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1. PROFILE OF INSITITUTE

1. Name of College with Contact Details: **Tatyasaheb Kore Dental College and Research Centre, New Pargaon.**

Tal. Hatkanangle, Dist. Kolhapur (MS)
India – 416113
Phone: +91 230 2477081
+91 2302477082, 2477083
Email: tkdentalcollege@gmail.com
Website: <http://www.tkdc.org>

2. Affiliating University: Maharashtra University for Health Science, Nashik.
3. Year of Establishment of Institute: **2002**
4. Type of Institution / College : Private
(Govt. / Private / Aided Etc.)
Whether College is Self-Financed
5. Type of College : Dental College
6. Programs and Intake

Sr. No	Programme	Intake
1	B.D.S.	60
2.	M.D.S. Conservative Dentistry and Endodontics	2
3.	M.D.S. Prosthodontics and Crown & Bridge	2
4.	M.D.S. Periodontology	2
5.	M.D.S. Orthodontics and Dentofacial Orthopedic	2
6.	Ph. D. Conservative Dentistry and Endodontics	3
7.	Ph. D. Prosthodontics and Crown & Bridge	3
8.	Ph. D. Orthodontics and Dentofacial Orthopedics	6

2. BACKGROUND OF THE INSTITUTE.

2.1 GENESIS

On the banks of river Warana laid a village named Kodoli, where a visionary was born who later changed the entire area of around 70 villages. Sahakarmaharshi Tatyasaheb Kore had a dream, a distant dream which he full filled, when one of the largest cooperative movements in the country was born. The likes of Sugar Factory, Dairy, Bank, Shopping Malls, Charitable Hospital, Engineering College, Pharmacy College, Chocolate Factory, Paper Mills, Poultry were introduced in an area which was previously thought to be haunted by thieves and all miseries. A new dawn was seen in the Warana Valley with Sahakarmaharshi Tatyasaheb Kore extraordinary vision. Building on his father's great work his son Dr. Sudhakararaoji Kore sir saw the dream of a Dental College which like his father he brought it into reality, although he faced many challenges. Sir put all his monumental efforts in bringing this mammoth of a task to the ground and sacrificed his lavish lifestyle for the people and this very institute. Since 2002 we have been serving all the needful by providing quality dental services predominantly to the economically backward class of the society. We are a Charitable Trust that has been working tirelessly for the betterment of our society since the very first day of our rise in this new world. With adequate infrastructure & resources at its disposals, the Mahatma Gandhi Charitable Medical Trust ventured to start a Dental College & Research Center in the memory of Hon. Tatyasaheb Alias Vishwanath Kore.

Tatyasaheb Kore Dental College and Research Center, New Pargaon is one of the premier institute affiliated to Maharashtra University for Health Sciences, Nashik. This institute imparts Medical (Dental) education at undergraduate, Post graduate and Doctorate level and is known for its excellence at state and national level.



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2.2 Vision Mission and Objective

Vision:

To be a globally recognized institution of excellence that sets the benchmark in dental education, research, and patient care.

Mission:

- Our mission is to provide a comprehensive and cutting-edge dental education that prepares our students to be skilled, compassionate, and ethical dental professionals.
- TKDC aims to advance the knowledge and practice of dentistry through research and innovation, and to provide exceptional patient care that promotes oral health and overall well-being.
- TKDC is committed to upholding the highest ethical standards, fostering diversity and inclusivity, and contributing to the betterment of society.

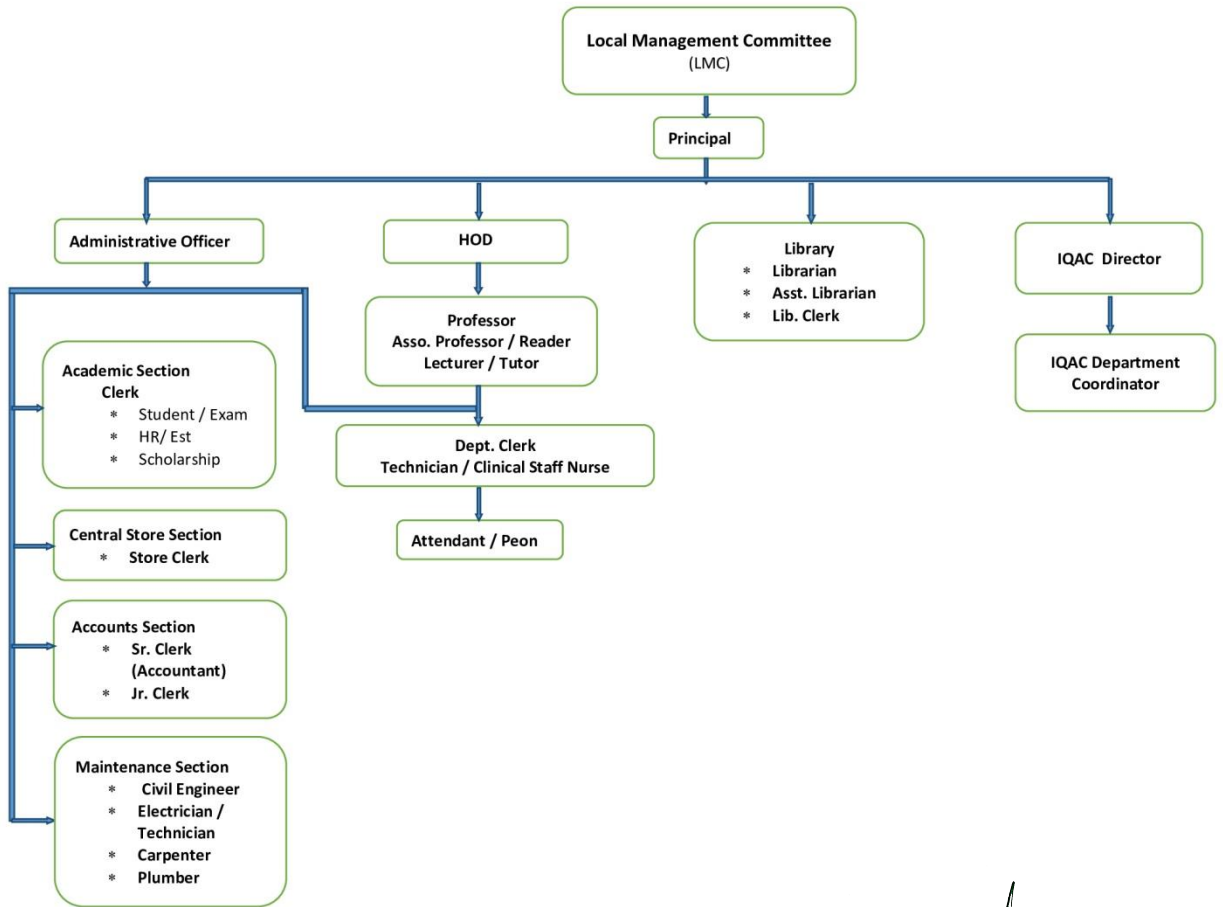
Objectives:

1. To impart rigorous training in dentistry that integrates basic and clinical sciences, hands-on training, and experiential learning opportunities.
2. To attract and retain diverse and talented faculty who are dedicated to excellence in teaching, research, and patient care.
3. To foster a culture of innovation and collaboration that encourages interdisciplinary research and translation of scientific discoveries into clinical practice.
4. To provide state-of-the-art facilities and technology that support the delivery of high-quality dental education and patient care.
5. To provide comprehensive and compassionate dental care that meets the needs of diverse patient populations, promotes oral health, and improves quality of life.
6. To instill in our students, a strong sense of professional and ethical values, including integrity, respect, and social responsibility.
7. To actively engage with our local and global communities through outreach programs, partnerships, and service initiatives that address oral health disparities and promote health equity.

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3. Management Structure.

3.1 Organogram



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4. RECRUITMENT & SERVICE CONDITIONS

4.1 RECRUITMENT OF FACULTY AND STAFF

Eligibility Criteria:

Institute follows the rules of Dental Council of India (DCI), New Delhi for the recruitment of the faculty. DCI has published the regulations on minimum qualifications and staffing pattern for appointment of Teaching and Non-teaching staff by “BDS Course Regulation 2007” (Modified) and for PG Gazetted notification published on 5/11/2017 with reference No DE-87-2017.

For Faculty members:

Faculty Members are recruited based on the qualifications prescribed by DCI and Maharashtra University for Health Science, Nashik. At present the following criteria is being followed, as per the above mentioned DCI Regulation and MUHS Nashik norms.

According to this notification the following cadre structure and mode of selection has used.

Sr. No	Designations of Teaching Faculty	Mode of Appointment
1	Tutor	Direct Recruitment
2	Lecturer / Asst. Professor	
3	Reader / Asso. Professor	
4	Professor	
5	Principal	

Minimum Qualifications for Direct Recruitment in Dental College

As per the DCI guidelines, direct recruitment on the post of Tutor, Lecturer/ Asst. Professor, Reader/ Asso. Professor, Professor, and Principal shall be made on the qualifications and experience of the candidate at the time of application. Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment are as follows.

Minimum basic qualification for teachers in BDS (Undergraduate Dental Studies)

Sr. No.	Post	Qualification	Experience
01	Principal	A BDS Degree of an Indian University or an equivalent qualification with post graduate qualification / Diplomate of National Board in the subject.	Experience as professor not less than 5 years.

Sr. No.	Post	Qualification	Experience
02	Professor	A BDS Degree of an Indian University or an equivalent qualification with post graduate qualification / Diplomate of National Board in the subject.	5 years teaching experience as a Reader.
03	Readers / Assoc. Professors	A BDS Degree of an Indian University or an equivalent qualification with post graduate qualification / Diplomate of National Board in the subject.	4 years teaching experience as Lecturer.
04	Lecturers /Asst. Professors	A recognized MDS degree of an Indian University / Diplomate of National Board or an equivalent qualification.	--
05	Tutors	A recognized BDS degree of an Indian University an equivalent qualification.	At least one year experience.

Minimum basic qualification for teachers in MDS (Post-graduate Dental Studies)

Sr. No.	Post	Qualification and Experience
01	Head of Department	A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognised by the Government of India on the recommendations of the Council, and with one year teaching experience in the speciality as Professor, and shall have to acquire minimum points for publications as per the scheme given in the table.
02	Professor	A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, and with five years of teaching experience in the specialty as Reader/Associate Professor, and shall have to acquire minimum points for publications as per the scheme given in the table.
03	Readers / Asso. Professors	A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, and with four years of teaching experience in the specialty after post-graduation, and shall have to acquire minimum points for publications as per the scheme given in the table.
04	Lecturers / Asst. Professors	A Bachelors Degree in Dental Surgery from an Indian University with Masters in Dental Surgery / Diplomate of National Board recognized by the Government of India on the recommendations of the Council, in the specialty.

Table 1

Sr No	Category	Points
1	Category I: (1) Journals Indexed to PubMed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Specialty Associations approved by Dental Council of India.	15 Points
2	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10 Points
3	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5 Points

Note: -

1. For any publication, except original research, first author (principal author) shall be given 100% points and remaining authors (co-authors) shall be given 50% points and up to a maximum of 5 co-authors will be considered.
2. For original research, all authors shall be given equal points and up to a maximum of 6 authors shall be considered.
3. Maximum of 3 publications shall be considered for allotting points in Category III.
4. Publication in tabloids / souvenirs / dental news magazines / abstracts of conference proceedings / letter of acceptance shall not be considered for allotment of points.

Total Score Required:

For Head of Department: 40 marks

Professor: 30 marks

Reader/Associate Professor: 20 marks



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MODE OF SELECTION FACULTY MEMBERS

Recruitment Procedure:

Teachers: (Tutors/Lecturer- Asst. Professor/Reader–Asso. Professor / Professor/ Principal)

- I. Before starting the academic session all Heads of the concern department will submit the work load as per the university curriculum. With that work load HOD will also convey the number of existing faculty and additional faculty requirement if any.
- II. After getting the requirement from the department Office Establishment / HR section makes summary of the requirement. Offices also convey the details about the applications directly received at office.
- III. If the applications received in office are sufficient the Principal Permits to proceed further, if the number of applications received is insufficient then Principal sends request to Management Representative for publishing the advertisement in newspaper and calls for walk in interview.
- IV. The candidates which are selected for the interview, are strictly called and checked eligibility as per the DCI and MUHS, Nashik guidelines.
- V. On the day of Interview candidates are observed through demo lecturer by minimum two members' panel. The shortlisted candidates are called for personal interview.
- VI. After successful interview office displays the list of selected candidates and advised to join the duties.
- VII. Principal issues Appointment letter to Candidate.
- VIII. Candidate Joins the duties and submits attested copies of all academic documents in office.
- IX. Reported candidate list sent to Management Representative for the approval of management.

Approval of Faculty by the University:

The institute will ensure that, within the best of its capacity and within the rules, the Maharashtra University for Health Sciences (MUHS), Nashik approves all the faculties.

Filling in of temporary vacancy:

Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one academic year, on the recommendation of the Principal, Head of concern department initiates the process of temporary appointment.

4.2 SERVICE CONDITIONS

Hierarchy of Reporting:

Reporting by different staff members to higher authorities shall be according to the table below:

Staff	Reporting authority
Principal	Management Representative
Head of the Department	Principal
Administrative Officer	Principal
IQAC Coordinator	Principal
Librarian	Principal
Coordinator	Head of the Department
Teaching Staff	Head of the Department
Laboratory Staff / Clinical / Technician / Nurse and Non-teaching Staff	Head of the Department / Administrative Officer
Library Staff	Librarian

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

4.3 CODE OF CONDUCT

a) Policy for Physically Handicapped People:

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

b) Drug and Alcohol Free Workplace Policy:

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment: Abide by the institute's policy on prohibited substances; and inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee found for drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking in campus is strictly prohibited.

c) Equal Employment Opportunity:

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

d) Sexual Harassment:

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

- a. Physical contact and advances or
- b. Demand or request for sexual favors or
- c. Sexually colored remarks or
- d. Showing Pornography or
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Disciplinary action will be taken as per the guidelines by Internal Complaint committee

e) Soliciting / Canvassing:

Canvassing, placing signs and posters for solicitation purposes, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

f) Attendance:

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department an employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

g) Conflicts of Interest:

An employee of the Institute avoids actual or apparent conflicts of interest

between his/ her institute's obligations/ responsibilities and outside activities.

h) Code of Conduct:

All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- i. Insubordination
- ii. Theft
- iii. Conviction of a felony involving moral turpitude
- iv. Bringing discredit to the Institute
- v. Falsifying, grafting, or forging of any record, report, or information
- vi. Discourteous behavior
- vii. Any other misconduct interfering with performance of job tasks
- viii. Unauthorized absence from assigned work area
- ix. Sleeping on duty
- x. Negligence
- xi. Dereliction of duty
- xii. Interfering with the work performance of another employee
- xiii. Favoritism
- xiv. Wasting materials
- xv. Willful damage to equipment or property of the Institute
- xvi. Entering an unauthorized work area
- xvii. Continued failure to perform assigned duties
- xviii. Failure to report absence
- xix. Habitual absence or tardiness
- xx. Job abandonment.
- xxi. Refusing / Denying / Violating orders of higher authority.

i) Safety:

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Academic Office immediately. Team of qualified doctors is available in the campus along with an equipped clinic during 24 X 7 at Mahatma Gandhi Hospital. Basic medicines are

provided to all the employees and students free of charge.

j) Confidential Information:

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

k) Gratuities:

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

l) Political Activities:

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

m) Disruptive Behavior:

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

n) Outside Employment:

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict

of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

o) Malpractices:

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute

p) Revelations:

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

4.4 WORKING HOURS

i Muster:

A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

ii The Standard Work week:

Since the requirements of the various operations of the Institute are Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday. The timing is Monday to Friday 8:30 am to 4.00 pm and for Saturday 8:30 am to 1:30 pm. All days have a thirty minutes break for lunch.

iii Change of Work week:

Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in timings etc. that he / she have been assigned.

iv. Overtime:

No overtime charges are provided to any employee. Only the administration and Supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

TEACHING DAYS

There should be a minimum of 240 teaching days in each academic year including half hour of lunch break.

4.5 JOB RESPONSIBILITIES

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

A. Principal:

As the figure head of the institute, Principal should have the vision and leadership ability to keep the institute developing.

Academic:

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Head of Departments.
- ii. To take institute and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of college results and academics.

Administration

- i. To conduct the periodical meetings of the faculties for effective administration of the college.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the institute and see to it that they are enforced.
- iii. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by DCI and MUHS Nashik.
- iv. To approve vendors for resources as required in the institute.
- v. To sanction the leave of employee through proper recommendation of HOD, and also of HOD's (Head of Department) as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with Maharashtra University for Health Sciences, Directorate of

Medical Education and Research, Dental Council of India for compliance.

viii. To execute any other work assigned by the management.

Finance

- i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- ii. To authorize for cash advances for urgent purchases required in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.
- iv. To execute salary payments to faculty & staff.
- v. Promotion of co-curricular and extracurricular activities
- vi. To monitor and promote Clinical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Head of Department.

B. Head of Department

Academic Duties:

- i. To Monitor and conduct academic activities of the department under the guidance of the Principal.
- ii. To take department and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of department results and academic performance.
- iv. To coordinate term work assessment and conduction of practical /oral examinations as laid down by MUHS, Nashik.

Administration Duties:

- i. To maintain discipline and enforce rules as laid down by the institute, in the department.
- ii. To monitor the day-to-day activities of the department.
- iii. To plan for the academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- iv. To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- v. To execute any other work assigned by the management / Principal.

Finance

- i. To prepare the department requirements and budget needed.
- ii. To oversee the purchase and deployment of any resource allotted for the department.

C. Teaching Staff (Professor / Asso. Professor- Reader / Asst. Professor –Lecturer / Tutor /):

The Duties and responsibilities are as follow:

- a. To understand the Quality Management Policy and Quality objectives of Tatyasaheb Kore Dental College and Research Center, New Pargaon.
- b. To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, leaves updating, submission of tax documents etc.
- c. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- d. To use innovative teaching aids and adopt innovative teaching –learning methodologies.
- e. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- f. To organize/ coordinate/ attend various seminars/ workshops/ training programs.
- g. To participate proactively in any research activities conducted in the department.
- h. To perform other academic/ administrative duties assigned by Head of the Department / Principal.

D. Non-teaching technical staff:

a. In charge: Maintenance and Technical Support

- i. To update and maintain institute website with institute data.
- ii. To administer and maintain building and infrastructural maintenance.
- iii. To initiate purchasing of equipment.
- iv. To provide support for electrification.
- v. To ensure continuous internet during assigned hours.
- vi. To give support for Seminar, Workshop, training program arranged at institute.

b. Departmental Clerk / Attendant:

- i. To prepare the laboratories for smooth conduction of laboratory session.
- ii. To assist faculty and students during laboratory sessions.
- iii. To maintain dead stock register, Instrument Issue register and maintenance register.
- iv. To conduct installation of new equipment and maintenance of existing equipment.

E. Non-teaching staff:

a. Administrative Officer:

- i. To provide secretarial support to the trust & the principal.
- ii. To maintain general discipline, safety, cleanliness of premises, hostels, dress code etc.
- iii. To handle the Accounts Section, Student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of the Institute.
- iv. To ensure the documented Quality Management System is followed at various stages of administrative processes.
- v. To execute the admission process.
- vi. To handle student grievance and taking remedial actions.
- vii. To handle of customer complaints and ensuring corrective actions.
- viii. To monitor, manage and evaluate administration of the institution, organize meeting of Local Management Committee (LMC) and maintain minutes of the meeting.
- ix. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all nonconformities.
- x. To execute any other work given by management and Principal.

b. Librarian:

- i. To implement all library rules as defined by the management.
- ii. To ensure the documented Quality Management System is followed at various stages of library processes.
- iii. Responsible for overall functioning of the library.
- iv. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines.
- v. To display all clinical articles, literature and new arrivals.
- vi. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- vii. To execute any other work given by management and Principal.

4.6.POLICIES FOR DISCIPLINE

Disciplinary Action Policy

It is obligatory for an employer to set and maintain satisfactory standards of conduct and work performance. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action is the primary purpose is maintain and improve standards.

- The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.
- It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Principal, if the explanation is unsatisfactory. An appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days. All the guidelines are followed as per MUHS Act.

Other Policies:

i. Security & Vigilance on campus:

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras at important locations as outdoor security monitoring.

ii. **Biometric Attendance facility:**

Every staff member of this institute is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.

iii. **I-Card Policy faculty members, non-teaching staff:**

The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. I – Card registration is available in office.

iv. **Examination Duties:**

a. Supervision duty of University exams: All teaching staff is allotted Supervision duties for University and internal examination.

b. Examinership for University Exams: Examinership will be considered as on duty leave for record.

v. **Private Coaching / Outside Employment Policy:**

No staff should be involved in private coaching. Staff must not take up any other academic employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.

vi. **Internet Facility policy:**

Staff of TKDC, New Pargaon, must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through TKDC's internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

vii. **Substance abuse policy:**

At Tatyasaheb Kore Dental College and Research Center, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members found indulged in smoking, drinking and tobacco chewing.

viii. **Keys deposition Policy:**

Institute's main office keys are deposited in the security office. Department key are

deposited in the institute office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the college. Designated staff members are authorized to close and lock the rooms.



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5. PERFORMANCE APPRAISAL

It is notified that for the information of all that, management has decided to implement the Performance Appraisal System for teaching and non teaching staff from the academic year 2019 onwards. The main objective of Performance Appraisal System is to monitor the progress of all the staff and observe the code of conduct following the policy will be implemented for the Performance Appraisal System with reference to LMC meeting conducted on 14/06/2019. Guidelines for the Performance Appraisal System will be circulated to the respected departments

Teaching Faculty: Institute will collect appraisal for each staff once in a academic year this will be collected in the second week of august and evaluation process of appraisal form will be completed upto last week of every year

Evaluation will be made on following parameters by Head of concerned department, subject knowledge, teaching skill, attendance and punctuality, professional demeanor, strong work ethics, administrative work and co-curricular responsibilities, research work, clinical/practical work and demonstration. After the HOD evaluation Principal will make evaluation on same information and give the score. On the basis of this score, Principal will issue Appreciation Letter for the for outstanding performances. If the performance of staff is unsatisfactory or poor then Principal will counsel, reappraisal is considered after a period of 3 to 6 months for improvisation

Non Teaching Staff: Institute will collect appraisal for each non teaching staff once in a year this will be collected in the second week of April and evaluation process of appraisal form will be completed Up to last week of April every year. For the non-teaching Staff, Evaluation is made on following parameters: Quality Of Work, Attendance, Punctuality, Knowledge, Organization, Co-Operation, Communication, Interpersonal Skill, Initiative And Computer Knowledge.

Evaluation will be made on above information by Head of concerned department and/or Administrative Officer. This Information will be collected once in every academic year. Based on the marks Principal will issue Appreciation Letter for the outstanding performance and if poor in performance then such staff gets show cause notice. If any staff gets continuous three years show cause notice the service of the respective staff is terminated.

6. LEAVE RULES

Leave cannot be claimed as matter of right. Discretion to refuse or revoke leave is reserved with the Local Management Committee (LMC).

Teachers are entitled to 08 days of Casual Leave, or part thereof, in a calendar year depending on the date of joining. Casual Leaves are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused Casual Leaves do not get carried over to the subsequent calendar year under any circumstances. Casual Leaves entitled to employee for the year can be availed proportionately in the same calendar year

Not more than 3 Casual Leaves can be availed in continuation. The Holidays or Weekend days that are sandwiched in the Casual Leave duration are counted as Casual Leaves.

Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except On Duty.

It is necessary to get prior sanction of Casual Leave by reporting to the authority. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All Casual Leave forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. Casual Leave of Head of the Department is sanctioned by the Principal. The application of Casual Leave if not submitted before, it is to be submitted within four days from the date of availing the Casual Leave. Casual Leave cannot be equated with ML or vice-versa.

Guidelines for Leaves

Sr. No	Leave Type	Description
1	Casual Leave (CL)	8 days in a Calendar Year.
2	Sick Leave (SL)	10 days in a Calendar Year.
3	Privilege Leave (PL/EL)	15 days for teaching and 30 days for non-Teaching staff in a Calendar Year.
4	Compensatory Off (CO)	Min 4Hours working on Holiday with prior permission. All mandatory duties shall not be compensated
5	On Duty Leave	To attend the duties assigned by MUHS, DCI etc., and to attend workshop, seminar, and conference etc.
6	Medical Leave (ML)	Claimed as per Medical Certificate

7	Vacation	As per MUHS norms
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7 FACULTY DEVELOPMENTS

7.1 HIGHER STUDIES

Deputation for Ph.D. Work:

Staff members having Postgraduate qualification are encouraged to pursue Ph. D. qualification.

TKDC encourages its employees to upgrade their skill and professionalism by improving their educational qualification while in Institute service. Institute issues no objection letter for higher education. However, their pursuing any course of education should not affect their assigned job and can avail the leaves.

7.2 SEMINARS / WORKSHOPS / CONFERENCES

TKDC always motivates to the faculty by providing various kinds of trainings and arranging the workshop at institute level. In order to enhance the skills of the faculty, TKDC has decided to motivate its faculty to participate in Trainings, Workshop, Seminar and Conferences at various levels outside the college.

Accordingly, the faculty that has completed the probationary 1yr period will be deputed to Training / Workshop/ Seminar/ Conference during vacation and non-vacation days without any hindrance to the academic responsibilities.

The absence period of attending workshop/ Seminar/ Conference will be treated as “ON DUTY”.

7.3 POLICY OF ENCOURAGEMENT TO EMPLOYEES:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and system at is method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their

own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

7.4 TRAINING

Training programs for Teaching /Technical / Supporting staff member:

All Staff members are encouraged to take up various short-term training programs or attend reputed National or International conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at TKDC are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

Submission of proceedings /documents related to training programs:

After attending conferences/ workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc. to the Central Library and in the department. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees



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8. WELFARE MEASURES

The various facilities that an employee can avail while working with TKDC are ;

- Medical and Dental Treatment
 - The teaching and non-teaching staff will be entitled for concession in medical and dental treatment at the well-equipped Mahatma Gandhi Hospital and TKDC New Pargaon.
- Accommodation
 - The teaching faculty will be provided with free housing and parking facility as per the availability along with free electricity and water supply limited to immediate family members.
- Transport Facility
 - To and fro free transport from Kolhapur city to college will be provided to the teaching and non teaching staff at free of cost
 - A separate vehicle for the Principal along with driver will be assigned for transportation.
- Telephone Bills
 - Principal will be entitled to reimbursement of monthly mobile phone charges
- Wi-Fi Facility
 - 24 hrs free Wi-Fi facilities will be provided to all teaching and non-teaching staff in the college campus
- Salary Advance
 - All the employee will be eligible to apply for salary advance up to 2 months for emergency purpose.
- Salary Loan Facility
 - All the employees of the college, who are member of Dr.Sudhakarji Kore Mahatma Gandhi Charitable Medical Trust Kamgar Pratishtan avail Loan from this credit society.
 - The College will issue an undertaking for loan against salary scheme of banks to facilitate loans of the employees.
- Higher study for teaching staff
 - TKDC encourages its employees to upgrade their skills and professionalism by improving their educational qualification. Institute will issue no objection letters for higher education. It should not affect their assigned job in this institute. However, they can avail special leaves for the same.

➤ Leaves

- Special leaves will be granted to participate in faculty development program and attend and conferences etc. The staff pursuing their higher studies can avail benefit of special leaves. the decision pertaining to paid leaves for higher study will be taken case to case basis by LMC.

➤ Employee Provident Fund

TKDC is contributing 12 Percent of Basic salary towards EPF.

- Employee Pension Scheme: Monthly benefit after retirement
- Employees deposit linked Insurance Scheme

:Benefit Provided in case of death of an employee who is member.[20 times of wage max up to 6 lakhs]

➤ Retirement Gratuity

- A lum-sump gratuity amount is payable to an employee on super annuation. The emolument includes basic pay and D.A. drawn by the employee on the day of superannuation .

➤ Diwali Bonus

- All Non-teaching staff will get bonus for Diwali
- Such amount or percentage will be decided in LMC

➤ Fee Concession For wards

- Provision for fee concession will be made for TKDC staff in the form of tuition and hostel fee concession towards their wards.

➤ Subsidized Canteen

- The college will provide a mess and canteen facility with concessional rates for employees working at TKDC.

➤ Trips for staff

- To relieve the magnitude of stress from the daily routine, outstation short trips will be arranged almost 2-3 times a year on holidays.

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