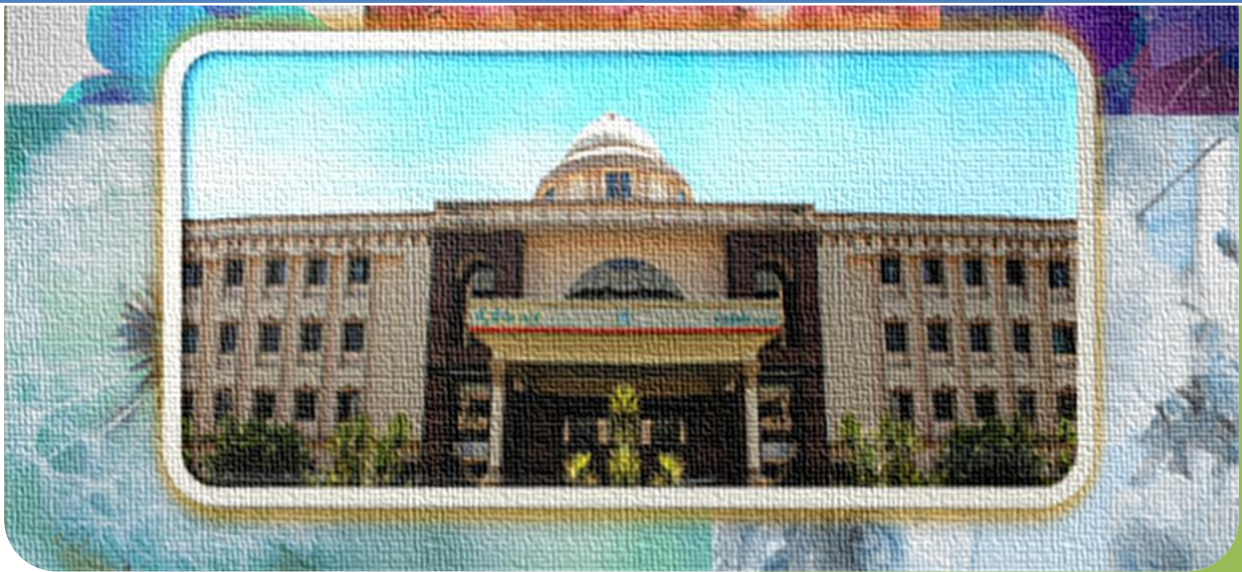


VIDS & RC

HUMAN RESOURCES POLICY MANUAL



VYDEHI INSTITUTE OF DENTAL SCIENCES
AND RESEARCH CENTRE

WELCOME TO OUR INSTITUTION

This HUMAN RESOURCES POLICY MANUAL has been developed to provide our employees with information regarding the policies and operational procedures of the Vydehi Institute of Dental Sciences & Research Centre. This manual is applicable to all employees of Vydehi Institute of Dental Sciences and Research Centre other than those appointed on a temporary, contract or casual basis. The manual will be revised and updated as modifications to policies or procedures become available and/or warranted.

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CHAPTER 1: GENERAL guidelines

INTRODUCTION

The principles laid down in this Manual embody the general terms and conditions of employment with the Vydehi Institute of Dental Sciences & Research Centre and the privileges, duties and obligations of the organisation and staff members. They apply to all staff members of the Institute other than those appointed on a temporary, contract or casual basis.

1.1 Overview of the Institute

The Vydehi Institute of Dental Sciences & Research Centre was established as part of the Vydehi Group of Institutions in 2001, by its visionary Founder Chairman, Dr.D.K.Audikesavulu, and is recognized as a preeminent leader in dental research and education. The institute focuses on delivering high quality, comprehensive, integrated dental education including innovative thoughts towards modern technology and research. It is approved by the Dental Council of India, Government of India and affiliated to the Rajiv Gandhi University of Health Sciences, Bangalore. Recreational facilities, residential buildings and a hostel form a congenial self-contained sector of the campus.

Our mission is to achieve and maintain excellence in education, research and healthcare, for the benefit of humanity. Our par excellence education programme comprises of intensive and extensive training courses lead by a dedicated team of highly skilled professionals. We utilize state-of-the-art equipment; and aim to incorporate the latest techniques and technologies; to provide a world class learning experience in patient care and research, in the field of dentistry.

The Vydehi Institute of Dental Sciences & Research Centre strongly adheres to shared core values that guide our work and relationships with colleagues, patients and students:

- *Professionalism*: We aspire to achieve the highest standards of professionalism in our research, communications, fiduciary management and operations; transparency in our methods and approaches; and fairness in sharing credit.

- *Mutual respect:* We genuinely respect all those with whom we work, irrespective of nationality, gender, religion, age, profession or workplace seniority. We celebrate the achievements of our colleagues and partners. We support a work environment that fosters trust, teamwork and diversity. We commit ourselves to an environment of mutual respect and collaboration with colleagues, students and patients.
- *Creativity:* We promote a culture of innovation, continuous learning, problem solving and independent thinking. We believe that success in living and fostering these values is fundamental to maintaining a vibrant organization, contributing to science and achieving impact.

The essence of our vision is to nurture and develop proficient dentists we expect to become future leaders in the field of dentistry.

1.2 Purpose of the Human Resource Policy Manual

The human resource policies and procedures contained in this manual set out the conditions of service and the basic rights, duties and obligations of staff members of the Vydehi Institute of Dental Sciences & Research Centre as approved by the Management. The purpose of this policy and procedure manual is to provide core policies and a set of standards and procedures in line with human resource management and organizational effectiveness.

The policies herein are subject to the totality of the regulations, laws, and customs of the Government. The Management reserves the right, based on changing conditions and/ or other considerations; to modify, revoke, suspend or terminate any or all of these policies, either fully or in part, at any time, with or without full notice. Such modifications, revocations, suspensions, terminations or changes are subject to the approval of the Management. The Institute's interpretation of any rule is final.

1.3 Applicability

Copies of this Manual in English will be issued to the Heads of the departments and the same will be available for all the employees for information and compliance.

To ensure that the policies set forth in this Manual are applied, it is fundamental that all employees of the Vydehi Institute of Dental Sciences & Research Centre be familiar with its contents.

All employees of the Vydehi Institute of Dental Sciences & Research Centre including Management have a responsibility to read and assist with the practical application of the policies laid out in this Manual.

All employees are subjected to and are bound by the Rules, Regulations and Procedures relating to conditions of appointment, emoluments, provident fund, retirement, leave etc. as they may be modified from time to time thereafter. When changes are made in the rules and regulations by the Appropriate Authorities, they shall apply immediately to all employees superseding the Rules and Regulations in force at the time of appointment

1.4 Amendments and Modifications:

The management shall have the right to amend, alter, add or delete from these Rules from time to time and such alterations shall be binding on all the employees from the date of publishing them on the Notice Board.

1.5 Definitions

The following terms carry the meanings defined here:

College / Institute – includes all the departments and offices, including Hospital

VIDS & RC – refers to Vydehi Institute of Dental Sciences & Research Centre

Trust – refers to ‘Srinivasa Trust’ [Registered]

Management – includes Chairman, Director, Dean and Principal or any other Authorised officer duly constituted by Srinivasa Trust

Chairman – a person duly appointed by Srinivasa Trust, who will be overall in-charge of VIDS & RC

Director – person appointed by Chairman, who is the overall in-charge of the institute

Disciplinary Authority – means in case of complaint against employees, the Principal or any other authorised person

College Premises – Refers to the entire premises of VIDS & RC and includes the quarters, hostels, canteen and such other areas and precincts attached to the college / hospital whether situated inside or outside the main college /hospital premises

Employee — a person holding a letter of appointment for work with VIDS & RC, whose employment is governed by these terms and conditions

Harassment and discrimination — forms of misconduct that undermine the integrity of the employment relationship and staff conduct

Letter of appointment — the written agreement of employment between VIDS & RC and the staff member detailing the terms and conditions of employment

Manual - if used in this manual it shall mean this Human Resources Policy and Procedures Manual

Committee — a voluntary, free, non-political association of staff members for furthering the interests and objectives of VIDS & RC and maintaining work standards, staff morale and interests in conformity with the terms and conditions of service

Termination of employment — separation from service by VIDS & RC that may result from retirement, disability, death, unacceptable performance, redundancy, expiry of fixed-term contract or by cause. Separation from service initiated by the staff member is through resignation

1.6 Institute Responsibilities

The Management of VIDS & RC undertakes to provide a working environment that shall permit staff to achieve high levels of individual and Centre performance. The institute seeks at all times to:

- Provide fair and equitable treatment of staff
- Encourage self-development opportunities
- Discourage discrimination of any form in employment, based on ethnic origin, nationality, colour, gender, age or religion
- Provide opportunities for advancement
- Provide secure and well-equipped working spaces

- Encourage and provide opportunity for staff, staff-student communication and involvement in matters of their concern

1.7 Communication

The notice board, in-house publications / notices, emails, staff meetings and newsletters shall serve as the key media of communication throughout the Institute. Employees are encouraged to participate actively in the free flow of questions, answers and ideas.

1.8 Supervisory Responsibilities

- To support and direct work assignments of staff assigned to them
- To create an open communication environment in the unit, encouraging employees to talk about work issues, listening carefully, and responding to questions or concerns with action or answers. If the issue is outside the supervisor's scope, the supervisor is enjoined to pass it to the appropriate person, and follow up on action taken
- To conduct regular staff meetings to inform staff of decisions that may affect them or the work they do and the reasons for these decisions
- To ensure that the work programme of the group is achieved, and foster team work

1.9 Code of Conduct

This covers key VIDS & RC standards of behaviour that must be maintained. It provides a general overview for all staff, which supplements professions with professional codes of conduct.

Employees are required to:

- maintain satisfactory standards of performance at work
- comply with all reasonable management instructions
- cooperate fully with colleagues and management
- treat everyone politely and with respect

- take all necessary steps to safeguard the public image of the Institute and maintain positive relationships with all people and organisations connected to Institute

No employee shall:

- 1.9.1 Engage himself in any other work or business for himself or for any other person during the working hours except that of college
- 1.9.2 Leave the place of work without permission from his superiors
- 1.9.3 Interfere with other employees work, disturb them or cause annoyance to them at work
- 1.9.4 Disturb the peaceful atmosphere in the institute by demonstrating shouting, loud talk or horseplay
- 1.9.5 Indulge in any act prejudicial to the interest of student or peaceful working of the college or indulge in quarrels, abuses, fight, violence or any other disorderly or indecent behaviour in the college premises.
- 1.9.6 Remove Institute property or properties from one place to another or outside the Institute without authorization
- 1.9.7 Tamper with the Institute records or notice
- 1.9.8 Disfigure or damage or write on walls and other Institute property
- 1.9.9 Divulge to any other unauthorized person any information pertaining to the Medical treatment of any patient of the hospital by the Institute employees
- 1.9.10 Communicate directly or indirectly any official documents or information to any employee or any other person to whom he is not authorised to communicate such document or information except in accordance with any general or special order of the Institute in the performance of the duties assigned to him
- 1.9.11 Eat in the places other than those specially assigned for the purpose
- 1.9.12 Smoke/drink alcohol or gamble in the Institute premises
- 1.9.13 Bring liquor or other intoxicants to the Institute, consume any intoxicants in the Institute premises or report for work in an unfit condition because of previous indulgence or under the influence of any intoxicant
- 1.9.14 Be in possession of firearms, other weapons or any other article in the Institute premises, detrimental to the security of the Institute or persons
- 1.9.15 Do any act in contravention of or in derogation to any rules or instructions modified by the management to the employees in the normal manner
- 1.9.16 Enter or stay in the Institute premises outside the duty hours except for bonafide reasons or if required by the management

2.0 Outside Activities and Interests

No employee of the college at any time during his tenure of service in the college can work for any other employer or engage himself directly or indirectly in any profession, occupation or a vocation outside the college without the prior written permission of the management.

No member of the Teaching Staff is allowed to give private tuitions or engage himself in private tuition classes.

No employee while in the service of the Institute should carry on or engage in any trade or represent any firms or seek employment elsewhere (without the previous permission of the Trust/Governing Body). He shall faithfully and diligently perform the duties entrusted to him from time to time and shall devote the whole of his time and attention to the work of the Institute and use his best endeavours to promote the interest and welfare of the institution.

An employee cannot give to the press, radio or any general news media any comment, talk, news or articles regarding the college without prior written permission of the management.

An employee cannot stand for election for local bodies such as corporation, municipality, panchayat, University body etc. or participate in any political activities without prior written permission of the management.

2.1 Duties and Obligations of employees

2.1.1 Every employee SHALL AT ALL TIMES BE courteous and considerate to the patients, visitors, the public, staff and students

2.1.2 Every employee shall carry out the work assigned to him by his superiors conscientiously, faithfully and diligently in accordance with the specific or general instructions of his superior and shall maintain discipline at all time in the department or workplace or premises of the hospital. He shall also co-operate with his superiors and co-employees

- 2.1.3 Employees shall always be neatly dressed in clean clothes while on duty and shall keep their workplaces clean at all times to maintain the cleanliness of the college
- 2.1.4 Employees who have been provided with uniforms shall wear them while on duty. Those not wearing them are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniform provided by the college are the property of the college and shall not be worn other than during duty time
- 2.1.5 Employees shall take proper care of the machines, tools, materials, equipments, furnitures and other properties of the college
- 2.1.6 Employees shall promptly report any injury sustained in the course of their work to their superiors and to the medical officer on duty for attention
- 2.1.7 Employees shall promptly report any accident or hazard noticed by them inside the college premises

2.2 Confidentiality

No employee shall either during his employment in the Institute or after his termination disclose or divulge to any person, whomsoever, any information relating to the said Institute which he may become possessed of while in the service of the Institute, except when compelled to do so by a competent Court of Law.

2.3 Categories of staff

Employees shall be classified as:

- a. Permanent
- b. Probationer
- c. Temporary
- d. on Contract
- e. Casual

f. Substitute

g. Part time

h. Trainee

- a) **Permanent Employee** is one who is appointed in a permanent post and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by appointing Authority
- b) **Probationer** is one who is provisionally employed to fill a permanent post but has not yet completed the prescribed period of probation or extension thereof and has not been confirmed in writing by the Appointing Authority in the post in which he has provisionally been appointed
- c) **Temporary Employee** is one who is appointed for a fixed or specified period of time (a) in work, which is essentially of a temporary nature or (b) to fill a temporary increase in work
- d) **On Contract Employee** is one who is employed on a contract for a stipulated period of time on the lapse of which the contract may be renewed with mutual consent either on the same or different terms in writing otherwise the contract is terminated automatically at the end of the contract period.
NOTE: An On Contract employee shall be entitled only to the benefits specified in the contract of employment in writing
- e) **Casual Employee** is one who is employed on day-to-day basis for work of an occasional or casual nature
- f) **Substitute or Badli** is one who is engaged in the post of a permanent employee or a probationer who is temporarily absent
- g) **Part Time Employee** is one who is employed to do work for less than the normal period of working hours
- h) **Trainee** is one to whom facilities are extended for training or learning work in a designated field in the college with or without allowance or stipend and without any obligation of employment on the part of the Management.



CHAPTER 2: RECRUITMENT & APPOINTMENT

1. RECRUITMENT

Policy objectives

This policy aims to provide clear guidance on the VIDS & RC recruitment process and standards. It will explain the roles and responsibilities involved in the recruitment of employees and outline the key stages of the process. The appointment of staff shall be geared towards attaining the highest standards of efficiency, competence and integrity.

Principles

VIDS & RC is committed to providing a transparent, professional, credible and equitable service for handling all internal and external applications for job vacancies by:

- providing an administrative service that improves the efficiency of filling vacant posts
- ensuring that appropriate qualification and registration requirements are met for appointments to all professional posts
- ensuring that VIDS & RC employment standards are met

Responsibilities

- ensuring recruitment is open and fair
- ensuring recruiting decisions taken are fairly based on applicants' values, skills and capabilities
- hiring the best candidates and ensuring that the recruitment and selection of staff is conducted in a professional, timely and responsive manner

Policy application

There are a number of key stages in recruitment for a post that are outlined below:

A] Preparation

- The recruitment process should begin after an assessment of the need for the post against the department's requirements and budget is completed.

- A job description and person specification must be produced or updated for any vacant post that is to be filled and it should accurately reflect the requirements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, knowledge and experience for the post, all of which should be directly related to the post and applied equally to all applicants.
- Formal authorisation to recruit to a post is sought from the Management before commencing the recruitment process

B] Advertising and shortlisting

- Employees eligible to promotions will be given access to vacancies before they are advertised more generally.
- All advertising must be cost-effective and agreed in-advance with the Management.
- All candidates are assessed objectively against the selection criteria set out in the person specification, and only candidates who can demonstrate that they meet the essential criteria will be shortlisted for the interview.

C] Interview and appointment

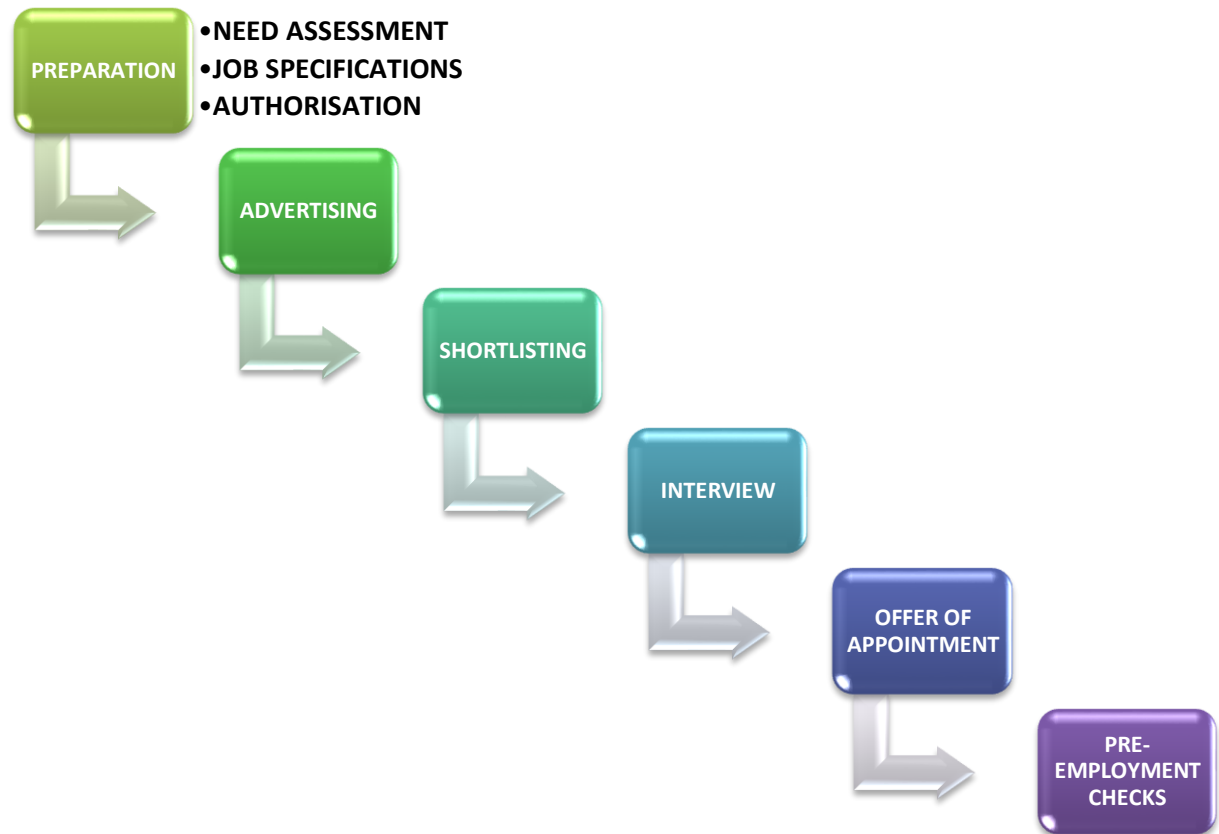
- The shortlisted candidates who meet the essential criteria for the post will be offered an interview.
- A verbal offer should be made shortly after the selection process to enhance the ability to recruit the selected candidate. The verbal offer will normally be made by the selection panel Chair.
- Appointments will usually be made at the minimum of the advertised pay scale.
- Once a selection decision has been made, the recruitment team will send a written offer of employment following receipt of documentation from the Management, in line with agreed service standards

D] Pre-employment checks

Offers of employment are made subject to satisfactory references, medical clearance, checks of qualifications and other checks as appropriate. The successful candidate will not be able to commence work until all checks have been completed



RECRUITMENT SCHEMA



2. APPOINTMENT

Policy objectives

This policy aims to ensure a systemized process of appointment of the recruited staff.

Principles

The scheme of the appointment policy is to:

- ensure that essential appointment documentation such as contracts of employment are issued to employees in a timely manner
- ensure smooth integration of employee into the workforce

Responsibilities

- The power of appointment of staff rests solely with the Management i.e., the Director through the Principal of the Institute
- The essential appointment documentation and verifications are overseen by the Human Resources Department and Dental Office

Policy application

All employees on assuming appointment receive:

1. Appointment order : which the employee acknowledges with a joining letter on the date of joining the institute
2. List of documents to be submitted to the Dental Office which include:

a. Recent Passport size photo of the Employee
b. Photo ID proof issued by Govt. Authorities : Passport / Driving License / PAN Card / Voter ID
c. Copy of Passport /Voter Card / Ration Card / Electricity Bill / Driving License attached as a proof of residence.
d. Copies of Degree certificates
e. Copies of Registration
f. Copy of experience certificate for all teaching appointments held before joining present institute.
g. Relieving order from the previous institution
h. PAN Card
i. Aadhar card
j. Age proof**
k. Curriculum vitae*

*FURNISHING OF CURRICULUM VITAE: Every employee is required to furnish a self-attested copy of his correct and complete curriculum vitae to the appointing authority, as required by the management for the purpose of record, and also thereafter promptly to notify in writing any subsequent changes in the particulars of his

curriculum vitae . The curriculum vitae should be supported by requisite documents and certificates.

**** RECORD OF AGE:** The management may verify and record the age of every employee. Any one of the following documents shall be deemed to be satisfactory proof of the age of an employee: a) School Leaving Certificate. b) Baptism Certificate. c) Birth certificate from Corporation, Municipality, or Registrar of Births and Deaths d) Birth Certificate issued by any other competent authority e) Passport f) Ration Card

3. **IDENTIFICATION CARD:** Every employee will be provided with an identification card and he shall show it on demand to any person authorised by the management for inspection. If any employee loses or damages his identification card during his services, he shall pay a fee as prescribed by the management from time to time to meet the cost of a replacement.
4. **Corporation Bank Application form:** The form is used to open an account in a Federal Bank where the monetary emoluments of the Employee can be credited.
5. **Details for Website form :** to incorporate details of the employee in the Institute website
6. **A copy of the Human Resources Policy Manual**
7. **Staff e-mail ID:** an institutional e-mail ID for all official paperless communication
8. **Central Library membership card**
9. **Any other forms for additional allowances such as transport, etc.**

3. INDUCTION PROGRAMME

All newly appointed employees shall undergo a one month induction program for the purpose of enabling them to integrate into the organisation and into their job roles. Primarily, the induction program shall consist of:

- i. **Orientation to the Institution**

- ii. Meetings with various Heads of Department to familiarise the new appointee with the organisation
 - iii. Meetings with the Head of Department to clarify on the job role and expected deliverables
 - iv. Familiarisation with the Human Resources Policy Manual to understand the vision, mission, organization structure and other matters pertinent to the appointee's assimilation into the institution
 - v. Orientation to teaching methodologies
 - vi. Orientation to various committees and the related body of work
 - vii. A review with the Head of Department at the end of the one month period shall conclude the programme
-

4. PROBATION POLICY

Policy objectives

This policy provides an overview of the Institute's process for reviewing and supporting new employees during their initial months in post.

Principles

- Ensuring that all new employees understand the expected standards of performance, conduct and attendance, and that they are provided with timely and effective support to settle into their new job
- This policy applies to all new staff commencing substantive employment
- During the probation period, all policies are followed but these do not take precedence over the probation policy

Responsibilities

Managers have a responsibility to:

- meet with the employee to discuss the job description and person specification and to identify key areas of the role to ensure the employee understands what is expected of them

- provide local induction training and support to achieve expected standards
- outline what support and guidance will be provided to help the new employee meet the expected standards

New employees should ensure that they:

- fully understand the standards of performance, conduct and attendance expected of them during their probation period and beyond

Policy application

- No person shall be deemed to be in the regular employment of the college unless and until he has received a letter of appointment from the appointing authority.
- All appointees shall be on probation for period of one year except where otherwise specified.
- This period may be extended by a further period of six months or more, not exceeding one year, at the absolute discretion of the Management
- The appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation, at the end of the period of probation, or before confirming in writing, without notice or compensation in lieu of notice and without assigning any reasons whatsoever.
- No employee is entitled to be confirmed or to be treated as permanent employee by reason alone of his having completed the probationary period until confirmation order is given in writing by the appointing authority.
- A permanent employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year which may be extended as decided by the management, and is liable at any time during this probationary to the management.



Chapter 3: CONTRACT OF EMPLOYMENT

INTRODUCTION

This section sets out the terms and conditions of employment of the Institute and is in-line with regional and central employment laws. The employees of the Institute, based on their job descriptions are of 2 categories:

A] Teaching staff

These are employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students. Teaching staff include Professors, Readers, Senior Lecturers, Lecturers and Tutors.

B] Non-Teaching Staff

These are employees who are not directly involved in the teaching/training the students. The Non-Teaching staff can take any one of the following roles:

- i. Laboratory In-charges/Assistants
- ii. Administrative Executives
- iii. House Keeping Executives
- iv. Drivers / Securities
- v. Amenity Centre In-charges, Mess Executives, etc.

1. SERVICE REGISTER:

A Service Register shall be maintained for every confirmed employee of the college showing among other things, the date of appointment, the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc. The Register shall be opened immediately upon an employee is engaged on probation.

2. WORKING HOURS:

2.1 Working hours will vary in different departments and areas throughout the college. Because the college must operate from 9:00 am to 1:00pm and 1:30 pm to 4:00pm every day, between 1:00pm to 1:30pm will be lunch hour on a five days week basis, 9:00am to 1:00pm on all Saturdays. Employee may be required to work irregular hours, day and / or work periods. Besides, an

employee may be required to work beyond his working hours if the exigencies of work so demand and instructions shall be complied with.

- 2.2 All employees shall be required to attend to any emergency or other urgent duties outside their hours of work, including on Sundays and holidays, if required. They shall not be entitled to any extra remuneration for such work except for compensatory 'time off' at the management's discretion.
- 2.3 Subject to the provision of 2.1 and 2.2 above, all employees will be required to work six days a week.

3. WEEKLY HOLIDAYS COMPENSATORY HOLIDAYS & NATIONAL AND FESTIVAL HOLIDAYS:

- 3.1 National and Festival Holidays under (National and Festival Holiday Rules) shall be displayed on the Notice at / or near the Main entrance.
- 3.2 For whatever reasons, in general, and more particularly for the management's own commitments, if any employees are required to work on any of the weekly rest day or other holidays including on any national and / or festival holidays, the employee shall work on such days, and shall not refuse to work on any such paid / festival holidays.
- 3.3 Even if the College/Hospital operations are closed on any of the paid holidays, the management may require certain sections or departments to work on such holidays to maintain the essential services and safety in the college. In such situations, the employees called upon to work shall work, and for such work employee will be provided a compensatory off and the same shall be availed within a month from the date on which it becomes due to an employee.
- 3.4 Any unscheduled closure on any working day due to reasons beyond the control of the management shall be compensated by the employee by working on the nearest weekly holiday feasible under the provision of the Act.

4. ATTENDANCE, ABSENCE FROM WORK, ETC.

- 4.1 Every employee shall be at work at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the timing of reporting and departure from the place of work in the manner specified by the management. An employee failing to report and record the time as above is liable to be marked absent. An employee who is found absent from his proper place of work during the working hour without permission shall be liable to be treated as absent for the period he is away from his place of work and will not have earned salary and leave for the period of absence. In addition, he will be liable for disciplinary action.
- 4.2 Any employee who, after reporting for duty, leaves his place of work during his working hours without permission shall be liable to be treated as absent without leave or permission for the whole day in case his absence is before the

rest interval. He will not be paid salary for the full day or half a day as the case may be.

- 4.3 Late Coming: If an employee reports late by less than one hour for duty either at the commencement of his working or after recess three times during any calendar month he shall forfeit one day's casual or earned leave or one day's salary in lieu thereof if he has no leave to his credit. If he reports late by an hour or more on any day, he shall forfeit half a day's casual or earned leave or half a day's salary in lieu thereof if he has no leave to his credit. The employee reporting late is nevertheless expected to work for the rest of the day failing which he shall forfeit the half-day's salary in addition to forfeiture of leave.

5. PAYMENT OF SALARY AND ALLOWANCES:

All employees will be paid their salary on the fifth day, seventh day or tenth day of the following month, for teaching, administrative, ministerial staff and attenders /housekeeping staff and securities respectively. If the salary day is a Sunday, or a Institute's holiday, the salary will be paid on the following working day

6. PENALTY FOR ABSENCE WITHOUT LEAVE OR PROPER CAUSE:

If employees acting individually or in concert and without reasonable cause absent themselves from work or being present at the work spot refuse to work or go slow, each one of them shall be liable to a deduction from his salary an amount equal to his remuneration for eight days.

7. NO WORK NO PAY:

In all cases of absence from duty leave or permission or in all cases of absence from place to place of work, the principle of 'NO WORK NO PAY' shall apply without prejudice to the other provisions of these rules.

8. UNIFORM:

- a. All employees should wear their prescribed Uniform while on duty.
- b. Jeans, T-shirts, sneakers/tennis shoes, 'Hawaii chappals' and garish coloured clothes should not be worn to College/Hospital/ Office.
- c. Ladies should wear Sarees
- d. Men should be formally dressed in subdued coloured / conservative suits and combination coats/ trousers with light coloured shirts and non-garish ties.

9. PROPERTIES OF THE COLLEGE/ HOSPITAL:

9.1 Every employee shall take sufficient care of the property, stock of medicines, materials, instruments, equipment, machines, furniture, cash etc. of the Institute and shall take all reasonable precautions to safe guard them against accident. In case of mishandling or misuse on the part of an employee, such an employee shall be liable for disciplinary action and or any other action as may be deemed fit by the management and the management shall be entitled to recover the value of such breakage, damages or loss from the employee.

9.2 Employee shall promptly report any occurrence or defect, which might endanger lives of persons in the hospital or might result in any damage to the property of the college or that of any others.

9.3 Every employee shall be expected to take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

10.LOSS OF PERSONAL PROPERTY:

The management shall not in any way be responsible for any loss or damage to any personal property of employees brought into the college or in their possession or in the accommodation provided by the college.

11.STOPPAGE OF WORK OR CLOSURE:

11.1 The management may at any time in the event of disturbance in the city, fire catastrophe. breakdown of machinery, epidemic, civil commotion, failure of power supply, water supply, or non-availability of equipment or machines, violent incidents ' or riotous activity by workmen, or other causes beyond their control, stop work in any department or departments wholly or partially for any period without notice or without compensation in lieu of notice.

11.2 In the event of any such stoppage, the employees affected will be notified on a notice board as soon as practicable as to when work will be resumed and whether they are to remain or leave the premises, and all employees affected by such stoppage shall obey any instructions by the management in this regard.

12.SERVICE OF NOTICE:

12.1 Any matter required to be notified under these rules and any notice by the management to the employees in the Institute shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

12.2 Any notice or letter of communication intended for any employee may be delivered to him personally in the premises of the Institute and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time provided a copy thereof is exhibited on the notice board. Such refusal will render the employee liable for disciplinary action.

12.3 In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him by registered post with acknowledgement due to the last known address of the employee shall be deemed to have served on him. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication, letter or notice on the employee.

12.4 Any matter required to be notified under the rules and any notice of communication by the management to employees will be in English.

12.5 Every employee shall furnish his correct residential address to the management and change thereof promptly.

13.MEDICAL FITNESS:

13.1 The management may whenever necessary refer any employee to be examined for medical fitness by a Doctor or a panel of Doctors of the Institute.

13.2 Failure to submit himself for the medical examination as required by the management will render the employee liable to be deemed as permanently medically unfit and consequent discharge from service.



CHAPTER 4: Leave policies

PREAMBLE:

The Leave Policies of VIDS & RC and the rules governing them are enumerated below and are subject to modification from time to time as the management may find necessary. These rules are applicable for all permanent employees and will come into force, with immediate effect.

Leave cannot be availed as a matter of right. When exigencies of service so demand, leave of any nature may be refused or revoked by the leave sanctioning authority.

- a. For the purpose of leave account, the year means a calendar year i.e. from 1st January to 31st December.
- b. Leave ordinarily begins and ends on the days for which it is sanctioned.
- c. Sundays and/or other holidays may be suffixed and or prefixed to leave with the permission of the leave granting authority, and shall not be counted for the purpose of leave accounting.
- d. Leave should always be applied for sanction obtained before availing the same except in case of emergency. Overstaying beyond the period of sanctioned leave shall be treated as unauthorized absence from duty.
- e. All applications for leave must necessarily be submitted through the Head of the Department. The leave applications of HOD, must be routed through Principal/ Dean/ Administrative authority
- f. Earned leave and /or commuted leave will not ordinarily be sanctioned during the notice period of resignation or immediately before proceeding on other types of long leave such as study leave.
- g. As soon as an employee re-joins duty after the expiry of the leave (other than C.L) he must send a joining report through the Head of the Department.
- h. Saturday is counted as full instead of half day for the purpose of leave.
- i. All staff of the department while applying for EL/ CL or any long leave must specify the details of alternative arrangements made for teaching and other duties of the department.
- j. The type of leave availed must be entered in the attendance registers by the HOD.
- k. Principal's office maintains leave records of all staff in respect of College/ Hospital

1. COMBINATION OF LEAVE

- 1.1 Combination of Casual Leave is not allowed with any other leave except Special Casual: Leave and Compensatory Casual Leave.
- 1.2 Earned leave can be combined with special casual leave on official duty (OOD) only.

2. TYPES OF LEAVE: (Abbreviations are indicated in brackets)

2.1 Leaves applicable to all permanent staff:

- 2.1.1 Casual Leave (CL)
- 2.1.2 Earned Leave (EL)
- 2.1.3 Maternity Leave (ML)
- 2.1.4 Radiation Risk Leave (RRL)
- 2.1.5 Compensatory casual Leave (CCL)
- 2.1.6 On Official Duty (OOD)
- 2.1.7 Leave without Pay (LWP)

2.2 Leave applicable to Teaching Staff only:

- 2.2.1 Special Casual Leave (Sp. L)
- 2.2.2 Study Leave (St. L)
- 2.2.3 Short Term Study Leave
- 2.2.4 Long term study leave
- 2.2.5 Study leave without pay

3. CASUAL LEAVE [CL] :

Casual leave is a leave of absence from duty for a short period of time and for sudden emergencies -and urgent personal work etc.

- 3.1 An employee under probation gets CL at the rate of one day for every month of actual service.
- 3.2 An employee after satisfactory completion of probation period of service is entitled for 15 days of CL per year.
- 3.3 All the staffs of the department, while applying for CL must specify what arrangements has been made for teaching and other duties of the department.
- 3.4 An employee can avail CL up to a maximum of 5 days at a time.
- 3.5 Sundays and other public holidays may be allowed as suffix/ prefix of casual leave and will not be counted. The total period including Sunday and other holidays, in such case should, however, not exceed 7 days.
- 3.6 If the period of absence on CL exceeds 7 days (Inclusive of Sundays and other public holidays) the whole period will be treated as other type of leave

at his credit. If an employee has already exhausted all the other types of leave due, such leave will be treated as LWP (Leave without pay)

- 3.7 CL remaining unutilized at the end of a calendar year will not be carried forward and will lapse automatically.

4. EARNED LEAVE [EL]:

- 4.1 Credit for Earned leave will be afforded twice a year at a uniform rate of 15 days on the 1st of January and 1st of June every year after completion of every 6 months of service (from 1st of January to 1st of June and 1st of July to 31st of December). The credit to be afforded will be reduced by 1/10th of study leave with 50% pay.
- 4.2 The credit carried forward plus the credit for that half-year will be limited to 240 days.
- 4.3 Earned leave will be credited only after satisfactory completion of probationary period at the rate of two and a half day for each completed calendar month of service, which he is likely to render in the calendar half year.
- 4.4 Earned leave will not be credited for the period of LWP availed, and Suspension periods if any.
- 4.5 While affording credit, fraction of a day should be rounded off to the nearest day, for example seven and half days to be rounded as eight days.
- 4.6 Earned leave will not be given for a period of less than seven days.

5. MATERNITY LEAVE [ML]:

A lady employee who, after probationary period has completed one year of service in the Institute may be granted Maternity Leave with full pay, which shall not ordinarily exceed 90 (ninety) days from the date of its commencement PROVIDED THAT :

- 5.1 A women employee having two or more living children shall not be entitled for maternity leave under this rule.
- 5.2 Maternity leave may be combined with any other kind of leave except CL. But leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

- 5.3 Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave granted does not exceed six weeks and the application is supported by a medical certificate. However, this is applicable only for a maximum of two miscarriages.

6. RADIATION RISK LEAVE: RRL :

Employees engaged in work related to Radiation equipments [in the department of Radio diagnosis, Radiotherapy and Cardiology-Cathlab] are entitled to Radiation Risk Leave of one week on completion of every six months of service. This leave neither be accumulated nor carried forward and has to be utilized within a period of one month after completion of eligible period.

7. COMPENSATORY CASUAL LEAVE [CCL] :

The employees are carried upon to work on Sundays and public holidays will be eligible for CCL as under:

- a) If they work for full working day of not less than 6 hours - one C.C.L.
- b) If they work less than 6 hours, but not less than 4 hours - half C.C.L.

The report regarding detailing of staff on duties on Sunday and public holidays and the actual hours of work performed by the staff, is to be maintained in the department concerned for determining the admissibility of C.C.L. and this leave shall not exceed 10 days in a calendar year. Balance of C.C.L. not availed during the calendar year will lapse at the end of the year.

8. SPECIAL CASUAL LEAVE (Sp.C.L):

An employee will be sanctioned maximum of 10 days of Special casual leave per year to:

- 8.1 Participate in National /International /Seminars /Conferences (Workshops etc.
- 8.2 Deliver guest lectures within or outside the state provided the Staff concerned produces necessary documents for such assignments and takes prior permission from the Principal.
- 8.3 Sp.C.L. may be sanctioned for attending selection board meeting/s/ MCI inspection etc. Such visits should not ordinarily exceed three per year.
- 8.4 To conduct University examination.
- 8.5 For any other work assigned by universities provided the staffs concerned produces necessary documents for such assignment to the HOD and obtains approval of the HOD
- 8.6 For paper valuation assigned by the university.

- 8.7 Sanction of such leave (number of days) will be calculated in the manner as used by the university. Leave application should be supported by appointment letters and attendance certificate should be submitted on expiry of the leave.

9. FOR COURT DUTY

Teaching staff of the Institute / Hospital attending to the Courts shall be granted for a maximum of 10 days this type of leave.

- 9.1 Court duty leave may be granted when a member of the staff is summoned to serve as a Assessor or to give evidence before a Court in the Indian Union as witness in the civil or criminal cases in which his private interests are not in issue. The leave will be granted to cover the total period of absence.
- 9.2 The concerned staff should submit necessary documents for such assignments along with leave application and attendance certificate submitted at the time of re-joining the duty.

10. STUDY LEAVE

STUDY LEAVE COMMITTEE

- a. A study Leave Committee has been formed consisting of the following members:
1. Director - Chairperson
 2. Advisor
 3. Principal - VIDS & RC
 4. Medical Superintendent
 5. Administrator - VIDS & RC
 6. Head of the concerned Department.
- b. The committee will review the applications for this type of leave on the following aspects:
1. Nature of the training/fellowship
 2. Suitability of the Candidates for the type of training/post —graduation.
 3. Needs of the Department.
 4. How far it will benefit the College/ Hospital/ Institution.

Based on the recommendations of the Committee and approval from the management, the Principal will grant the leave.

- c. Under the broad heading of Study Leave, the following sub classifications are made and brought under the purview of the above committee.

- c.1 Short Term Study Leave (less than 6 months duration)
- c.2 Long Term Study Leave (duration one year and above)
- c.3 Study leave without pay

10.a SHORT TERM STUDY LEAVE:

Sanction for a short -term leave can be granted to a permanent teacher after successful completion of three years of service for training in India/abroad to the extent of not exceeding 6 months with or without pay.

10. b LONG TERM STUDY LEAVE:

A permanent teacher of the Institute becomes eligible for this type of leave after successful completion of at least five years of service in the Institute on the following conditions:

b.1 Provided the teacher is selected for higher studies in the same subject in which he/she is working, with prior approval of the Principal.

b.2 The candidates will submit a copy of the order permitting him/her for admission to the course and copy of letter stating about the stipend/fellowship or any other financial help to be received while on study leave.

b.3 The teacher may be paid at the discretion of the management 50% of the total emoluments drawn at the time of availing the leave for the duration of study not exceeding three years.

b.4 The teacher will be entitled for benefits of annual increments for the period of study leave and seniority will be maintained.

b.5 The period of study leave will count for the employer's contribution to the PF provided the teachers makes arrangements for the uninterrupted payment of his/her subscription to the PF throughout the period of study leave.

b.6 A teacher availing of study leave shall execute a bond prior to availing the leave that he/she shall serve the Institute continuously at least for double the period of study leave from the date of resuming the duty after expiry of the study leave.

In case of breach of the under taking whereby the teacher is unable to serve the Institute for the stipulated period, he shall refund to the Institute the amount of salary with interest and other expenses incurred on the teacher or paid to him/her in connection with the course of study.

10.c STUDY LEAVE WITHOUT PAY:

A permanent teacher of the Institute becomes eligible for this type of leave after successful completion of five years, only twice service in the Institute on the following conditions:

- c.1 Such a leave ordinarily will be sanctioned for technical /academic assignments.
- c.2 Study leave without pay shall not exceed one year.
- c.3 The leave is without pay and allowance.

- c.4 Employer's contribution to Provident Fund remains suspended for the period of leave.
- c.5 Period of leave does not count for the increments.
- c.6 The teacher's existing seniority will be maintained.
- c.7 A bond has to be executed to serve the institution for double the period of leave availed.
- c.8 During this period, EL and CL will not be credited to his account.

NOTE: Not more than 10% of the Staff of a particular department will be on such leave at any time.

11. ENCASHMENT OF LEAVE

- 1. The encashment of the earned leave shall be allowed to the staff only once in a block period of two calendar years. Encashment of E.L is permitted only if the employee has a minimum 60 days of E.L at his/her credit, E.L available over and above 60 days at credit shall be encashed up to a maximum of 30 days.

- 2. The balance of leave at one's credit shall be credited and shall be encashable in the event of death of any staff member while in service.

- 3. Income earned via this claim will be taxable as per the IT rules.



CHAPTER 5: STAFF DEVELOPMENT

a. PERFORMANCE MANAGEMENT

Policy objectives

The purpose of this staff performance management policy is to contribute to enhanced productivity of staff by a clear statement of objectives and appreciation of achievements in relation to the Institute's goals and requirements.

The policy provides an opportunity to:

- clarify job requirements and management expectations
- reinforce positive behaviour and discuss any concerns
- identify any training and development needs

Principles

- Policy compliance will provide consistency across the Institute to ensure that all staff benefit from regular appraisal and development
- All staff are encouraged and supported in delivering high-quality performance and to develop to their full potential

Responsibilities

The Management is responsible for ensuring that:

- a culture of fairness and openness exists in applying this policy
- appraisals for all their staff occur in a timely and appropriate manner.

Appraisers are responsible for:

- holding annual appraisal meetings with their designated staff
- ensuring the appraisal is a fair and honest discussion of the employee's performance and that the employee's views are considered
- focus should be given to the performance and competence of the employee and not character or personality
- ensuring that they prepare thoroughly for the meeting and that employees have enough time to prepare

Employees are required to:

- participate and actively engage in the appraisal process

- prepare thoroughly for the meeting, maintaining evidence of learning and development they have undertaken during the year

Policy application

Preparation for the meeting

Reasonable notice of the appraisal meeting should be given. The appraiser should ensure that the appraisee understands the appraisal process, knows what will be discussed and how he/she should prepare. To ensure success, the appraisee and appraiser must both be prepared.

The appraisee you should consider:

- His /her main responsibilities
- Achievements since the last appraisal
- His/ her key skills and abilities
- Parts of the job he/she finds challenging and why and what additional support he/she might need
- Plans for professional development/career/job role
- Any additional training or development undertaken

The appraiser should consider:

- How well the appraisee has performed since the last appraisal
- To what extent the appraisee has completed his/her professional development plans and training requirements
- What feedback should be given at the meeting
- Factors affecting the appraisee's performance
- What actions could be taken to improve performance
- What objectives might be set for the next review period

Appraisal discussion

- Appraisal meetings should be held in a private, confidential and comfortable environment with minimal risk of interruption.
- Sufficient time must be set aside to undertake the appraisal and the appraiser should make sure the appraisal is cancelled or postponed only if absolutely necessary. In such cases, the meeting should be rescheduled at the earliest opportunity.
- During the meeting the appraisee should take a lead in discussions, with the appraiser listening carefully to what is said, summarising the discussion and keeping the meeting on track.
- Both parties should take into account the whole period since the previous appraisal, rather than just recent or isolated events.

Objective setting

As part of the appraisal meeting, objectives for professional development should be set and agreed for the next 12 months.

b. STAFF DEVELOPMENT AND TRAINING

Policy objectives

VIDS & RC recognizes that the development and training of its staff is the key to the successful achievement of the Institute's mission. The training and staff development policy aspires to encourage individuals to realise their potential and develop a workforce that continuously strives to improve service quality.

Principles

- Staff training needs will be identified. The three key areas for staff development include:
 - i. organizational development needs
 - ii. staff development needs
 - iii. individual training
- All staffs are encouraged to achieve their potential within current and future roles at VIDS & RC.
- Staff will be given protected paid time for training as elaborated in the Study Leave section [No. 10] of the Leave Policies

Responsibilities

- VIDS & RC has a legal responsibility to provide a safe and healthy environment for staff, patients and visitors, while ensuring that their staffs have the necessary competence to perform their roles.
- Heads of Department are responsible for ensuring that staffs are aware of and are encouraged to participate in training programmes to enhance their skills and knowledge. They are also responsible for implementing continuing dental education [CDE] programmes for their areas of responsibility.

Policy application

Identifying training needs

Training and development needs may be identified from sources including:

- statutory requirements (eg. health and safety legislation)
- professional regulatory body requirements
- VIDS & RC requirements
- skills required to undertake current role
- skills required for service delivery changes
- individual development

Types of staff training

Programme-oriented employee development— continuing dental education and training programmes are implemented in the Institute when the respective Heads of Department with the assent of the Principal and Management determine that the programme will reflect the latest learning and best practice beneficial to the Institute and its employees. Training need may be identified primarily during performance appraisal but could be identified at any time as need arises. During this type of training, employees receive their normal salary and benefits, and the time and training expenses are included in the Institute’s budget.

Personal employee development — this category of training allows employees to pursue training or education to realize their personal career development goals, but not necessarily directly relating to or required for their responsibility at the Institute. The Institute’s contribution normally amounts to granting of Study Leave as prescribed in the Leave Policies.

Approval of training and development requests shall be at the Institute’s discretion and shall be based on funding availability, the needs and priorities of the Institute.

c. PROFESSIONAL ASSOCIATIONS

- ❖ Membership and participation in professional associations and their events are a potentially important means to achieve staff development goals and to widen the reputation of the Institute.
- ❖ VIDS & RC encourages professional staff members to professional associations that have direct relevance to the staff members’ profession or to their responsibilities at the Institute.

- ❖ VIDS & RC recognizes that it is important for professional staff to keep abreast of developments in their professional area and encourages staff to actively participate in professional meetings.
- ❖ Staff members who have been invited to participate in scientific presentations overseas on a subject with direct connection to their Institute responsibilities may have their travel and expenses covered by, at the Director's discretion, as would be appropriate.
- ❖ Employees are also sanctioned 10 days of Special casual leave per year [refer Leave Policies] to:
 - participate in National /International /Seminars /Conferences/ Workshops etc.
 - deliver guest lectures within or outside the state provided the staff concerned produces necessary documents for such assignments and takes prior permission from the Principal

CHAPTER 6: CORRECTIVE Policies

1. DEFINING MISCONDUCT

The term 'Misconduct' shall denote any offence or act of commission or omission either within the premises or outside the premises on the part of an employee which falls within the general notation of the word 'misconduct' as understood generally and shall be deemed also to connote offence or acts of commission or omission under or against these rules or any other regulation and practices of the Institute. Without prejudice to the foregoing, without being exhaustive, the acts of misconduct are listed below:

1. Entering or leaving the premises or departments of the Institute except by the gates provided for the purpose.
2. Late attendance or absence from duty without notice or permission or leave.
3. Leave the place of work during working hours without permission or absence without permission from the place of work.
4. Failure to wear uniforms or wearing unclean uniform or lack of personal cleanliness while on duty.
5. Smoking drinking or eating in prohibited areas.
6. Expectoring or spitting or such unhygienic act or committing nuisance in the premises of the Institute.
7. Laziness, inefficiency or careless work.
8. Habitual late coming.
9. Obtaining leave or attempting to take leave on false pretences.
10. Refusal to accept, receive or to take delivery of any notice, letter or communication from the management.
11. Borrowing or lending money within the Institute premises.
12. Loitering and wasting time during working hours or malingering.
13. Improper or discourteous behaviour towards patients, students or member of public, in the Institute premises. Shouting, loud talking or making noise in the Institute.
14. Failure to report any disease an employee may have which may endanger any other person.
15. Entering any section or department other than his/her own department except for the purpose of assigned duties.
16. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures against diseases as provided by the Management.
17. Unauthorized handling of any machine, apparatus or equipment.

18. Misusing or mishandling of any machine, apparatus or giving false information or without any relevant or pertinent information at the time of appointment or at any other time.
19. Failure to report at once to superior any accident or hazard noticed inside the Institute premises or to report promptly any occurrence or defect or mistake which endanger lives of patients or persons in the Institute or that of other persons or might result in any damage to the property of the Institute or that of any others.
20. Using Institute facilities unauthorized for personal gain.
21. Gambling.
22. Sleeping in any form while on duty.
23. Refusal to accept or obey an order of transfer from one job to another or from one department, centre or branch of the Institute to another.
24. Insubordination or disobedience whether alone or in combination with other of any, lawful and reasonable order of a superior or instigating others to insubordination or disobedience.
25. Misusing the medicine for illegal purpose or selling the medicine of Institute patients/ departments for unlawful gains. Misappropriation of Institute funds.
26. Delaying in performance of work or go slow in work or instigating others thereof.
27. Habitual absence or absence without leave.
28. Gross negligence or neglect of work.
29. Bring liquor or other intoxicants to Institute premises/consuming any intoxicants in the Institute premises or reporting for work in an unfit condition because of previous indulgence or under the influence of any intoxicants or drugs.
30. Riotous or disorderly behaviour or conduct inside the Institute premises. Fighting, abusing, threatening, intimidating or coercing with other employees or other assaulting or threatening to assault co-employees or superior and others.
31. Using indecent language or making false allegation against superior or co-employees.
32. Carrying unauthorized persons in an Institute vehicle or allowing unauthorized persons to operate Institute vehicle or equipment.
33. Participating in strike or any stay in strike or abetting, inciting, instigating or acting in furtherance of a strike or stay in strike.
34. Holding a meeting without permission, staying or participating in a demonstration, shouting, coercing, others to join in group action or picketing within the Institute premises or within a radius of 50 meters from the boundary of the Institute premises.
35. Organising, holding, attending or taking any handbills, notices, leaflets, booklets, pamphlets or posters in the Institute premises without written permission of the management.

36. An act or conduct within the premises of the Institute which likely to endanger the life or safety of any person.
37. Possession of firearms and other weapons or any other articles in the Institute premises detrimental to the security of the Institute persons or property.
38. Gheraoing or surrounding or forcibly detaining superiors or other employee/s of the Institute or resorting to satyagraha, hunger strike or similar action in or outside the Institute premises.
39. Trespassing or forcible occupation of any portion of the Institute premises, unauthorized use or occupation of the Institute accommodation or refusal to vacate the same when called upon to do so by the management.
40. Wilful damage to or loss of employer's goods or property.
41. Preaching or inciting dissatisfaction or violence in relation matters and people concerning the Institute and misrepresentation of facts.
42. Theft, attempt at theft, fraud or dishonesty in connection with Institute property or activity or property of other employees, patients or visitors of the Institute.
43. Tampering with records of the Institute. Falsification defacement or destruction of any records of the Institute and hospital including those pertaining to employees and patients.
44. Soliciting, demanding, offering or accepting bribe or any illegal gratification.
45. Soliciting, demanding, canvassing, collection of any money from anyone or sale of any kind of tickets within the premises of the Institute for any purpose or reason without prior written permission of the management.
46. Delay in commencement of work.
47. Engaging in private work in trade within the Institute premises. Engaging in other employment while in the services of the Institute or engaging in the same or similar profession outside the Institute without the written permission of the management.
48. Commission of any offence punishable under the Indian Penal Code whether committed inside or outside the Institute or conviction by a court of law for any criminal offence.
49. Any conduct prejudicial to the interest or reputation of the Institute or any act or conduct involving moral turpitude or immoral behaviour or act.
50. Carrying or canvassing political activity in the Institute premises.
51. Unauthorized removal from or affixing in the Institute premises.
52. Failure to attend work on overtime or other holidays when required to do so.
53. Any act subversive of discipline in the institute premises or outside the premises.
54. Breach of service rules or any other rules or regulations in force in the Institute and hospital.

2. DISCIPLINARY POLICY

Policy objectives

The Disciplinary Policy is designed to help and encourage the employee to achieve and maintain high standards of conduct, while protecting the Institute's interests, patients, students and staff.

This policy will:

1. outline the procedure to be followed in respect of alleged policy breaches
2. detail disciplinary sanctions that can be applied and their duration
3. make clear the responsibilities of the disciplinary authority in respect of this policy

Principles

- Issues of minor misconduct will initially be addressed informally
- Formal action will only be taken if this has not led to the necessary improvement or where matters are more serious
- This policy should not be seen merely as a means of imposing sanctions. The intention is that disciplinary cases are dealt with early on to resolve problems as quickly and fairly as possible

Responsibilities

- The Institute has overall responsibility for developing and maintaining an open, fair and consistent culture where disciplinary issues are dealt with fairly.
- The Institute is responsible for ensuring that employees know the standards of conduct required in their job.
- Disciplinary authorities are responsible for ensuring their actions taken under this policy are reasonable and fair.
- Employees are responsible for cooperating in any investigations arising from alleged breaches and other aspects of the disciplinary process

Policy application

Procedure for disciplinary action

- Disciplinary proceedings may be initiated when there is a complaint. As far as possible all the complaints against any employees should be submitted in writing to the disciplinary authority.

- If the disciplinary authority is satisfied that there is a prima facie case for taking disciplinary action, he should issue to the delinquent employee, a show cause notice without undue delay which:
 - i. Shall be in writing
 - ii. Shall be specific, precise and not vague
 - iii. Shall give a detailed description of the misconduct alleged
 - iv. Shall mention the relevant service condition under the provisions of which the alleged action of the employee is considered as misconduct
 - v. Shall prescribe a time limit of 3 days excluding the date of service of the show cause notice on the employee for furnishing the explanation by the delinquent and in case the last day for the submission of the explanation is a holiday/off day, the holiday/ off day shall not be counted for this purpose
 - vi. Shall be signed by him

NOTE:

- If the employee requests for extension of time for submitting his explanation, the officer who issued show cause notice may allow extension of time, as requested by the employee, if the request of employee is considered reasonable by him. However, the decision on the period of extension shall be at discretion of the disciplinary authority.
- On submission of the explanation, the disciplinary authority shall issue an acknowledgement to the delinquent employee for having received the same in case the same is required by the employee.
- The show cause notice shall be served on the delinquent employee in person or by sending the same through registered post, acknowledgement due to the last known address of the employee available in the Institute.
- If the delinquent employee refuses to accept the service of the show cause notice, the same should be recorded in writing before two witness and a copy of the show cause notice shall be pasted on the notice board of the department which shall be constructed as due service

Consideration of the explanation

- On receipt of the explanation within the time prescribed in the show cause notice or within the extended period, as the case may be, the disciplinary authority shall consider the explanation and decide whether any enquiry is necessary.
- If the explanation is considered satisfactory by the disciplinary authority no further action need to be taken in the matter.

- If the explanation furnished is considered not satisfactory, the disciplinary authority shall take steps to hold an enquiry.

NOTE:

- i. If in the explanation given by the delinquent employee he accepts unequivocally or unambiguously the allegations made against him then the concerned disciplinary authority may without conducting any further enquiry, record the allegations made and the admission of the guilt by the employee. If the disciplinary authority considered that the misconduct, on the basis of gravity, deserves punishment, which, by virtue of his powers, he himself can inflict, he may dispose of the matter accordingly.
- ii. For misconduct except for dismissal or discharge, no enquiry need be held if the delinquent's employee accepts the charges in his explanation except in case the delinquent employee insists for an enquiry.
- iii. The disciplinary authority may appoint an enquiry officer or may delegate the powers to appoint enquiry officer to any other departmental officers.

Conduct of the enquiry

1. If more than one employee is involved in the act of the misconduct alleged. The enquiry shall be conducted jointly against all the delinquent employees
2. If an enquiry has to be conducted, notice must be given to the employee/s and duly served on him/them. The enquiry notice should specify the date, time and place of enquiry, the date of enquiry not being earlier than 2 days after issue of the notice, if the delinquent employee/s refuse/s the service of the enquiry notice, the procedure for the service of "SHOW CAUSE NOTICE" as previously prescribed may be adopted.
 - i. The enquiry must be conducted and evidence of the witness shall be recorded in the presence of both the delinquent employee and the complainant.
 - ii. On behalf of the management evidence should be let in by an officer authorised by the management and such officer shall be competent to cross examine on behalf of the management.
3. The evidence shall be recorded in English. The complaint, the show cause notice and explanation submitted by him shall be read out to the delinquent employee concerned and recorded.
4. Even at this stage of enquiry, a delinquent employee may plead guilty of the charges, though in his explanation he had denied, the enquiry officer may record the same in the proceedings in the presence of a witness and close the enquiry and give the findings.
5. The person who should be examined in the first is the complainant. When his statement has been recorded the delinquent employee should be asked to cross

examine him. Then the witness of complainant should be examined and cross examined in the same manner. After every witness is examined the signature of the witness examined, the complainant and the delinquent employee should be obtained.

6. After the examination of the complainant and his witness, the complaint may be asked to cross-examine the delinquent. There upon the witness of the delinquent; may be examined and cross-examined likewise.
7. The enquiry officer may put any questions to the complainant the delinquent and the witness to get clarifications.
8. When one witness is examined, no other witness should be present during enquiry.
9. The ex-prate enquiry may be held recording the statement of witness produced on behalf of the management by the complainants, when the delinquent employee fails to attend the enquiry wilfully in spite of the service of notice on him twice, the enquiry officer shall, however, hold the ex-prate enquiry duly recording the reason thereof.
10. During the course of enquiry, at any stage but before the enquiry is held as exparte the delinquent employee comes forward to attend the enquiry, he may be permitted to participate from the stage where the enquiry is proceeding, at the discretion of the enquiry officer.
11. The enquiry officer has discretion in the manner of granting or refusing to grant permission after recording reasons.
 - a) To examine any witness or
 - b) To put a particular question to witness and in exercise of the discretion may refuse to examine a witness or may disallow question in cross examination.Discretion should be exercised bonafide and reasonably
12. When any document is filed in evidence by the complaints or delinquent, the other employee concerned should be given a copy by the concerned complainant/ delinquent.
13. Copies of the depositions shall be supplied to the complainant and delinquent: employee, whenever requested for, by the enquiry officer.

Recording of findings

1. Findings should be recorded by the enquiry officer.
 2. The finding should deal briefly with the following:
 - a) The facts of the case.
 - b) The points for determination
 - c) The substance of evidence fed by either side
 - d) The inference or conclusions of the enquiry officer with reasons.
- i. Findings should be based on the evidence recorded at the enquiry and not on any other matter

Punishment

- The disciplinary authority should satisfy before deciding on the punishment to be inflicted for the misconduct, whether the charge has been proved on the evidence adduced and also on the basis of the finding of the enquiry officer. The disciplinary authority is not necessary bound by the findings of the enquiry officer for reasons to be recorded in writing.
- The disciplinary authority shall decide the punishment keeping in view the gravity of the misconduct, mitigating or aggravating punishment proposed.
- In awarding punishment under this service condition the disciplinary authority shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed shall be supplied to the employee concerned.
- The disciplinary authority may at his discretion inflict any of the following punishment where the misconduct has been proved.
 - i. A censure or warning
 - ii. Fine in accordance with the Payment of Wages Act
 - iii. Suspension (without pay) for a period not exceeding fourteen days.
 - iv. Withholding of increments
 - v. Deduction or stoppage of increments
 - vi. Demotion to next lower grade
 - vii. Discharge
 - viii. Dismissal from service

NOTE: Employees who is dismissed for misconduct shall not be entitled to any notice or pay in lieu of notice and there upon shall not be entitled to any benefits or privileges under these service rules or any other benefits or privileges provided by the management.

Communicating the punishment

- a) The order of punishment shall be:
 - a) Communicated in writing and
 - b) Sent expeditiously
- b) The order of punishment shall take effect from the date specified in the memo.

Suspension pending further orders

- a) An employee suspected of serious misconduct may be immediately suspended by the management at its discretion, pending further orders to determine his innocence or guilt. The suspension order will take effects as soon as the same is notified. However, a detailed charge sheet/show cause notice shall be given to the concerned employee within a period of 15 days from the effective date of suspension in case the same is required. However, the time limit may be extended if the matter requires further investigations.
- b) During the period of suspension, an employee shall not enter the Institute without the previous permission of the management and shall leave the headquarters without intimation to the departmental head concerned or any one authorised on this behalf.
- c) Where disciplinary proceedings against an employee is contemplated or is pending or where original proceedings against him in respect of any offence are under investigation or trail and the management is satisfied that it is necessary or desirable to place the employees under suspension, the management may order for the same in writing with effect from such date as may be specified in the order. A statement setting out in detail the reason for such suspension shall be supplied to employee within a week.
- d) An employee who is placed under suspension shall during the period of such suspension be paid a subsistence allowance at the following rate: Where the enquiry contemplated or pending is departmental, the subsistence allowance shall, for the first ninety days from the date of suspension equal to half of the basic salary and dearness allowance as applicable to him/her category. If the departmental enquiry gets prolonged and employee continues to be under suspension for a period exceeding 90 days, for reasons directly attributable to management the subsistence allowance shall for such period be equal to three-fourth of basic salary and three-fourth of the dearness allowance. Where such enquiry is prolonged beyond a period of 90days for reasons directly attributable to the employee, the subsistence allowance shall for the period exceeding 90days be reduced to 1/4 of such basic salary and 1/4 of the dearness allowance.
- e) In case any enquiry is conducted by outside agency or outside authority the number of days shall be substituted with 180 days instead of the 90 days previously mentioned.
- f) If the employee on being found guilty on the conclusion of the enquiry or the criminal proceeding as the case may be the management ordered any other punishment such as fine, or stoppage of annual increment or reduction in the rank and discharge or dismissal from the service, the employee shall be deemed to be absent from duty during the period and the period of suspension pending investigating/ enquiry or trail and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him shall not be recovered.

- g) The workmen including the protected workman will not be entitled for any subsistence allowance or wages/ compensation during the period of suspension pending for permission under sec 33(1) or 33(3) of ID Act.

3. GRIEVANCE POLICY

Policy objectives

- The Institute is committed to ensuring employee management in a supportive, consistent, fair and effective manner.
- This policy addresses situations where staffs are aggrieved or discontented with work-related issues, disciplinary measures or issues that may adversely affect their performance.
- A grievance is any concern, problem or complaint you have relating to your employment.

Principles

- VIDS & RC is committed to promoting a positive working environment with an appropriate means through which grievances can be discussed with management.
- The Institute aims to deal with all grievances promptly and impartially, and to make every reasonable effort to achieve a satisfactory outcome.
- Where possible, grievances should be resolved informally, but where this is not possible, a formal process will be used.
- VIDS & RC will take steps to ensure that you are not victimised if you raise a grievance or support someone else in raising a grievance.
- Grievances should be worded using appropriate and professional language, and untrue statements should be avoided.
- Malicious or vexatious grievances may lead to disciplinary action.

Responsibilities

- VIDS & RC has overall responsibility for developing and maintaining an open, fair and consistent culture throughout the Institute, where employees can raise grievances and the Management apply this policy fairly and effectively.
- If a grievance is raised, the Management is responsible for ensuring that the staff is treated in a supportive, consistent, fair and reasonable manner.
- Employees are encouraged to raise any grievances promptly and reasonably.
- All staff are required to cooperate fully with any investigation and relevant procedures

Policy application

i. Status quo

If a grievance applies to more than one employee and they are seeking a resolution as a group, they may agree to raise a collective grievance under this policy. When an employee has raised a formal grievance, it will be normal practice to suspend any planned changes that cause the grievance until it has been heard and to maintain the status quo.

However, there will be circumstances when this is not possible or advisable, because the Institute may risk breaching statutory, mandatory or regulatory obligations, or delays might compromise service delivery. In such exceptional cases, management reserves the right to implement the change and the situation will be explained to the employee and their representative.

ii. Stages

This Grievance Policy has two stages:

- *The informal process*
- *The formal grievance hearing*

The informal process:

Before raising a formal grievance, staff members are encouraged to discuss the issue with their Head of Department /Supervisors. Head of Department /Supervisors are expected to have an open discussion with their staff in an attempt to reduce grievances. They will also instruct on what can be done, if the employee is not satisfied with the outcome, and wishes to proceed to the formal stage.

The formal grievance hearing:

- A firmly established principle of natural justice is that no person should be condemned unheard or without recourse to defense. It is this process to be heard that is the subject of the rules of natural justice or procedural fairness. The three principles of procedural fairness are:
 - i. The hearing rule requires a decision maker to give an opportunity to be heard to a person whose interests shall be adversely affected by the decision.
 - ii. The bias rule requires a decision maker to be disinterested or unbiased in the matter to be decided on.
 - iii. The no evidence rule requires that a decision be based on evidence.
- In summary, every respondent to a complaint has the right (where there may be detriment arising from the resolution of that complaint) to be heard and to present provable evidence and submissions in his or her cause, and the opportunity to be heard promptly by an impartial decision maker.

- Employees are encouraged to discuss problems with their supervisory authority first, because they can often resolve these problems. Employees who have differences with their supervisors or co-workers may seek help from the Managerial authority.
- If a need to investigate arises, the supervisory authority should promptly inform the employee of this and if the allegation is against the supervisory authority, the Managerial authority shall inform the staff. If there is delay, the employee should be kept informed about the status and reasons for the delay.
- The final decision on a formally lodged grievance must be formally communicated to the staff with a copy to the Management.
- Management shall not give attention to any grievance received from an anonymous source or sources. However, all staff who feels aggrieved is encouraged to report the grievance following the grievance resolutions procedure set out in this policy manual.
- Any aggrieved staff member can bring their case directly to the attention of the Managerial authority in cases where it may be difficult to go through their supervisory authority.
- All matters pertaining to grievances shall be handled with utmost confidentiality.

4. BULLYING AND HARASSMENT POLICY

Policy objectives

VIDS & RC is fully committed to promoting a fair and harmonious working environment in which everyone is treated with respect and dignity, where no one feels bullied, threatened or intimidated.

This policy will:

- Help understand what “bullying and harassment” mean and know what behaviour can amount to bullying or harassment.
- Detail the responsibilities of the Management and other supervisory authorities in maintaining an environment where all employees treat each other fairly and with mutual respect.
- Explain how to get help, raise a concern or make a complaint if an employee is being bullied or harassed.

Defining bullying and harassment

Bullying and harassment make working environments less productive and they can impact on the health, confidence, morale and performance of those affected, including

those who witness or otherwise have knowledge of unwanted and unacceptable behaviour.

Bullying

Bullying is persistent, offensive, abusive, intimidating or insulting behaviour, which makes people feel upset, threatened, humiliated or vulnerable. Bullying can be a form of harassment and it can undermine someone's self-confidence and esteem. Bullying can be physical, verbal or non-verbal and it can take place inside or outside VIDS & RC at work-related events.

Examples of bullying include:

- shouting at or humiliating others
- high handed or oppressive levels of supervision
- unjustified, offensive and/or insulting remarks about performance
- excluding employees from meetings, events or communications without good cause
- physical or emotional threats

Harassment

Harassment is any unwanted physical, verbal or nonverbal conduct based on sex, sexual orientation, marital or civil partnership status, religion or belief, age, race or disability that affects your dignity at work or creates an intimidating, hostile, degrading, humiliating or offensive environment.

One incident of unwanted or offensive behaviour can amount to harassment.

Examples of harassment include:

- physical conduct, ranging from touching, pushing or grabbing to punching or serious assault
- verbal or written harassment through jokes, offensive language, defamatory remarks, gossip, threats, letters or emails
- unwelcome sexual behaviour, including unwanted suggestions, propositions or advances
- sending or displaying material that is pornographic or obscene, including emails, text messages, video clips, photographs, posters, emblems or other offensive material
- isolation at work or exclusion from social activities
- coercion, including pressure for sexual favours
- inappropriate person contact, including intrusion by pestering or spying.

The impact of the behaviour is relevant, not just the motive or intention behind it.

Principles

- VIDS & RC is committed to promoting a positive working environment, with a culture of support, where no one feels harassed or bullied.
- Harassment or bullying at work in any form will not be permitted or condoned.
- Allegations of harassment and/or bullying will be taken seriously.

Responsibilities

- The Institute is fully committed to adopting and promoting the key principles within this policy and will ensure that any form of bullying will be dealt with promptly and effectively.
- The Management and Heads of Department are responsible for ensuring the practical application of this policy and they are expected to promote high standards.
- Every staff member is responsible for contributing towards a working environment that is free from bullying and harassment. Each must report to an appropriate person instance of behaviour that contravenes this policy's principles.

Policy application

Bringing a complaint or raising a concern

- VIDS & RC will treat seriously all complaints or concerns raised in respect of bullying and/or harassment.
- to make a complaint or raise a concern under this policy it should be informed (verbally or in writing) to the Heads of Department or Managerial authority.
- complaints will be considered under the Grievance Policy which includes informal and formal stages.

Response measures

Responses are initiated as elaborated in the Disciplinary Policy, after the approval of the Management, with measures undertaken to prevent a possible breach of confidentiality.



CHAPTER 7: CESSATION OF SERVICES

TERMINATION POLICY

Policy objectives

This policy applies to all employees and enables the Institute to manage their retirement. It also aims to help staff better understand their options should they wish to retire.

Principles

- Termination of employment is effected when either party chooses to discontinue the employment relationship. VIDS & RC reserves the right to terminate employment of an employee at any time during the contract period.
- Unless it has been agreed otherwise, employees wishing to retire will be expected to work their contracted notice periods.
- VIDS & RC recognises the valuable contribution made by employees of all ages and will work towards eliminating prejudice and discrimination irrespective of age.

Responsibilities

- The Management has an overall responsibility for ensuring this policy is applied fairly and consistently.
- The Management is responsible for ensuring the practical application of this policy.

- Employees considering retirement should ensure they understand the associated processes and financial implications before submitting their formal notice.

Policy application

Causes of termination

RETIREMENT: Every employee shall retire on completing 58 years of age, which shall be the age of superannuation. However, the management reserves its right to extend the service of any employee at its sole discretion beyond the age of 58 years.

COMPULSORY RETIREMENT: However the management is at liberty to terminate the services of an employee whose service are not satisfactory / useful to the Institution, without assigning reasons, if he / she had attained the age of 65 years.

TERMINATION OF EMPLOYMENT BY THE MANAGEMENT

- a) The employment of a permanent employee may be terminated by the Management by giving one month notice or by giving one month wage in lieu of one month notice without assigning any reason whatsoever.
- b) The service of a probationer may be terminated at any time during the period of probation or at the end of the probation without giving any notice or without assigning any reason for such termination.
- c) The services of a temporary employee can be terminated without giving any reason or without giving any notice.
- d) The service of any employee is liable to be terminated on any of the following grounds without any prior notice:
 - i. Misconduct: Disciplinary action taken resulting in Dismissal or Discharge
 - ii. Superannuation: Teaching faculty [on completion of 65 years age] Non - Teaching faculty [On completion of 65 years age]
- e) The service of any employee is liable to be terminated on any of the following grounds without prior notice.
 - i. Insanity, senility, physical infirmity, contagious/ infectious diseases or ill — health.
 - ii. Reduction of strength or abolition of the department by the Management in which he/she is employed.

ABANDONMENT OF SERVICE:

- a) If an employee remains absent for 8 days (eight only) without prior permission or sanction of leave, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced.
- b) If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced unless he (a) returns within 8 days (eight only) of expiry of the leave and (b) gives a satisfactory explanation for his inability to return on the expiry of leave.

CESSATION OF SERVICE

- a) The appointing authority may terminate the service of any permanent or temporary employee on administrative grounds in the interest of the Institute by giving one month's notice or salary in lieu of such notice provided further that no such notice shall be necessary for termination arising out of misconduct.
- b) Any employee desirous of leaving the service of the Institute shall send a letter of resignation to the appointing authority through his respective Head of the department and the Administrative office giving three working months' notice or three month's salary and allowance in lieu of notice before leaving the service. Leave standing to an employee's credit cannot be used against notice period.
- c) Notwithstanding anything contained in this rule, no notice shall be necessary if the termination of service is under an agreement or contract of service that specified a date for such termination.
- d) In the case of employee where a longer notice period is stipulated such longer notice or payment in lieu of notice shall apply for termination by the management or for leaving service. Notwithstanding what is stated above, the management reserves its right to refuse to accept the resignation.

Settlement of account and loans:

An employee separating from the service of the Institute shall settle all his outstanding accounts and loans due to the Institute and due to such organizations which have been submitted through the institution, if any, before final separation, and hand over any documents, cash, equipment and other properties of the Institute in his custody and obtain a clearance certificate to that effect. Should he fail to do so, the management shall be empowered to recover all such outstanding amounts, loans and value of the

properties of the Institute from any amounts - dues, or in any other manner as deemed expedient.

Unauthorised presence in the premises:

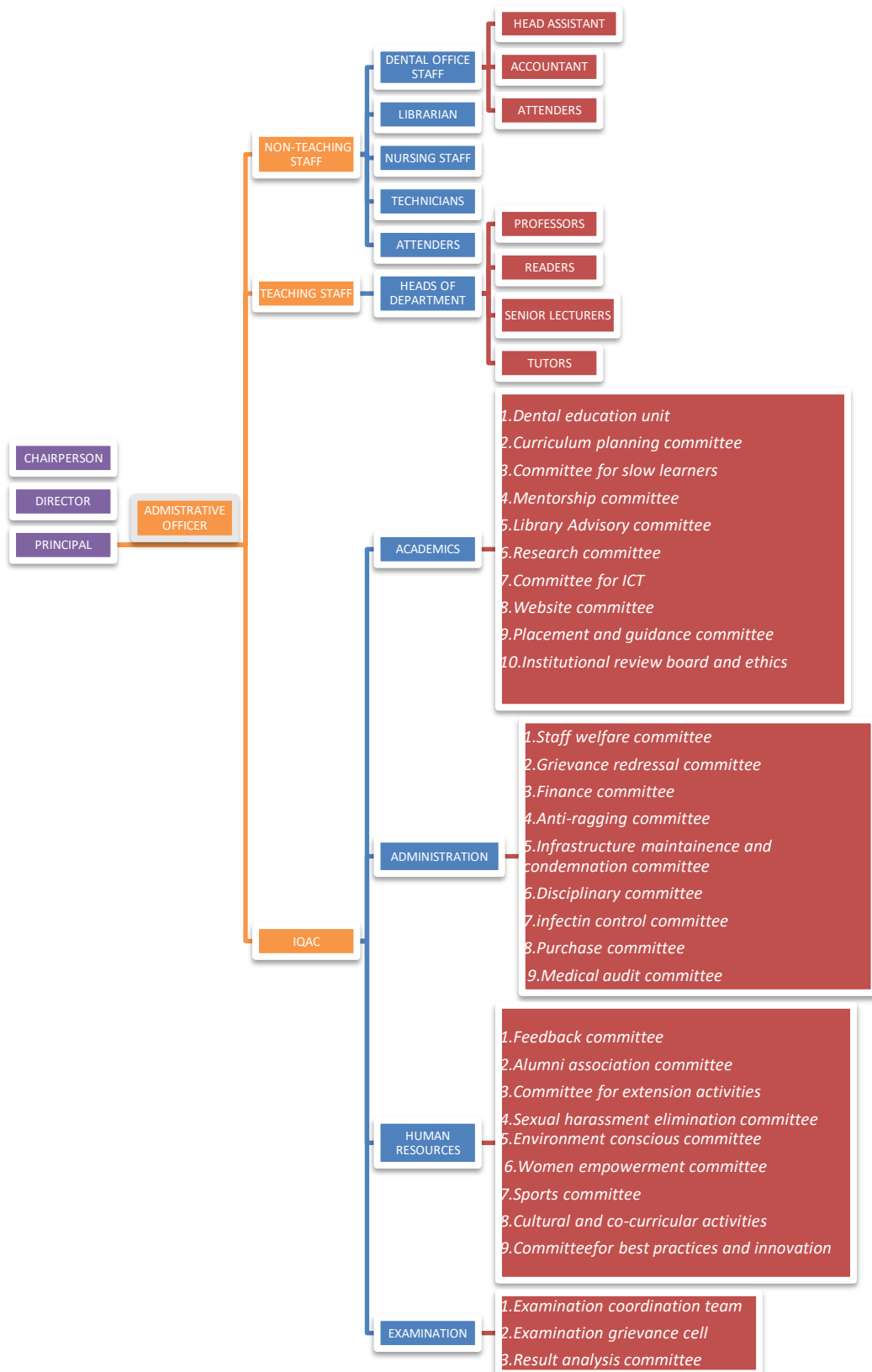
An employee who has been granted leave, laid-off, suspended, discharged, dismissed or has resigned or is not working for any reasons, shall leave the Institute premises forthwith unless required to stay back by the management. Employees suspended, discharged, dismissed or who have resigned shall not enter the Institute premises without permission from the appointing authority or any other person authorised by him in this regard.

Certificate of service :

Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the institution. Such a certificate shall be valid only if it is issued and signed by the appointing authority or any officer authorised by him.

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APPENDIX 1: ORGANOGRAM



APPENDIX 2: Organisational structure

MANAGEMENT: includes the Chairperson, Director, Dean and Principal or any other Authorised officer duly constituted by Srinivasa Trust. The Chairperson is duly appointed by Srinivasa Trust, who is the overall in-charge of VIDS & RC. The Director is appointed by the Chairperson, who is the overall in-charge of the Institute.

PRINCIPAL

The Principal along with the Administrative Officer are involved in the implementation of the perspective plans of the College. They ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

The Principal of the institution is responsible for the academic wellbeing of the Institute and the moral, social and physical wellbeing of the students and they have all powers necessary to carry out their responsibility. They shall carry out faithfully and diligently all the directions, which the Trust/ Governing Body may give from time to time.

HEAD(S) OF DEPARTMENTS

The Heads of Departments ensure that the academic calendar provided by the university/college is implemented properly and efficiently. Heads are also responsible to administer their respective department, run academics as per the curriculum, conduct curricular and extra-curricular activities for their respective students. All members of a department are subordinate to the Head of the Department

A] Teaching staff

These are employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students. Teaching staff include Professors, Readers, Senior Lecturers, Lecturers and Tutors.

B] Non-Teaching Staff

These are employees who are not directly involved in the teaching/training the students. The Non-Teaching staff can take any one of the following roles:

- i. Laboratory In-charges/Assistants
- ii. Administrative Executives
- iii. House Keeping Executives
- iv. Drivers / Securities
- iv. Amenity Centre In-charges, Mess Executives, etc

INTERNAL QUALITY ASSURANCE CELL (IQAC):

IQAC has been established in the college, which meets regularly to assess the quality deliverance of dental education in the Institute leading to achieve the course and

program outcomes. The information about the achievements, curricular, co-curricular activities and extra-curricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops, etc. are taken up in the IQAC.

COMMITTEES FOR SPECIFIC TASK

Various academic and administrative committees, under the IQAC, are constituted at the beginning of the year or as and when required and specific tasks are allotted to it as per the academic and administration plans of the college.

The Committees are grouped under 4 main categories: academics, administration, human resources and examination cells. The committees under these cells include:

Academic

1. Dental education unit
2. Curriculum planning committee
3. Committee for slow learners
4. Mentorship committee
5. Library Advisory committee
6. Research committee
7. Committee for ICT
8. Website committee
9. Placement and guidance committee
10. Institutional review board and ethics

Administration

1. Staff welfare committee
2. Grievance redressal committee
3. Finance committee
4. Anti-ragging committee
5. Infrastructure maintenance and condemnation committee
6. Disciplinary committee
7. Infection control committee
8. Purchase committee
9. Medical audit committee

Human resources

1. Feedback committee
2. Alumni association committee
3. Committee for extension activities
4. Sexual harassment elimination committee
5. Environment conscious committee
6. Women empowerment committee

7. Sports committee
8. Cultural and co-curricular activities
9. Committee for best practices and innovation

Examination

1. Examination coordination team
2. Examination grievance cell
3. Result analysis committee

OFFICE STAFF

The key roles of the dental office comprises of collection of fees and issue of receipts, maintaining records related to admission, examination and fee collection. They are also responsible for the day to day administration responsibilities assigned by the Principal or Head Assistant in the office.

APPENDIX 3: ethics

PROFESSIONAL ETHICS

- I. Adopt ethical principles in all aspects of practice and set high standards of behaviour within the premises of the college
- II. Revere and treat all colleagues in a professional, courteous and humane demeanour.
- III. Foster professional honesty and integrity
- IV. Be humble and accept one's limitations in knowledge and skill and to ask assistance from colleagues when needed
- V. Deliver patient care, irrespective of social status, 'caste, creed, or religion of the patient
- VI. To adhere to patients' rights with respect for patient autonomy and confidentiality

- VII. To ensure excellent treatment and quality assurance in patient care at all times and not get involved into any unethical acts or practices
- VIII. To adhere to good clinical and laboratory practices and protocols of the college
- IX. To comply with infection control and safety guidelines of the Institution
- X. Apply high moral and ethical standards while carrying out human or animal research.
- XI. Any research projects within the campus should be carried out with the due permission of the concerned authorities
- XII. Any form of plagiarism is to be avoided at all times
- XIII. Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute
- XIV. Any unethical behaviour has to be reported to the concerned authorities

CODE OF CONDUCT FOR PRINCIPAL

- I. Ensure academic growth of the college
- II. Supervise the maintenance of discipline of the Institute
- III. Oversee and monitor the administration of all academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments
- IV. Participate in the teaching, research and training programmes of the college
- V. Assist in planning and implementation of academic programmes such as refresher/orientation course, seminars, other training programmes organized by the Institute
- VI. Institutes programmes for academic competence of Faculty Members
- VII. Oversee the overall administration of the Institute and their libraries and hostels
- VIII. Administer and supervise curricular, co-curricular/extracurricular or extramural, students welfare activities
- IX. Form various college level committees which are necessary for the development of the Institute
- X. Ensure that the long-term and short-term development plans of the Institute in the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members
- XI. Convene meetings of any of the authorities, bodies or committees as and when required

- XII. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued in the college and by the University authorities and bodies
- XIII. Overall supervision of the University Examinations
- XIV. Maintenance of Self —Assessment Reports of teachers and their service register
- XV. Authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- XVI. 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
- XVII. Any other work relating to the administration of the Institute as may be assigned to him/her by the Management from time to time
- XVIII. Provide leadership, direction and coordination within the Institute

CODE OF CONDUCT FOR STAFF

The code of conduct for faculty addresses the matters related to teaching, learning, and relationship with the students, associated staff, management, duties and responsibilities with moral and professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

General responsibilities

- I. Adhere to a responsible pattern of conduct and demeanour, expected of them by the community, college authorities and students
- II. Seek to make professional growth continuous through study and research
- III. Participate at professional meetings, seminars, conference etc. towards the contribution of knowledge
- IV. Maintain active membership of professional organizations and strive to improve education and profession through them
- V. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- VI. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the University such as: assisting in appraising; applications for admission, advising and counselling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation
- VII. Participate in extension, co-curricular and extracurricular activities including community service

Discipline

- I. All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time
- II. Contribute to the vision, mission and goals of institute through engagement of working hours
- III. Punctual, sincere and regular in their approach and devote their time and their best for the progress of the Institute
- IV. The work plan of teaching staff should ensue, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution
- V. Staff must refrain from any form of harassment or unlawful discrimination
- VI. The Faculty Member should show no partiality to any segment / individual student
- VII. Every staff should maintain the confidentiality regarding the College's affairs and its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties
- VIII. All staffs of the Institute are responsible for protecting and taking reasonable steps to prevent misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property

CLASSROOM TEACHING

- I. The staff should engage the entire allotted lecture hour
- II. Use "Information Communication Technology (ICT)" for effective delivery of lectures
- III. Provide special attention to slow learner students and their needs
- IV. The staff should motivate the students and bring out creativity / originality in the students and should make himself/herself available for doubt clearance
- V. Every teaching staff demonstrate a high standard in teaching and learning by:
 - Engaging students in their learning
 - Working to achieve high level outcomes for all students
 - Maintaining records to manage, monitor, assess and improve student learning
 - Beneficial usage of research and student achievement data
 - Engaging in reflective practice and developing their professional knowledge and teaching skills
 - Providing constructive feedback to colleagues

GENERAL CODE OF CONDUCT FOR STUDENTS

- I. Students shall be required to engage in full time study during college hours
- II. Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life
- III. Be capable of self-assessment and be willing to update the knowledge and skills from time to time
- IV. The student should strive to apply current knowledge gained in the best interest of the patients and the community
- V. Seek to improve awareness and provide possible solutions for oral health problems
- VI. Participate and involve in professional bodies
- VII. Willingness to participate in the continuing education programmes, to update
- VIII. knowledge and professional skills from time to time and to apply the acquired knowledge & skills in day to day practice
- IX. Be inclined to do research projects
- X. Clinical Records, Work Diaries and Logbooks should be maintained regularly
- XI. The student should complete the entire Practical and Term work such as Journals, Assignments and Projects and candidates pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized postgraduate teacher
- XII. Impolite talk/use of abusive language which offends the listener would be dealt with serious action
- XIII. Students are expected to spend their free time in the Library/Reading Room
- XIV. Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused
- XV. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter

ANTI -RAGGING

Actions will be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme Court of India by:

- Cancellation of admission and also debarred from taking admission in any institution in India
- Suspension / expulsion from the institution
- Debarring from appearing for any examination or other evaluation process
- Collective punishment if large number of students are involved in the act of ragging
- An FIR will be filed in the local police station if found guilty

CODE OF CONDUCT IN CLINICS

- I. Students must at all times behave in an honourable and responsible manner in their relations with patients they encounter in clinical practice
- II. In treating patients or carrying out practical work in class with fellow students, they must act with all reasonable care and under the direction of a clinical staff
- III. Students must observe confidentiality with regard to information concerning patients and fellow students, which is available to them through practice or observation at the College clinics
- IV. Undergraduate students may not give advice to patients or suggest medications or patent herbal remedies without appropriate supervision
- V. The student must always take steps to alleviate patient symptoms and distress, whether or not a cure is possible
- VI. Obtaining informed consent or other valid authority before undertaking any examination, investigation or provide treatment (except in an emergency), or before involving patients in teaching or research is a must
- VII. In their relations with patients, staff and fellow students, students are expected to act with sensitivity towards and respect for their colleagues' backgrounds and points of view
- VIII. Students practicing and observing in the clinic are expected to treat patients, staff and fellow students without prejudice or discrimination of any sort

Inappropriate Behaviour

- Any student who is under the influence of alcohol or drugs, who is violent physically or verbally towards anyone (patient, staff or student) in the clinic, or who makes - inappropriate advances towards a patient will be excluded from the clinic immediately
- Any such exclusion and the reason for it will be logged in the student's clinical record.
- In deciding to exclude a student, the clinical staff in charge should act in consultation with the Head of the Department and report to the Principal with immediate effect

Behaviour that Indicates a lack of fitness to practice

- Where a student's behaviour over a period of time, displays symptoms of mental or physical ill-health to the extent and there is doubt as to whether the student is able to maintain appropriate boundaries between their own concerns and the patient's needs, the clinical in-charge has to bring the matter to notice with the concerned Head of Department.

Procedures in the case of a student's exclusion from the clinic

- In the event of a student being excluded from the clinic a critical evaluation of the patient-centred issues in the incident, the timescale and any other requirements for the student's return to the clinic will be analysed and then action will be taken.

end