facilities for official use only.

DON'TS

- Do not make joint representations in matters of common interest.
- Do not indulge in acts unbecoming of an employee of OUR COLLEGE.
- Do not adopt dilatory tactics in any dealings.
- Do not convey oral instructions to sub-ordinates.(If done for unavoidable reasons, confirm them in writing as soon as possible.)
- Do not practice untouchability.
- Do not associate with any banned organizations.
- Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.

PRINCIPAL

**SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL
OFF. OMR NEAR - NAVALUR
THALAMBUR, CHENNAI-600 130.**



SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL



(A unit of VELS Group, Pallavaram)

Approved by Government of Tamilnadu (Lr. No. TN35013/MCA-2/2003; dt.7.9.2006) Approved by Dental Council of India, New Delhi
Approved by Government of India Vide. F. No. V.12017/3/2003-DE, dt. 14.07.2007 & dt.08.11.2011. Ministry of Health & Family Welfare
Affiliated to the Tamil Nadu Dr.MGR Medical University

NAAC ACCREDITED

Off OMR, Near Navalur, Thalambur, Chennai - 600 130

Phone.:7449000052 / 53 / 54 Fax : 044 -2743 5770 E-mail : info@svdentalcollege.com www.svdentalcollege.com

- Do not give expression to views on Indian or foreign affairs, while visiting foreign countries. Do not get involved in unauthorized communication of any document or any part thereof or classified information to any Government servant or any other persons to whom not authorized to communicate such document or classified information.
- Do not join or support any illegal strike.
- Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
- Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings.
- Do not accept any offer of the cost of passage to foreign countries or hospitality by way of freeboard and lodging there, if such offers are from foreign firms contracting with the Government.
- Do not accept invitations for free inaugural flights offered by Air India, Indian Airlines, Corporation or Foreign Airlines.
- Do not give dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bride groom.
- Do not accept any gift from any foreign firm which is having official dealings.
- Do not engage in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by self or members of family.
- Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place oneself under pecuniary obligation with such person, firm or private company Do not approach subordinates for standing surety for loans taken from private sources either by self or relations/friends.
- Do not undertake private consultancy work.
- Do not speculate in any stock, share or other investment.
- Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.

PRINCIPAL

SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL
OFF. OMR NEAR - NAVALUR
THALAMBUR, CHENNAI-600 130.



SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL



(A unit of VELS Group, Pallavaram)

Approved by Government of Tamilnadu (Lr. No. TN35013/MCA-2/2003; dt.7.9.2006) Approved by Dental Council of India, New Delhi
Approved by Government of India Vide. F. No. V.12017/3/2003-DE, dt. 14.07.2007 & dt.08.11.2011. Ministry of Health & Family Welfare
Affiliated to the Tamil Nadu Dr.MGR Medical University

NAAC ACCREDITED

Off OMR, Near Navalur, Thalambur, Chennai - 600 130

Phone.:7449000052 / 53 / 54 Fax : 044 -2743 5770 E-mail : info@svdentalcollege.com www.svdentalcollege.com

- Do not bid at any auction of property where such auction is arranged by one's own officers.
- Do not stay as guest with Foreign Diplomats or foreign nationals in India.
- Do not invite any Foreign Diplomat to stay as guest in India.
- Do not accept or permit dependents to accept passage money or free transport from a Foreign Mission/ Government or Organization.
- Do not bring any political influence in matters pertaining to service.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not employ children below 14years of age.
- Do not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.
- Do not address the higher authority prematurely on the same issue unless it is established that all points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with the matter.
- Do not use official position or influence directly or indirectly to secure employment for any member of your family in any company or firm. Do not place oneself under any financial or other obligations to any individual or organization which may influence in the performance of official duties.
- Do not misuse position as civil servant and take decisions in order to derive financial or material benefits for oneself, family and friends.

6. Grievance Redressal Mechanism

If a staff member has a grievance, it is better to sort it out by writing to, or meeting the concerned HOD. After giving sufficient time to the HOD, remind him/her to expedite the matter. In case the grievance remains unresolved, there is an Institute grievance committee, to whom one can refer them. Suggestion boxes are placed at various location to vent out grievance .On-Line grievance reporting provision is enabled in the Website of the University for open and transparent communication. Open door policy is practiced to vent out the grievance with all top management. HoDs will function as Grievances Officer who will coordinate and administer the grievance handling process. The Staff Grievances Redressal Committee will be responsible for addressing all the grievances submitted to the Grievance Officer. The committee will refer cases, if required, to the Dean and the Dean shall address the grievance in such cases. In cases where the VC's intervention is required, the Dean may forward the grievance case to the VC/Registrar. The VC will be the final authority on all grievance matters of staff and Officers.

PRINCIPAL

SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL
OFF. OMR NEAR - NAVALUR
THALAMBUR, CHENNAI-600 130.



SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL



(A unit of VELS Group, Pallavaram)

Approved by Government of Tamilnadu (Lr. No. TN35013/MCA-2/2003; dt.7.9.2006) Approved by Dental Council of India, New Delhi
Approved by Government of India Vide. F. No. V.12017/3/2003-DE, dt. 14.07.2007 & dt.08.11.2011. Ministry of Health & Family Welfare
Affiliated to the Tamil Nadu Dr.MGR Medical University

NAAC ACCREDITED

Off OMR, Near Navalur, Thalambur, Chennai - 600 130

Phone.:7449000052 / 53 / 54 Fax : 044 -2743 5770 E-mail : info@svdentalcollege.com www.svdentalcollege.com

7. Prevention of workplace Harassment

Behavior in all interactions with colleagues must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as through

- (1) Physical contact and advances.
- (2) Demand or request for sexual favors.
- (3) Sexually colored remarks (this includes colored jokes in a mixed company, or even within hearing distance of a female member of the community).
- (4) Showing pornography.

Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Except where such an act amounts to a specified offence under the Indian Penal Code (which then has to be dealt with by the Police under applicable law), a victim of sexual harassment (or one who perceives sexual harassment to oneself may lodge a complaint to The Director, Deputy Director or to the Registrar. Any employee can approach the Women' Cell constituted by the Institute, either for advice or for redressal. An inquiry by the Women Cell has the status of an official inquiry under the Civil Service Rules, and employees have to co-operate with the Cell in its investigations.

PRINCIPAL

SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL
OFF. OMR NEAR - NAVALUR
THALAMBUR, CHENNAI-600 130.