



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 Principal Annoor Dental College & Hespital Muvattupuzha - 686673





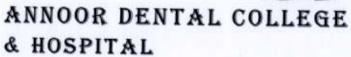
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Certificate of the Head of the Institution

Dr. Giju George Baby
Principal
Principal
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.

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Principal
Annoor Dental College & Hespital
Muvattupuzha - 686673

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POLICY DOCUMENT ON WELFARE MEASURES

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







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HR POLICIES

- 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
- The employee is bound to work on full time basis and discharge thier duties exclusively to the interests of the institution.
- 3. The appointment is based as per the approval of the Chairman / Director of the College
- Maintenance of decorum, discipline and punctuality and professional excellence of high order, commensurate to the post
- 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
- 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
- The employee is bound to take permission from the management before representing the institution elsewhere
- The employee will be model and source of inspiration to all others in the College in maintaining high personal / professional and ethical standards
- 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

Puthuppady P.O, Muvattupuzha 686673 <u>annoordentalcollege@rediffmail.com</u> Georgo 485 2815217, 2815917 Ernakulam, Kerala, India. <u>www.annoordentalcollege.org</u> principad 485 2838000(30 Lines)

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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.

Puthuppady P.O, Muvattupuzha 686673 annoerdentalcollege@rediffmail.com www.annoordentalcollege.org Dr. Giju George 3 2838000(\$0 Lines) Ernakulam, Kerala, India.

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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
- * 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:
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Dr. Giju George Baby

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

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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 purpagement will not be bound to grand 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 Simple 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.
- 11. Annual leave shall not be prefixed/suffixed with casual leave, compensatory leave.
- 15. All holidays including weekly holiday (Sunday) falling with in the period of annual leave will be treated as leave.
- In Encushment 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 Natury 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.
- til Amusal 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

- 12 (Twelve) days casual leave is admissible to all categories of employees in a calendar year (1st January to 31st 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.
- Balance of casual leave as on 31st 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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Staternity Leave 28. Those women employees who have put in not less than one-year continuous service preseding 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 maxemity benefit shall be builtie weeks (84 Days) of which not more than six wasks shall precede the date of excepted delivery. 11. In the case of abortion up to 12 weeks of pregnancy lowe without pay shall be canciloned for four weeks, and for miscarriage after 26 weeks pregnancy, it shall be als weeks. \$2. Maternity leave can be combined with eligible Annual feave. 33. LOF leave will be granted on case to case basis, only when annual and costual leave are exhausted. National and Festival Holidays 34 There shall be 23 (thirteen) festival holidays including national holidays in a year Such festival/Helidays 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 77 Page \$ of \$

Ernakulam, Kerala, India.

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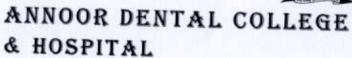
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Constitution of the last	Annoor Dental College & Hospital
APP/ADOH//	Dated
Name	
Address	
DearName	
Sub.: Appointment to the Annoor Dental College &	e post of in the Department of in Hospital, Musattupusha
This is to inform you th	et you have been appointed as in the Department of
	nnoor Dental College & Hospital, Muvettupushs with effect from wing terms and conditions:
1. You will be paid sal	ary and allowances as per the UGC scale.
Your appointment	is based on the approval of Kerala University of Health Science
furnasi and heutsi i	Council of India (DCI).
College.	work on a full-time basis and discharge the duties at the Derital
4. You are eligible for I	eave is per the college guidelines.
5. You shall be on prob	sation for one year from the date of joining the institution. The same
may universe, be e	xtended or the contract of employment may be terminated if an
performance you we	by the Management. On completion of such time, based on nuld be considered confirmed.
6. You have read the te	rms and conditions and agree and accept on terms thereof.
	s token of your acceptance of appointment.
With warm and good wishe	
Yours faithfully,	
Director	
Please affix your signature	

Puthuppady P.O, Muvattupuzha 686673 annoordentalcollege@rediffmail Gan George 85/2815217, 2815917
Ernakulam, Kerala, India.

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