



# Dayananda Sagar College of Dental Sciences

Policy Document

Revised w.e.f July 2022

Welfare measures for Teaching and Non-teaching Staff

  
**PRINCIPAL**

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



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

**FACULTY WELFARE POLICIES**

Sl. No.	Description	Page. No.
1.	<b>Leave policy</b>	<b>1</b>
	• Casual leave	<b>1</b>
	• OOD / Special casual leave	<b>1</b>
	• Earned leave	<b>1</b>
	• Sick leave	<b>1</b>
	• Maternity leave	<b>1</b>
	• Paternity leave	<b>1</b>
2	<b>Policy for financial assistance</b>	<b>2</b>
3	<b>Policy for gratuity</b>	<b>2</b>
4	<b>Policy for EPF (Provident Fund)</b>	<b>2</b>
5	<b>Health benefits policy</b>	<b>2</b>
6	<b>Policy against sexual harassment of women at work place</b>	<b>3</b>
7	<b>ESI scheme</b>	<b>3</b>
8	<b>Policy for recognition of faculty for achievements</b>	<b>3</b>

  
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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, 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 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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