



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

November 15, 2017

Internal Complaints Committee

The Internal Complaint Committee (ICC) has been constituted to provide protection for women against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment at Dayananda Sagar College of Dental Sciences. The committee will have a tenure of 1 year. The committee will meet as and when required in case of any complaints. The composition of the committee is as follows:

S no.	Constitution	Name	Contact No.	Designation
1.	Presiding officer	Dr. Savita AM – Prof & HOD of Periodontics	9845433660	Chairperson
2.	Two Teaching Faculty	Dr. Shobha ES – Prof & HOD of Oral Surgery	9844035470	Member Secretary
		Dr. Pallavi N – Sr. Lecturer of Periodontics	9845609238	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Priyanka R – Dental Hygienist	9901024283	Member
4.	Student Members	Dr. Sharmada BK – Research Scholar	9743216677	Member
		Dr. Aparna K – 1 st Year PG Student	6362799107	Member
		Mr. Parikeerthan – 2 nd BDS student	7892021589	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation Sri. Subramanya Prasad- Advocate	9845331199 9741771679	External Members

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



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

November 16, 2018

Internal Complaints Committee

The Internal Complaint Committee (ICC) has been constituted to provide protection for women against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment at Dayananda Sagar College of Dental Sciences. The committee will have a tenure of 3 years. The committee will meet as and when required in case of any complaints. The composition of the committee is as follows:

S no.	Constitution	Name	Contact No.	Designation
1.	Presiding officer	Dr. Savita AM – Prof & HOD of Periodontics	9845433660	Chairperson
2.	Two Teaching Faculty	Dr. Nagesh.L – Prof & HOD of Public Health Dentistry	9844035470	Member Secretary
		Dr. Pallavi N – Sr. Lecturer of Periodontics	9845609238	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Priyanka R – Dental Hygienist	9901024283	Member
4.	Student Members	Dr. Sharmada BK – Research Scholar	9743216677	Member
		Dr. Prakruthi – 1 st Year PG Student	7406940737	Member
		Mr. Parikeerthan – 3 rd BDS student	7892021589	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Sri. Subramanya Prasad- Advocate	9741771679	

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Kumaraswamy Layout,
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Bengaluru

November 16, 2021

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		Dr. Pallavi N – Sr. Lecturer of Periodontics	9845609238	Member
		Dr. Preeti Patil – Sr. Lecturer of Oral Medicine	9008369002	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Roopa KV – Office Assistant	9480185352	Member
4.	Student Members	Dr. Gargi S Murthy – Research Scholar	9743216677	Member
		Dr. Sindhu P – 1 st Year PG Student	7892144195	Member
		Mr. Preeti – 3 rd BDS student	7899622556	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Sri. Subramanya Prasad- Advocate	9741771679	

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Dayananda Sagar College of Dental Sciences



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

DSCDS/Internal/00/2022/38

September 1, 2022

Internal Complaints Committee

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2.	Two Teaching Faculty	Dr. Avinash J – Prof & HOD of Public Health Dentistry	9845200492	Member
		Dr. Preeti Patil – Sr. Lecturer of Oral Medicine	9008369002	Member Secretary
		Dr. Suchitra MP – Sr. Lecturer	8971797272	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Roopa KV – Office Assistant	9480185352	Member
4.	Student Members	Dr. Gargi S Murthy – Research Scholar	9743216677	Member
		Dr. Geetha V – 1 st Year PG Student	9739483453	Member
		Mr. Preeti – 3 rd BDS student	7899622556	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Sri. Subramanya Prasad- Advocate	9741771679	

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Bangalore - 560 076




Dayananda Sagar College of Dental Sciences

Policy Document

w.e.f July 2018

Welfare measures for Teaching and Non-teaching Staff


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Kumraawamy Layout,
Bangalore - 560 033.



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

FACULTY WELFARE POLICIES

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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.


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Kumaraswamy Layout,
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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.


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Dayananda Sagar College of Dental Sciences

Policy Document

Revised w.e.f August 2021

Welfare measures for Teaching and Non-teaching Staff


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

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PRINCIPAL
Dayananda Sagar College of Dental Sciences
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.

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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.


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

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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.


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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
KumaraSwamy Layout,
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Dayananda Sagar College of Dental Sciences,
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- 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:

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- 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:

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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

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