



# ANNOOR DENTAL COLLEGE & HOSPITAL

Recognized by the Dental Council of India, New Delhi,  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression.

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Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



# ANNOOR DENTAL COLLEGE & HOSPITAL



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## Certificate of the Head of the Institution

  
Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673





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TO WHOMSOEVER IT MAY CONCERN

This is to Certify that The Institution has effective welfare measures for both teaching and non-teaching staff.

  
Principal  
Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



  
Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



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## POLICY DOCUMENT ON WELFARE MEASURES

  
Dr. Ciju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673





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## HR POLICIES

1. All the original certificates regarding the qualifications and working experience shall be produced for verification, along with their photocopies; which shall be retained at the College office
2. The employee is bound to work on full time basis and discharge their duties exclusively to the interests of the institution.
3. The appointment is based as per the approval of the Chairman / Director of the College
4. Maintenance of decorum, discipline and punctuality and professional excellence of high order, commensurate to the post
5. Additional duties, administrative and any other duties if and when assigned / allocated by the Principal with the concurrence of the management in the interest of the College shall be accepted and performed to the best of your ability
6. The employee shall not accept any other assignments of any kind from any other institutions while serving at this College and shall give an Affidavit to the effect that you have not given your name to and / or cause to show your name in any other institution in any capacity
7. The employee is bound to take permission from the management before representing the institution elsewhere
8. The employee will be model and source of inspiration to all others in the College in maintaining high personal / professional and ethical standards
9. The Income Tax, Professional Tax and any other statutory Tax if any payable, shall be deducted at source as applicable at the time of such deductions
10. The employee is eligible for leave as per the regulations listed in the College
11. The employee's services may be relieved at the discretion of the management represented by the Chairman / Director without assigning any reason or whatsoever by giving you one month's notice to this effect
12. The employee can relinquish the services at our college without giving any reason or whatsoever by giving three months' notice to the Chairman / Director representing the Management of the College to this effect or in lieu thereof a sum equal to the amount of salary which would have been accrued by the employee during the period or remaining period of notice
13. The employee should be present in the College during the working hours

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Dr. George Baby  
Principal  
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14. The appointed staff of the college will continue to work for minimum three years in that capacity and a prior permission from the management is required to start your own clinic/establishment within the radius of 10 kilometres from the institution
15. Any matters pertaining to the institution should not be disclosed at any point of time. Confidentiality of high order to be maintained throughout your service
16. As per the College regulations, those recruited staff can be relieved only at the end of an academic year.

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**Dr. Giju George Baby**  
Principal  
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## Guidelines for Appointment of Teaching Staff

### SELECTION COMMITTEE

Chairman – Administration  
Director  
Principal  
Vice Principal  
Head of the Concerned Department  
Senior Staff member of Institution  
HR  
Staff Advisors

### RECRUITMENT PROTOCOL

- \*The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- \* The committee shall augment candidature from any or all of the following sources:
  - Advertisement in the Newspapers
  - Files maintained for storing the unsolicited applications
  - Campus recruitment
  - The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- \* The committee shall short list the candidates in the following processes:
  - Personal Interviews
  - Aptitude tests, including class room demonstrations
  - The committee shall finalize the short listed candidates
  - Final evaluation and recommendation is prepared by the committee
  - The Principal and the Chairman who in turn Interview the candidates and decide on the appointment.

An Offer of appointment shall be released by the Principal/ Chairman

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❖ All appointments are subject to the discretion of the management policies

Attachments :  
Personal Data Sheets  
Appointment Offer Document  
Show Cause Memo  
Leave Forms

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## Guidelines for Appointment of Non Teaching Staff

### SELECTION COMMITTEE

Chairman – Administration  
Director  
Principal  
Vice Principal  
Chief Operating Officer  
HR  
Staff Advisors

### RECRUITMENT PROTOCOL

- \*The selection committee shall prepare a job description and job specification for the candidate to be recruited.
  - \* The committee shall augment candidature from any or all of the following sources:
    - Advertisement in the Newspapers
    - Files maintained for storing the unsolicited applications
    - Campus recruitment
    - The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
  - \* The committee shall short list the candidates in the following processes:
    - Personal Interviews
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    - The Principal and the Chairman who in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Principal/ Chairman

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## ANNOOR DENTAL COLLEGE & HOSPITAL, MUVATTUPUZHA LEAVE RULES

These rules are applicable to full time staff attending to duties six days a week. Management has the supreme right to refuse or revoke leave of any kind.

### General Conditions

1. No Leave can be claimed as a matter of right at any time. It will be allowed by the discretion of the Head of the institution/Director.
2. Leave should be applied in writing in the prescribed leave application form.
3. No employee shall proceed on leave except with the written sanction from the Principal / Principal-in-charge. All registers, records, equipments, tools etc. under his/her custody shall be handed over to the person designated by the authority concerned in writing before proceeding on annual leave or long leave.
4. While applying leave, the employee should suggest an alternate person to carry out his/her duties during the leave period.
5. Employee who remains absent without authorization or overstays the period of leave granted for more than 7 (seven) consecutive days shall be deemed to have voluntarily abandoned employment of his/her own accord.
6. There shall be 13 (thirteen) Festival Holidays including 4 (four) national Holidays in a year for all category of employees.
7. Maximum number of leave on medical ground is restricted to 30 days in a year. Such leave will be leave without pay. On such ground the employee has to produce a medical certificate from the medical officer authorized by the management. On expiry of leave the employee should produce a medical fitness certificate from the said medical officer.
8. The management may recall an employee who is on leave at any time depending on requirement.
9. If an employee is in judicial custody and applies for leave the management will not be bound to grant him/her leave.
10. No employee will be granted any kind of leave after submission of notice of resignation from service. If on exigency leave has to be granted, the notice period will be extended to a period equivalent to leave availed.

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## Annual Leave

11. All Teaching Staff shall be entitled to a maximum of 30 (thirty) days Annual Leave calculated at the rate of one day leave for every 11 (eleven) days of duty. Annual leave will be considered after the first 12 (twelve) months of continuous service.
12. Non-teaching and Administrative staff are eligible for 15 (Fifteen) days of Annual Leave in a year.
13. Single day Annual Leave can be availed only after expiry of Casual Leaves. However, single day Annual Leave on Saturdays will not be permitted, until and otherwise, specially recommended by HOD and approved by Principal/Director.
14. Annual leave shall not be prefixed/suffixed with casual leave, compensatory leave.
15. All holidays including weekly holiday (Sunday) falling within the period of annual leave will be treated as leave.
16. Encashment of leave in any form is not admissible. In case of deficiency of staff in a Department, on the basis of the recommendation of the HOD, Principal/Director can sanction payment of Salary to the employee for not availing Annual Leave.
17. Application for Annual leave should be made in writing in the prescribed form at least 07 (Seven) days in advance.
18. Annual leave admissible may be accumulated up to a maximum of 60 days in credit and the excess of 60 days will automatically lapse.
19. Usually no extension of Annual leave will be sanctioned. In exigency, if an employee proceeding on Annual leave desires an extension he/she shall make an application in writing to the authority in advance and get necessary approval.
20. When the H. O. D. / In-charge-H.O.D applies for leave, the consent of the senior most staff should be sought.

## Casual Leave

21. 12 (Twelve) days casual leave is admissible to all categories of employees in a calendar year (1<sup>st</sup> January to 31<sup>st</sup> December) for casual and unforeseen purposes.
22. An employee can continuously take a maximum of seven days Leave except in the case of Annual leave.
23. Half day casual leave can be granted to any employee of the institution.
24. An employee, who is appointed in between the calendar year, shall be entitled for casual leave on a pro-rata basis.
25. Balance of casual leave as on 31<sup>st</sup> December in each year shall lapse.
26. Casual leave should be recommended by the HOD/HOD-In-charge concerned.
27. Casual leave should be applied at least one working day in advance.

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Dr. Gijo George Baby  
Principal

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## Maternity Leave

28. Those women employees who have put in not less than one-year continuous service preceding the date of her expected delivery, shall be eligible for maternity leave with allowance.
29. For those women employees who have put in less than one-year continuous service can avail maternity leave without salary.
30. The maximum period for which any woman employee entitled to maternity benefit shall be twelve weeks (84 Days) of which not more than six weeks shall precede the date of expected delivery.
31. In the case of abortion up to 12 weeks of pregnancy leave without pay shall be sanctioned for four weeks, and for miscarriage after 26 weeks pregnancy, it shall be six weeks.
32. Maternity leave can be combined with eligible Annual leave.
33. LOP leave will be granted on case to case basis, only when annual and casual leave are exhausted.

## National and Festival Holidays

34. There shall be 13 (thirteen) festival holidays including national holidays in a year. Such festival/Holidays shall be declared by the Management.
35. If any of the National/ Festival Holidays falls on a Sunday no substitute holiday shall be allowed for such a day.

## Other leave

36. Other eligible and compulsory leave like radiation leave shall be sanctioned by the Management.

This leave rules may be made effective from 01.04.2018.

Principal



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**ANNOOR DENTAL COLLEGE & HOSPITAL**  
**MUVATTUPUZHA**

**STUDENT'S LEAVE APPLICATION**

Date: \_\_\_\_\_

Student's Name	Year/Batch		
Day Scholar	Hostelite		
Leave date	From	To	No. of days

Reason for Leave: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Write on Leave Contact Tele No: \_\_\_\_\_

Department			Department		
Department	No. of leave availed	Authorized Signatory	Department	No. of leave availed	Authorized Signatory

Permission from Parents (fax)    Received    Yes     No

Warden    Approval    Yes     No     \_\_\_\_\_  
(Signature)

Principal/Vice Principal    Approval    Yes     No     \_\_\_\_\_  
(Signature)

**Note:** 80% attendance is required for University exam eligibility in both theory and practical respectively as per Kerala University Health Sciences Guidelines.

Yours Sincerely,  
\_\_\_\_\_  
Signature of Student

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**ANNOOR DENTAL COLLEGE & HOSPITAL**  
**MUVATTUPUZHA**  
**HOSTEL LEAVE APPLICATION**

Student's Name	Year/Batch		
Leave date	From	To	No. of days

Reason for Leave: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Tel./Mob. No.: \_\_\_\_\_

No. of Leaves availed: \_\_\_\_\_

Permission from Parents (fax/e-mail/SMS) from the registered Mobile No. Received Yes  No

Signature of Parent: \_\_\_\_\_

Warden Approval Yes  No  Signature \_\_\_\_\_

Principal/Vice Principal Approval Yes  No  Signature \_\_\_\_\_

Signature of student \_\_\_\_\_

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**ANNOOR DENTAL COLLEGE & HOSPITAL**  
Puthuppady P.O., Perumattom, Muvattupuzha-686 673  
**APPLICATION FOR LEAVE / OFF / ON DUTY**

Date \_\_\_\_\_

Name : \_\_\_\_\_

Designation and Department: \_\_\_\_\_

Employee Code : \_\_\_\_\_ (Substitute) \_\_\_\_\_ Signature \_\_\_\_\_

To:

The Director  
Through:- HOD / Principal

May kindly sanction me leave / Off as under

Casual	Annual	Compensatory	Maternity	Duty	Other

On/ From \_\_\_\_\_

To \_\_\_\_\_

Compensatory / Duty Off claim details

Reason for leave \_\_\_\_\_

Recommended / Not recommended \_\_\_\_\_

Yours Sincerely \_\_\_\_\_

Signature of HOD \_\_\_\_\_

Signature of Staff \_\_\_\_\_

Signature of Principal \_\_\_\_\_

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**Annoor Dental College & Hospital**  
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APP/ADCH/...../..... Dated.....

Name.....  
Address.....

Dear .....Name.....

Sub.: Appointment to the post of ..... in the Department of ..... in Annoor Dental College & Hospital, Muvattupuzha

This is to inform you that you have been appointed as ..... in the Department of ..... in Annoor Dental College & Hospital, Muvattupuzha with effect from ..... on the following terms and conditions:-

1. You will be paid salary and allowances as per the UGC scale.
2. Your appointment is based on the approval of Kerala University of Health Sciences (KUHS) and Dental Council of India (DCI).
3. You are bound to work on a full-time basis and discharge the duties at the Dental College.
4. You are eligible for leave as per the college guidelines.
5. You shall be on probation for one year from the date of joining the institution. The same may however be extended or the contract of employment may be terminated if so deemed necessary by the Management. On completion of such time, based on performance you would be considered confirmed.
6. You have read the terms and conditions and agree and accept on terms thereof.

You may sign this order as a token of your acceptance of appointment.

With warm and good wishes,  
Yours faithfully,

Director  
(Please affix your signature as a token of acceptance)

.....  
(Name)

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**ANNOOR DENTAL COLLEGE & HOSPITAL**  
Puthuppady P.O., Perumattom, Muvattupuzha-686 673  
APPLICATION FOR LEAVE / OFF / ON DUTY

Date: 17-05-22

Name: Dr. Leeshan Varghese  
Designation and Department: Sr. Lecturer, Oral Pathology  
Employee Code: \_\_\_\_\_ (Substitute) Dr. Anuja Signature: Net

To:  
The Director  
Through: HOD / Principal

May kindly sanction my leave / Off as under

Casual	Annual	Compensatory	Maternity	Duty	Other
			✓		

On: \_\_\_\_\_  
From: 04-04-22 Compensatory / Duty Off claim details: \_\_\_\_\_  
To: 27-06-22

Reason for leave: Maternity leave

Recommended / Not Recommended: Not Recommended Yours Sincerely: Leeshan  
Signature of HOD: \_\_\_\_\_ Signature of Staff: \_\_\_\_\_  
Signature of Principal: \_\_\_\_\_

17/05/2022

To  
Dr. Leeshan Varghese  
Senior Lecturer  
Dept. of Oral Pathology & Microbiology  
Annoor Dental College & Hospital

From  
The Director  
Annoor Dental College & Hospital

Through  
The Principal

Sub-Request for sanctioning of maternity leave  
Respected Sir

I would like to inform you that I am taking maternity leave from 04/04/22 to 27/06/22. I kindly request you to sanction my leave with maternity benefit. Please do the needful.

Thanking you.

Yours sincerely  
Leeshan  
Signature of Staff

*(Handwritten notes and signatures at the bottom of the letter)*

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