




# Dayananda Sagar College of Dental Sciences

Policy Document

w.e.f July 2018

Welfare measures for Teaching and Non-teaching Staff

  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumraawamy Layout,  
Bangalore - 560 033.



Dayananda Sagar College of Dental Sciences,  
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru

**FACULTY WELFARE POLICIES**

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**PRINCIPAL**

Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.

## **Leave policy**

Eligible employees have to follow the guidelines as per service rules, DSCDS before proceeding on any type of leave. For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

### **Casual leave**

- Till the completion of one year of service CL @ 1 day per month will be carried forward.
- After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.

### **OOD /Special casual leave**

Faculty members are granted OOD/ special casual leave for around 15 days annually to participate in FDPs, conferences, seminars and other value-added programs, examinership, Inspections.

### **Earned leave**

- 20 days of earned leave can be availed annually.
- To avail earned leave, an employee must have completed one year of service, out of which at least he or she should have actually attended 260 days.
- Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.

### **Sick leave**

- Employees are entitled sick leave of 10days per annum.
- Sick leave can be availed subject to the production of valid medical documents like admission/discharge/fitness certificate from a reputed hospital/nursing home. If not availed, this will be added to the earned leave.

### **Maternity leave**

- Married lady employee who confirmed into grade, are only eligible.
- Maximum period of leave is *135 days* (including all intermediate holidays and vacations) of which 90 days is paid leave.

  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.

### **Policy for gratuity**

- All those working continuously without break and on full-time basis for five (5) years are eligible for gratuity. The same is not payable to probationers, temporary for a particular period, part-timers, guest, reemployed and those on contract.
- For teaching employee, norms similar to KCSR gratuity norms is followed amended from time to time.
- For all others: As per Gratuity act, amended from time to time.

### **Policy for EPF (Provident fund)**

All eligible employees as per statute are eligible for management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the Management share.

### **Policy for health benefits**

A full-fledged medical and dental hospital is located within the campus with concession benefits for investigations and treatments.

### **Policy against sexual harassment of women at work place**

Institution has a well-placed policy against sexual harassment of women at work place as per the Supreme court of India directive and sexual harassment of women at workplace (prevention, prohibition and redressal) Act 2013 with an actively functioning internal complaints committee and ensures a safe working environment for women.

### **ESI scheme**

According to ESI Act 1948 that encompasses certain health related benefits are included for employees with less than Rs 21,000/- month salary

### **Policy for recognition**

Faculty members are acknowledged for taking up positions in various forums, their outstanding contribution to various state & national organizations are conferred a certificate of appreciation.

  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.



**DAYANANDA SAGAR COLLEGE OF DENTAL  
SCIENCES**

**Shavige Malleshwara Hills, Kumaraswamy Layout  
Bengaluru 560078**

**MINUTES OF MEETING OF THE GOVERNING  
COUNCIL**

**2018-19**



**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES**

**Shavige Malleshwara Hills, Kumaraswamy Layout**

**Bengaluru 560078**

**GOVERNING COUNCIL MEETING**

**AGENDA**

**DATE: 17-07-2018**

**TIME: 11.00 AM**

**VENUE BOARD ROOM, HERITAGE BUILDING, DSI**

<b>Item No's</b>	<b>Points</b>
1.	Confirmation of minutes of meeting held on 12 <sup>th</sup> December 2017
2.	Revision of Vision and Mission
3.	Approval of E-governance, resource mobilization and utilization policy document
4.	Approval of policy documents/roles and responsibilities of various committees
5.	Confirmation of minutes of meeting of Academic Advisory Council meeting held for the academic year 2017-18
6.	MoU and collaborative activities for the academic year 2017-18
7.	Continuation of recognition of UG and PG courses
8.	Approval of RGUHS continuation of affiliation.
9.	Recognition of MDS in Public Health Dentistry
10.	Audited statement 2017-18
11.	Budget for the year 2018-19
12.	List of faculty appointed and resigned
13.	Students admitted during academic year 2017-18
14.	Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference - organized
15.	Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference – attended

<b>16.</b>	<b>Academic performance of students</b>
<b>17.</b>	<b>Research papers presented</b>
<b>18.</b>	<b>Presentation of annual report</b>

**Proceedings Of The Governing Council Meeting Held On 17<sup>th</sup> July 2018**

**Members Present :**

1.	<b>Dr. D. Hemachandra Sagar, MBBS, MS,</b>	<b>Chairman</b>
2.	<b>Dr. D. Premachandra Sagar, MBBS</b>	<b>Vice-Chairman</b>
3.	<b>Sri Galiswamy B. A. Educationist</b>	<b>Secretary MGVPT</b>
4.	<b>Ms. Tintisha H Sagar</b>	<b>Member</b>
5.	<b>Mr. Rohan P Sagar</b>	<b>Member</b>
6.	<b>Sri Chandrashekar Raju Educationist</b>	<b>Member</b>
7.	<b>Rajiv Gandhi University of Health Sciences nominee</b>	<b>Not nominated by the university</b>
8.	<b>Dr. Hemanth. M MDS, Ph.D Principal DSCDS</b>	<b>Ex-Officio-Member Secretary</b>
9.	<b>Dr Roopa. R. Nadig MDS Dean DSCDS</b>	<b>Member</b>



The Member Secretary welcomed the members present and requested the Chairman to conduct the proceedings. In his opening remarks, Chairman welcomed the members and the Member Secretary was asked to brief the members considering each agenda points. Some of the major observations made by the members during the discussions are enumerated in the succeeding paragraphs.

#### **Agenda 1 - Confirmation of minutes of meeting held on 12<sup>th</sup> December 2017**

Proceedings of previous meeting held on 12<sup>th</sup> December 2017 were placed in the meeting for approval. The proceedings were discussed and governing body confirmed the same. The Member Secretary informed the council that digitization of the radiology department was completed, the process of digitization of patient records has commenced with C-STONE technologies. Member Secretary also informed that 23 committees have been formed for decentralization, organize and monitor various activities. Member secretary also informed that Rs 1 crore supplementary budget for infrastructure augmentation has been utilized for the purchase of state of art-mobile dental unit and purchase of various major equipment.

#### **Agenda 2- Revision of Vision and Mission of the College**

Member Secretary informed that as the vision and mission had not been revised for quite a few years. The draft of the revised vision and mission document was placed before the council for approval. The council discussed and ratified the document for implementation.

#### **Agenda 3 – Approval of E-governance, resource mobilization and utilization policy document.**

The member Secretary placed before the council the draft of the E-governance, resource mobilization and utilization policy document. The council discussed and ratified the same.

#### **Agenda 4 - Approval of policy documents/Roles and responsibilities of various committees**

Member secretary informed the council that policy document was prepared and roles and responsibilities were defined for Academic Advisory Council, Alumni Coordination Committee, Institutional Review Board, Anti-Ragging Committee, A-V Photography Committee, Career Guidance and Placement Committee, DSCDS Code of Conduct Professional Ethics and Disciplinary Committee, Empanelment Committee, Facility

Management Committee, Feedback Committee, Hospital Infection Control Committee, Hostel Committee, **Staff Welfare Committee**, Internal Complaints Committee, Library Advisory Committee, Soft Skill Development Committee, Student Support welfare & Grievance Redressal Committee, Sports Committee, Cultural Committee, Purchase Committee, Interdepartmental Meeting Committee, Students Council and NSS Committee was placed for perusal of the council and approval. The council appreciated the amount of work that had gone into the preparation of policy document and the same was approved.

**Agenda 5 - Confirmation of minutes of Academic Advisory Council meeting held for the academic year 17-18**

Member Secretary informed about the proceedings of Academic Advisory Council for the academic year 2017-18 and the same was approved.

**Agenda 6 – MoU and collaborative activities for the academic year 17-18**

Member Secretary informed the members that dental college has got into 3 collaborative activities and MoU's. Members noted and appreciated.

**Agenda 7 – Continuation of recognition of UG and PG courses**

Member Secretary informed the members that DCI periodic inspection was held on May 2018 for continuation of recognition of UG and PG courses. The inspection went on smoothly with no compliance.

**Agenda 8 - Approval of RGUHS continuation of affiliation.**

Member Secretary informed the members that RGUHS-LIC inspection was held on 07/03/2018 and approval has been given by the university for the year 2018-19

**Agenda 9 - Recognition of MDS in Public Health Dentistry**

Member Secretary informed the members that recognition for MDS course in Public Health Dentistry was obtained from DCI. The members congratulated the principal and dean.

**Agenda 10 – Audited statement 2017-18**

Audited statement for the year 2017-18 was placed for perusal and information. Members noted and there were no specific comments

**Agenda 11– Budget for the year 2018-19**

Budget proposal for the year 2018-19 duly approved by the management was noted and ratified.

**Agenda 12 – List of faculty appointed and resigned**

The principal informed the members that in the last 12 months 16 faculty were appointed at various levels while 11 faculty resigned. The new appointments were ratified by the council.

**Agenda 13 - Students admitted during academic year 2017-18**

Members noted the number of students admitted during the academic year 2017-18

**Agenda 14 - Departmental activities seminars/ workshops/ symposium/ faculty developmental programme(FDP) organised**

The details of IDM/Seminars/ Workshop/ Guest Lectures/ Faculty Development Program organized by various departments in the last one year were presented. The members noted with appreciation.

Year	2017-2018
Number of programs conducted	28

**Agenda 15 - Departmental activities seminars/ workshops/ symposium/ faculty developmental programme(FDP)- attended**

The details of the Seminars/ Workshop/ Guest Lectures/ Faculty Development Program attended by various faculties during the last one year were noted by the members.

Year	2017-2018
Number of teachers attended	74

**Agenda 16 – Academic performance of students**

Member Secretary presented the academic performance of students with regard to ranks/distinctions for both BDS and MDS and also UG and PG awards won during the year 2017-18.

### Agenda 17 - Research papers presented

Principal informed the members regarding the Research Papers Presented by various faculties department wise as given below:

SL NO	DEPARTMENT	JOURNAL PUBLICATIONS	SCIENTIFIC PRESENTATIONS
1.	Oral Medicine and Radiology	12	2
2.	Public Health Dentistry	9	10
3.	Oral and Maxillofacial Surgery	5	2
4.	Conservative Dentistry and Endodontics	15	0
5.	Prosthodontics Crown and Bridge	8	0
6.	Paediatric and Preventive Dentistry	0	0
7.	Periodontics	9	3
8.	Orthodontics and Dentofacial Orthopaedics	3	1
9.	Oral Pathology	6	5

### Agenda 18 – Presentation of the annual report

Member Secretary presented the annual report for the year 2017-18 which was approved by the council.

The Meeting concluded with vote of thanks to the chair.

  
**DR. HEMANTH M**  
**MEMBER SECRETARY**

**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.



# Dayananda Sagar College of Dental Sciences

Policy Document  
Revised w.e.f August 2021

Welfare measures for Teaching and Non-teaching Staff

  
PRINCIPAL  
Dayananda Sagar College of Dental Sciences  
Kumarnawwamy Layout,  
Bangalore - 560 078.



Dayananda Sagar College of Dental Sciences,  
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru

**FACULTY WELFARE POLICIES**

Sl. No.	Description	Page. No.
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4	Policy for EPF (Provident Fund)	2
5	Health benefits policy	2
6	Policy against sexual harassment of women at work place	2
7	ESI scheme	2
8	Policy for recognition of faculty for achievements	2

  
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Kumaraswamy Layout,  
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## Leave policy

Eligible employees have to follow the guidelines as per Service rules, DSCDS before proceeding on any type of leave. For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

### Casual leave

- Till the completion of one year of service CL @ 1 day per month will be carried forward.
- After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.

### OOD /Special casual leave

Faculty members are granted OOD/ special casual leave for around 15 days annually to participate in FDPs, conferences, seminars and other value-added programs, examinership and inspections.

### Earned leave

- 20 days of earned leave can be availed annually.
- To avail earned leave, an employee must have completed one year of service, out of which at least he or she should have actually attended 260 days.
- Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.

### Sick leave

- Employees are entitled sick leave of 10days per annum.
- Sick leave can be availed subject to the production of valid medical documents like admission/discharge/fitness certificate from a reputed hospital/nursing home. If not availed, this will be added to the earned leave.

### Maternity leave

- Married lady employee who confirmed into grade, are only eligible.
- Leaves will be according to the norms of government/ statutory bodies.

### Policy for financial assistance

- **Scientific publications:** Faculty members are provided with financial assistance towards publications in reputed/refereed journals.
- **National/International conferences:** Reimbursement of conference registration amount to the faculty for presenting poster/ papers at National/ International conferences is provided, limited to once in two years per faculty.



### **Policy for gratuity**

- All those working continuously without break and on full-time basis for five (5) years are eligible for gratuity. The same is not payable to probationers, temporary for a particular period, part-timers, guest, reemployed and those on contract.
- For teaching employee, norms similar to KCSR gratuity norms is followed amended from time to time.
- For all others: As per Gratuity act, amended from time to time.

### **Policy for EPF (provident fund)**

All eligible employees as per statute are eligible for management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the management share.

### **Policy for health benefits**

A full-fledged medical and dental hospital is located within the campus with concession benefits for investigations and treatments.

### **Policy against sexual harassment of women at work place**


Institution has a well-placed policy against sexual harassment of women at work place as per the Supreme court of India directive and sexual harassment of women at workplace (prevention, prohibition and redressal) Act 2013 with an actively functioning Internal complaints committee and ensures a safe working environment for women.

### **ESI scheme**

According to ESI Act 1948 that encompasses certain health related benefits are included for employees with less than Rs 21,000/- month salary.

### **Policy for recognition**

Faculty members are acknowledged for taking up positions in various forums, their outstanding contribution to various state & national organizations such stepOne, vaccination drive, etc and are conferred a certificate of appreciation.

  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumarawamy Layout,  
Bangalore - 560 023





**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES,**  
Shavige Malleshwara Hills, Kumaraswamy Layout,  
Bengaluru – 560 078



**MINUTES OF MEETING OF THE GOVERNING  
COUNCIL**

**2021-22**



**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES**

**Shavige Malleshwara Hills, Kumaraswamy Layout**

**Bengaluru 560078**

**GOVERNING COUNCIL MEETING**

**AGENDA**

**DATE: 07-08-2021**

**TIME: 11.00 AM**

**VENUE BOARD ROOM, HERITAGE BUILDING, DSI**

<b>Item No's</b>	<b>Points</b>
1.	Confirmation of minutes of meeting held on 28 <sup>th</sup> September 2020
2.	Formation of new committees
3.	Approval of policy documents/roles and responsibilities of various committees
4.	Confirmation of minutes of meeting of Academic Advisory Council meeting held for the academic year 2020-21
5.	Changes incorporated during COVID-19 pandemic – academic and patient care
6.	University examinations
7.	Approval of RGUHS continuation of affiliation.
8.	MoU and collaborative activities for the academic year 2020-21
9.	NAAC accreditation
10.	IQAC cell for quality assessment
11.	Audited statement 2020-21
12.	Budget for the year 2021-22
13.	List of faculty appointed and resigned
14.	Students admitted during academic year 2020-21
15.	Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference - organized
16.	Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference – attended

<b>17.</b>	<b>Career guidance program</b>
<b>18.</b>	<b>Extramural funding</b>
<b>19.</b>	<b>Academic performance of students</b>
<b>20.</b>	<b>Research papers presented</b>
<b>21.</b>	<b>Presentation of annual report</b>

**Proceedings Of The Governance Council Meeting Held On 7<sup>th</sup> August 2021**

**Members Present :**

1.	<b>Dr. D. Hemachandra Sagar, MBBS, MS</b>	<b>Chairman</b>
2.	<b>Dr. D. Premachandra Sagar, MBBS</b>	<b>Vice-Chairman</b>
3.	<b>Sri. Galiswamy B.A</b>	<b>Secretary MGVPT</b>
4.	<b>Ms. Tintisha H Sagar</b>	<b>Member</b>
5.	<b>Mr. Rohan P Sagar</b>	<b>Member</b>
6.	<b>Sri Chandrashekar Raju Educationist</b>	<b>Member</b>
7.	<b>Rajiv Gandhi University of Health Sciences nominee</b>	<b>Not nominated by the university</b>
8.	<b>Dr. Hemanth. M MDS, Ph.D Principal DSCDS</b>	<b>Ex-Officio-Member Secretary</b>
9.	<b>Dr Roopa. R. Nadig MDS Dean DSCDS</b>	<b>Member</b>

The Member Secretary welcomed the members present and requested the Chairman to conduct the proceedings. In his opening remarks, Chairman welcomed the members and the Member Secretary was asked to brief the members considering each agenda points. Member secretary informed the council that Dr Roopa. R. Nadig, Dean had attained superannuation in the month of June. Some of the major observations made by the members during the discussions are enumerated in the succeeding paragraphs.

**Agenda 1 - Confirmation of minutes of meeting held on 28<sup>th</sup> September 2020**

Proceedings of previous meeting held on 28<sup>th</sup> September 2020 were placed in the meeting for approval. The proceedings were discussed and governing body confirmed the same.

**Agenda 2 – Formation of new committees**

Member secretary informed that in addition to the existing 27 committees, Admission Monitoring Committee, Affiliation and Ranking Committee, Faculty Recruitment Committee has formed. The same was noted and approved.

**Agenda 3 - Approval of policy documents/Roles and responsibilities of various committees**

Member Secretary informed the council that policy document was prepared and roles and responsibilities were defined for Admission Monitoring Committee, Affiliation and Ranking Committee, Faculty Recruitment Committee and was placed for perusal of the council and approval. The same was noted and approved. Member secretary also informed the members that the staff welfare policy has been revised with additional welfare measures. The same was noted and ratified.

**Agenda 4 - Confirmation of minutes of Academic Advisory Council meeting held for the academic year 20-21**

Member Secretary informed about the proceedings of Academic Advisory Council for the academic year 2020-21 and the same was approved.

**Agenda 5 - Changes incorporated during COVID-19 pandemic- academic and patient care**

Member Secretary informed the members that in view of the second wave of covid pandemic and the subsequent lockdown, classes continued to be in online mode and all academic activities are going on as planned. Special care is being taken while treating patients by creating triaging areas and taking all precautions. Member Secretary informed the committees that DSCDS has actively been part of training dental, AYUSH and other streams by organizing various webinars related to covid tele-triaging. Member secretary also informed that faculty and students have been actively involved in tele-triaging activities in association with Step-One, RGUHS and also our students were actively involved in covid care duties and vaccination drive. Members appreciated the efforts of faculty and students for playing their part during the pandemic.

**Agenda 6 – University Examinations**

Member Secretary informed that in view of the covid pandemic university examinations for both BDS and MDS would be postponed and will be conducted as and when notified by the university taking all precautions.

**Agenda 7 - Approval of RGUHS continuation of affiliation.**

Member Secretary informed the members that RGUHS-LIC inspection was held on 10/03/2021 and approval has been given by the university for the year 2021-22

**Agenda 8 – MoU and collaborative activities for the academic year 20-21**

Member Secretary informed the members that dental college has initiated 3 new collaborative activities and MoU's – BMCRI and family and health welfare department in continuation the existing activities. Members appreciated the same.

**Agenda 9 – NAAC accreditation**

Member Secretary informed that the dental college would be going for NAAC accreditation in 2022. Members noted the same.

**Agenda 10 - IQAC cell for quality assessment**

Member Secretary informed that as a part of NAAC accreditation process a formal IQAC cell has been set up for structured quality monitoring of dental college activities. Members noted and approved the same.

**Agenda 11 – Audited statement 2020-21**

Audited statement for the year 2020-21 was placed for perusal and information. Members noted are there were no specific comments

**Agenda 12 – Budget for the year 2021-22**

Budget proposal for the year 2021-22 duly approved by the management was noted and ratified. Member Secretary also informed that financial assistance would be provided for the faculty for scientific publications and presenting papers for posters at national and international conferences and the same has been duly approved by the management. The same was noted and ratified.

**Agenda 13 – List of faculty appointed and resigned**

The principal informed the members that in the last 12 months 3 faculty were appointed at various levels while 3 faculties resigned. The new appointments were ratified by the council

**Agenda 14 - Students admitted during academic year 2020-21**

Members noted the number of students admitted during the academic year 2020-21. Member secretary also informed the council in view of the ongoing pandemic admissions BDS and MDS for the year 2022 would be delayed

**Agenda 15 - Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference organised**

The details of IDM/Seminars/ Workshop/ Guest Lectures/ Faculty Development Program organized by various departments in the last one year were presented. The members noted with appreciation.

Year	2020-2021
Number of programs conducted	26

**Agenda 16 - Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference -attended**

The details of the IDM/Seminars/ Workshop/ Guest Lectures/ Faculty Development Program attended by various faculties during the last one year were noted by the members.

Year	2020-2021
Number of teachers attended	50

**Agenda 17 - Career guidance programs conducted**

Career guidance programs were conducted for the benefit of students. Members noted and appreciated the progress.

**Agenda 18 – Extramural funding**

Member Secretary informed the council that for the first time our students had applied for research grants and for the academic year 2020-21. Four students and two faculty received RGUHS grants. The members appreciated and congratulated staff and students.

**Agenda 19 – Academic performance of students**

Member secretary presented the academic performance of students with regard to ranks/distinctions for both BDS and MDS and also UG and PG awards won during the year 2020-21.

**Agenda 20 - Research papers presented**

Principal informed the members regarding the Research Papers Presented by various faculties department wise as given below:

SL NO	DEPARTMENT	JOURNAL PUBLICATIONS	SCIENTIFIC PRESENTATIONS
1.	Oral Medicine and Radiology	5	2
2.	Public Health Dentistry	4	8
3.	Oral and Maxillofacial Surgery	5	1



4.	Conservative Dentistry and Endodontics	9	4
5.	Prosthodontics Crown and Bridge	4	0
6.	Paediatric and Preventive Dentistry	1	2
7.	Periodontics	3	2
8.	Orthodontics and Dentofacial Orthopaedics	8	0
9.	Oral Pathology	2	6

**Agenda 21 – Presentation of the annual report**

Member Secretary presented the annual report for the year 2020-21 which was approved by the council.

The Meeting concluded with vote of thanks to the chair.

Dr. Hemanth. M

Member Secretary

**PRINCIPAL**  
 Devananda Sagar College of Dental Sciences  
 Kumaraswamy Layout,  
 Bangalore - 560022



# Dayananda Sagar College of Dental Sciences

Policy Document

Revised w.e.f July 2022

Welfare measures for Teaching and Non-teaching Staff

  
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Dayananda Sagar College of Dental Sciences  
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### **OOD /Special casual leave:**

Faculty members are granted OOD/ special casual leave for around 15 days annually to participate in FDPs, conferences, seminars and other value-added programs, examinership, inspections.

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- 20 days of Earned Leave can be availed annually.
- To avail Earned leave, an employee must have completed one year of service, out of which at least he or she should have actually attended 260 days.
- Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.

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- Employees are entitled Sick leave of 10 days per annum.
- Sick Leave can be availed subject to the production of valid medical documents like admission/discharge/fitness certificate from a reputed hospital/nursing home. If not availed, this will be added to the earned leave.

### **Maternity leave:**

- Married lady Employee who confirmed into grade, are only eligible.
- Leaves will be according to the norms of government/ statutory bodies.

**Paternity leave:** 15 days leave can be availed.

  
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## **Policy for financial assistance**

- **Scientific publications:** Faculty members are provided with financial assistance towards publications in reputed/refereed journals.
- **National/International conferences:** Reimbursement of conference registration amount to the faculty for presenting poster/ papers at National/ International conferences is provided, limited to once in two years per faculty.
- **Certificate courses/ Fellowships:** faculty members will be provided financial assistance for Certificate courses/Fellowships from recognized forums.
- **Intramural research fund:** To encourage faculty to pursue research, financial assistance by means of intra-mural funding is provided.
- **Concession in tuition fees** for children enrolled in Dayananda Sagar ICSE school is be provided for employees of DSCDS
- **Festival advance** for non-teaching staff

## **Policy for Gratuity**

- All those working continuously without break and on Full-time basis for Five (5) years are eligible for gratuity. The same is not payable to probationers, Temporary for a particular period, part-timers, guest, Reemployed and those on contract.
- For teaching Employee, norms similar to KCSR gratuity norms is followed amended from time to time.
- For all others: As per Gratuity act, amended from time to time.

## **Policy for Provident fund**

All eligible employees as per statute are eligible for Management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the Management share.

## **Policy for health benefits**

A full-fledged medical and dental hospital is located within the campus with concession benefits for investigations and treatments.

  
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## **Policy against sexual harassment of women at work place**

Institution has a well-placed policy against sexual harassment of women at work place as per the Supreme Court of India directive and sexual harassment of women at workplace (prevention, prohibition and redressal) Act 2013 with an actively functioning Internal Complaint Committee and ensures a safe working environment for women.

## **ESI scheme**

According to ESI Act 1948 that encompasses certain health related benefits are included for employees with less than Rs 21,000/- month salary

## **Policy for recognition**

Faculty members are acknowledged for taking up positions in various forums, their outstanding contribution to various state & national organizations such StepOne, vaccination drive, etc and for completion of advanced higher studies are conferred a certificate of appreciation.

  
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**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES,**  
Shavige Malleshwara Hills, Kumaraswamy Layout,  
Bengaluru – 560 078



# **MINUTES OF MEETING OF THE GOVERNING COUNCIL**

**2022-23**



**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES**  
**Shavige Malleshwara Hills, Kumaraswamy Layout**  
**Bengaluru 560078**

**GOVERNING COUNCIL MEETING**

**AGENDA**

**DATE: 17-07-2022**

**TIME: 11.00 AM**

**VENUE BOARD ROOM, HERITAGE BUILDING, DSI**

<b>Item No's</b>	<b>Points</b>
1.	Confirmation of minutes of meeting held on 7 <sup>th</sup> August 2021
2.	Confirmation of minutes of meeting of Academic Advisory Council meeting held for the academic year 2021-22
3.	University examinations
4.	Approval of RGUHS continuation of affiliation.
5.	MoU and collaborative activities for the academic year 2021-22
6.	NAAC accreditation
7.	Approval of organizational structure
8.	Confirmation of IQAC minutes of meeting
9.	Audited statement 2021-22
10.	Budget for the year 2022-23
11.	Approval of policy document
12.	Revision of service rules
13.	List of faculty appointed and resigned
14.	Students admitted during academic year 2021-22
15.	Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference - organized
16.	Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference – attended



<b>17.</b>	<b>Career guidance program and placement</b>
<b>18.</b>	<b>Extramural funding</b>
<b>19.</b>	<b>Academic performance of students</b>
<b>20.</b>	<b>Research papers presented</b>
<b>21.</b>	<b>Presentation of annual report</b>

**Proceedings Of The Governing Council Meeting Held On 17<sup>th</sup> July 2022**

**Members Present :**

1.	<b>Dr. D. Hemachandra Sagar, MBBS, MS</b>	<b>Chairman</b>
2.	<b>Dr. D. Premachandra Sagar, MBBS</b>	<b>Vice-Chairman</b>
3.	<b>Sri. Galiswamy B.A</b>	<b>Secretary MGVPT</b>
4.	<b>Ms. Tintisha H Sagar</b>	<b>Member</b>
5.	<b>Mr. Rohan P Sagar</b>	<b>Member</b>
6.	<b>Sri Chandrashekar Raju Educationist</b>	<b>Member</b>
7.	<b>Rajiv Gandhi University of Health Sciences nominee</b>	<b>Not nominated by the university</b>
8.	<b>Dr. Hemanth. M MDS, Ph.D Principal DSCDS</b>	<b>Ex-Officio-Member Secretary</b>

The Member Secretary welcomed the members present and requested the Chairman to conduct the proceedings. In his opening remarks, Chairman welcomed the members and the Member Secretary was asked to brief the members considering each agenda points. Some of the major observations made by the members during the discussions are enumerated in the succeeding paragraphs.

**Agenda 1 - Confirmation of minutes of meeting held on 7<sup>th</sup> August 2021**

Proceedings of previous meeting held on 7<sup>th</sup> August 2021 were placed in the meeting for approval. The proceedings were discussed and governing body confirmed the same.

**Agenda 2 - Confirmation of minutes of Academic Advisory Council meeting held for the academic year 21-22**

Member Secretary informed about the proceedings of Academic Advisory Council for the academic year 2021-22 and the same was approved.

**Agenda 3 – University Examinations**

Member Secretary informed that in view of the covid pandemic in the last two years university examinations for both BDS and MDS would be delayed due to changes in the academic calendar and will be conducted as and when notified by the university.

**Agenda 4 - Approval of RGUHS continuation of affiliation.**

Member Secretary informed the members that RGUHS-LIC inspection is expected to be held in the month of August for continuation of affiliation for the year 2022-23

**Agenda 5 – MoU and collaborative activities for the academic year 21-22**

Member Secretary informed the members that dental college has initiated 14 new collaborative activities and MoU's in continuation the existing activities. Members noted the same.

**Agenda 6 – NAAC accreditation**

Member Secretary informed that the dental college that preparation of self-study report is going on as planned and is proposed to submit the SSR in Jan-Feb 2023. Members noted the same.

**Agenda 7 – Approval of the organizational structure**

Member Secretary informed that five additional posts were formed - Vice Principal, Associate Dean UG Academics, Associate Dean PG Academics, Associate Dean Research, Associate Dean Administration for decentralization and smooth functioning of college. Organizational structure was placed before council and same was noted and ratified.

**Agenda 8 – Confirmation of IQAC minutes of meeting**

Member Secretary informed about the proceedings of IQAC for the year 2021-22 and the same was approved.

**Agenda 9 – Audited statement 2021-22**

Audited statement for the year 2021-22 was placed for perusal and information. Members noted and there were no specific comments

**Agenda 10 – Budget for the year 2022-23**

Budget proposal for the year 2022-23 duly approved by the management was noted and ratified. Member secretary informed the council that an intramural fund has been setup to provide funding for undergraduate, postgraduate and faculty research projects.

**Agenda 11 – Approval of policy document**

Member Secretary informed the members that staff welfare policy has been revised with additional welfare measures. The same was noted and ratified.

**Agenda 12 – Revision of service rules**

Member Secretary informed that leave policy in the service rules has been revised to incorporate change in the maternal and paternal leave policy. Members noted and ratified the same.

**Agenda 13 – List of faculty appointed and resigned**

The principal informed the members that in the last 12 months 17 faculties were appointed at various levels while 8 faculties resigned. The new appointments were ratified by the council.

**Agenda 14 - Students admitted during academic year 2021-22**

Members noted the number of students admitted during the academic year 2021-22. Member secretary also informed the council in view of the ongoing pandemic admissions BDS and MDS for the year 2023 would be delayed.

**Agenda 15 - Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference organised**

The details of IDM/Seminars/ Workshop/ Guest Lectures/ Faculty Development Program organized by various departments in the last one year were presented. The members noted with appreciation.

Year	2021-2022
Number of programs conducted	52

**Agenda 16 - Departmental activities - IDM/CDE/seminars/workshops/faculty developmental programme(FDP)/conference -attended**

The details of the IDM/Seminars/ Workshop/ Guest Lectures/ Faculty Development Program attended by various faculties during the last one year were noted by the members.

Year	2021-2022
Number of teachers attended	76

**Agenda 17 - Career guidance programs and placement**

Career guidance programs were conducted for the benefit of students. Member secretary was happy to inform members that for first time in dental college campus interview was conducted and our student Dr. Vignesh was placed in MERC India Ltd. Members noted and appreciated the progress.

**Agenda 18 – Extramural funding**

Member Secretary informed the council that for the first time our students had applied for research grants and for the academic year 2020-21. Two students received RGUHS grants and one student received ICMR grant. The members appreciated and congratulated staff and students.

### Agenda 19 – Academic performance of students

Member secretary presented the academic performance of students with regard to ranks/distinctions for both BDS and MDS and also UG and PG awards won during the year 2020-21.

### Agenda 20 - Research papers presented

Principal informed the members regarding the Research Papers presented by various faculties department wise as given below:

SL NO	DEPARTMENT	JOURNAL PUBLICATIONS	SCIENTIFIC PRESENTATIONS
1.	Oral Medicine and Radiology	3	3
2.	Public Health Dentistry	10	2
3.	Oral and Maxillofacial Surgery	3	2
4.	Conservative Dentistry and Endodontics	16	5
5.	Prosthodontics Crown and Bridge	4	0
6.	Paediatric and Preventive Dentistry	0	0
7.	Periodontics	8	4
8.	Orthodontics and Dentofacial Orthopaedics	6	1
9.	Oral Pathology	2	14

### Agenda 21 – Presentation of the annual report

Member Secretary presented the annual report for the year 2021-22 which was approved by the council.

The Meeting concluded with vote of thanks to the chair.

Dr. Hemanth. M  
Member Secretary

**PRINCIPAL**  
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Bangalore - 560018.