



RAJAS DENTAL COLLEGE & HOSPITAL

(Affiliated to The Tamil Nadu Dr. M.G.R. Medical University, Accredited by NAAC)
Kavalkinaru Jn. Tirunelveli District - 627105

RDCH/PRL/CIR/D-4255/2023

03.01.2024

CIRCULAR

Faculty members are hereby informed about the following changes in Admin Policy for Administration & Academics that will come into effect from 04.01.2024 till further order. (Please find the policy document attached)



[Signature]
3/1/2024
PRINCIPAL

RAJAS DENTAL COLLEGE & HOSPITAL
KAVALKINARU JN. - 627 105
TIRUNELVELI DISTRICT

Copy to:-

1. Chairman's Office
2. Director *[Signature]*
3. Vice - Principal (Academics) *[Signature]*
4. Vice - Principal (Admin) *[Signature]*
5. General Manager *[Signature]*
6. Chief Operating Officer
7. Manager - HR *[Signature]*
8. Accounts
9. All Departments
10. Transport i/c
11. E-Governance
12. Notice Board
13. File Copy



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RDCH Admin Policy w.e.f. 04.01.2024

- From January 2024, the staff timings (Clinical & Basic Sciences) will be 08:30am to 04:00pm for all Senior Lecturer, Readers & Professors (Two 1 hour permissions)
- Week-Off will be granted to staff members (Associate Professor & above grade) who come to college a minimum of 4 days in a week out of the 5
- No staff members should take leave on the same day of the month
- For PG Departments, one Reader/Associate Professor should come on Saturday on rotational basis, week-off for the same will be on Friday – The schedule will be prepared by HR
- All must use the new E-governance system for academic works & Densoft for patient management – Case sheets should not be used; Use tabs or laptops.
- Number of SCL from the upcoming year will be 10 days for conferences, Training & PhD work; 5 days of Duty Leave for Inspection & External Examiner Duty.
- CL, ML, & EL will remain as per the present policy
- Leave application: Send email in proper format – Mentioning alternative staff & duties assigned
- For Conferences, the HOD has to decide which all staff members need to go for a specific conference, but minimum 1 national conference mandatory


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DIRECTOR

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- For Conference reimbursement, IRB Presentation is mandatory even if the same topic is being presented no exemptions will be given to any one, also once submitting the reimbursement application for GPS tagged photo while presenting needs to be attached
- IRB will be for Conference presentations & CSM screening presentations only
- IEC with external staffs will be for PG studies, CRL works, PhD works
- PG Incentive: 25%
- Staff Incentive for speciality clinic: 20%; the same will be applicable for OT Cases
- Publication Allowance:
 - For 1st Author
 - International Journal (PubMed Journal) = Rs. 25,000/-
 - National Journal (Association/University Journal) = Rs. 15,000/-
 - UGC Journal (NAAC Approved) = Rs. 10,000/-
- In a calendar year minimum one Pubmed & National or UGC publication, so total two publication mandatory
- If the above criteria's have been fulfilled salary increment & promotion requests will be considered
- For Academic purposes, the mentors & coordinators will be reporting to VP Academics for monthly meetings and all discussions
- VP Academics will be discussing & finalizing the same with Principal


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- Any student related matters or issues, first mentors should do all the enquiry & documentation, then the concerned year coordinator will take the same to VP Academics. Then the same will be taken to Principal office for discussion & approval
- No staff members or students should be seen in Admin Block waiting outside, Principal's office. All letters to be signed need to be submitted to PS to Principal, who will obtain all the signatures
- Any staff who wish to meet Principal, need to call Admin Office Helpline and take the timing to meet after 02:00pm
- HODs are accountable for any issues that arise from the department and they have to report to Principal via VP Academics
- 50% of department attendance mandatory on all days, HOD is responsible otherwise leave will not be considered for the staff
- All teaching staff deputation should be done via e-mail with cc to HOD & HR
- All theory or practical class swapping should done by the via HOD e-mail to VP Academics & E-governance & to the staff members who have been assigned with the duty
- All means of communication should be maximum by E-mail only
- Circulars will be e-mailed to all staff members from Admin Office
- Circulars will be e-mailed to all students & parents via E-governance & concerned year coordinator e-mail only
- Contents for Monthly circular to be send to Office via E-mail on or before the last working day of the month. No new programs will be allowed once the monthly circular is prepared


3/1/2024

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DIRECTOR

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RAJAS DENTAL COLLEGE & HOSPITAL

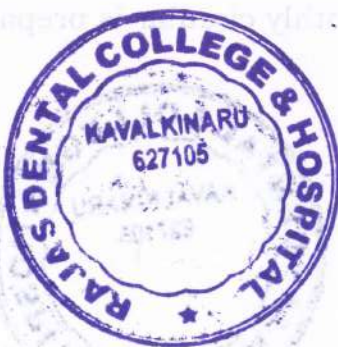
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RDCH Admin Policy w.e.f. 04.01.2024

- All meetings & programs to be conducted after 02:00pm only
- For all programs – 1 month prior intimation with all proper letters and budget to be submitted to HR
 - Approval letter from Director & Chairman
 - Auditorium/Lecture Hall Permission
 - Lunch Hall Permission
 - List of participants (Total numbers)
 - On-duty letters for students
 - Budget of the program (Expenditures & Income in detail)
 - Invitation card printing
 - Transportation & Accommodation requests
- Any student matters other than academics (Hostel, Leave forms, discipline, etc) to be submitted to HR, who will get sign from Principal & Director
- All On-Duty letter (Staffs) to be submitted to HR who will get sign from Principal & Director
- All signatures put by all staff members need to be dated
- Principal, VP Admin & VP Academics should not get involved in any account related affairs, the same need to be forwarded to HR – FM – Director – Chairman
- On every last Friday of each month, HODs have to do monthly department presentation in terms of academic activities (UG & PG), maintenance (equipment & infrastructure), requirements (academics & administrative)

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RDCH Admin Policy w.e.f. 04.01.2024

- All non-teaching staff leaves should be directed via Department Staff I/C – HR – Director
- All attendance related matters need to be enquired with HR only
- Any issues that arise in the department, HODs are accountable. The HODs should submit the report of the same to Principal via VP Academics. For any enquiry on staffs, Principal, VP Academics & HODs presence is mandatory
- All requests related to departments need to be followed in the mentioned matter:
 - Purchase
 - Staff I/C – HOD – Hospital Administrator – VP Academics – Principal : After approval from Principal, Hospital Administrator need to follow the same with Purchase Department
 - Maintenance
 - Staff I/C – HOD – Hospital Administrator – VP Academics – Principal : After approval from Principal, Hospital Administrator need to follow the same with COO & Maintenance Department


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RDCH Admin Policy w.e.f. 04.01.2024

STUDENT AFFAIRS

- Student/Parent should report to Mentor
- Mentors should do all the enquiry & documentation

- Mentor should forward all necessary documents to the concerned Year Coordinator
- Year Coordinator need to verify the same

- Year Coordinator should discuss the same with VP Academics

- VP Academics will discuss & finalize the same with Principal
- All documentation related to the same need to be done by PS to Principal


31.1.2024
PRINCIPAL

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31.1

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RDCH Admin Policy w.e.f. 04.01.2024

ACADEMICS AFFAIRS (Class Schedules, Portions, Attendance, Exams)

- 1 • Year Coordinators
- 2 • VP Academics
- 3 • Principal


3/1/2024
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RAJAS MEDICAL INSTITUTIONS

Kavalkinaru Jn. Tirunelveli District – 627105

RMI/CMN/CIR/D-2683/2022

05.01.2023

STAFF WELFARE DOCUMENT

LEAVE RULES FOR TEACHING & NON TEACHING STAFF W.E.F. JANUARY, 2023

Casual Leave:

CL – 12 days per year

- Leave should be necessarily applied 1 day prior to the requirement.
- Dental College staff should apply for leave through e-governance while staffs of Arts, Allied, Nursing & Pharmacy should get their leave letters countersigned by the H.O.D. and Principal / Vice Principal and submit to the HR in Administrative Office.
- Casual leave can be accumulated only 3 at a time.
- When sanctioning the leave, HODs have to see that 50 % of staff are available, in the concerned departments.
- It is mandatory that either a Reader or a Professor is present in each department every day.
- In case of emergency, leave can be availed after duly informing the Principal/Vice Principal.
- Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and also unused leaves of the current year will be lapsed by every December end.
- CL is not allowed to club with other category leave.

Medical Leave:

ML – 12 days per year

- Medical leave cannot be availed in one stretch. (Restricted to 4 days at a time)
- Upcoming month's leave cannot be availed it earlier, carry forward leaves are not allowed more than 3 days in a month and also unused leaves of current year will be lapsed by every December end.
- ML is not allowed to club with other category leave.

Special Casual Leave:

SCL – 15 days per year

- This can be utilized only for the academic activities like Inspection (DCI & University), as an examiner (University Exams), Workshops, Conference, contact classes for Ph.D. etc.
- To avail the benefit you have to submit the attendance certificate on the day of arrival, failing which it will be considered as LOP.
- Staff should produce supporting documents prior to 3 days before taking leave duly signed by the Principal.

Earned Leave:

EL – 12 days per year

- Earned leave can avail it as like other category and cannot clubbed.
- Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and leave encashment will be given in every December month salary for unused leaves.

RAJAS MEDICAL INSTITUTIONS

Kavalkinaru Jn. Tirunelveli District – 627105

Maternity Leave:

- Maternity leave for women staff members (both Teaching & Non-Teaching staff) should be more than one year of service.
 - 1 month leave with salary for the teaching staff will be given.
 - 3 months leave with 2 months salary for the non teaching staff will be given.

Leave for the Probationers:

- CL is eligible only after 6 months of continuous service.
- ML & EL eligible are only after 1 year of continuous service.

Conference Allowance:

- For the faculties who are presenting scientific papers at International or National level Conferences, 100% of the registration fee will be awarded (Permitted once in a year).

Publication Allowance:

For 1st Author

- a. International Journal (PubMed Journal) = Rs. 15,000/-
- b. National Journal (Association/University Journal) = Rs. 10,000/-
- c. UGC Journal (NAAC Approved) = Rs. 5,000/-

Permissions:

- Teaching staffs (Except Professors) are permitted 1 hour per month.
- Non-Teaching staffs are permitted two 1 hour permission per month.
- No permissions are allowed on Saturdays and half working days (Teaching and Non-Teaching).

General Instructions:

1. Casual Leave One day per month (Can be carried forward to next month)
2. Medical Leave – One day per month (Can be carried forward to next month)
3. Earned Leave – One day per month (Can be carried forward to next month)
4. For any holiday including Sundays/Holidays/Day Off, attendance for the day prior to or after is mandatory, failing which the holiday / days will be taken as LOP.
5. In and Out Biometric Punch report will be monitored on a regular basis.



Copy to:-

1. Chairman's Office
2. Principal-RDCH, SARPC, SRNC, RAHS, SRASC
3. Vice-Principal (Administration)
4. Vice-Principal (Academics)
5. Chief Operating Officer
6. General Manager
7. HR Manager
8. All Departments
9. E-Governance
10. Notice Board
11. File Copy


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RAJAS MEDICAL INSTITUTIONS

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LEAVE RULES FOR TEACHING & NON TEACHING STAFF

W.E.F. JANUARY, 2023

RMI/CMN/CIR/D-2683/2022(Dated: 05.01.2023)

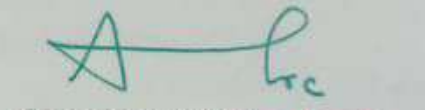
AMENDMENTS (03.04.2023)

General Instructions:

1. Casual Leave (CL), Medical Leave (ML) & Earned Leave (EL): One day per month (Can be carried forward to next month)
2. Comp Off (Compensation Leave) not allowed to club with other category leave.
3. For any holiday including Sundays/Holidays/Day Off, attendance for the day prior to or after is mandatory, failing which the holiday / days will be taken as LOP.
4. Comp Off (Compensation Leave) to be availed only from 30 days from the day of working on a holiday (Cannot be availed to compensate for advanced day leaves).
5. No advancing of any type of leaves (CL, ML and EL) is permissible at any time of time.
6. No combination of any type of leaves is permissible


HR


DIRECTOR


CHAIRMAN
3/4/23