

HR Policy

Research Guidelines

This document outlines the encouragement provided by NDC to the faculty for professional development and encouraging research activities in the institute.

1. Ph.D. Support

a. NDC encourages career enhancement of its faculty and believes that higher education not only benefits the individual but also the institution.

b. Criteria

- i. Faculty must enrol in a government approved reputed university.
- ii. The supervising guide should be a reputed person
- iii. Duration of the program should not be more than 5 years
- iv. Upon award of the Ph.D. degree, the faculty member commits to further three (3) years of employment with NDC.
- v. The designation given upon award of Ph.D. will be commiserate with prevailing RGUHS guidelines.

c. Approval & Requirements

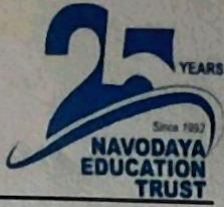
i. Approval for enrolment in the Ph.D. program needs to be given by the respective HOD and Principal. This approval needs to be ratified by NDC management

ii. Faculty member is expected to provide a quarterly update report on the progress of the Ph.D. program. In addition, the faculty member should make a presentation once at the end of every semester to outline major research findings.

2. Faculty Development Programs (FDP) and Workshops

- a. NDC firmly believes that continuing skill development and knowledge enhancement of its faculty has significant benefits. To this end, NDC encourages its faculty to attend FDP's, Workshops and Conferences that addresses latest trends in each dental discipline.


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b. Criteria

- i. Each faculty member is permitted to attend one FDP or Workshop or conference per half yearly that is not conducted by NDC.

c. Incentive

- i. The days spent at this program is considered as special casual leave.

d. Approval/Requirements

i. Approval for attending FDP/Workshop/Conference needs to be given by the HOD and Principal. This approval process should be completed at least ten (10) days prior to the commencement of the program.

ii. Attending faculty member is expected to take proper notes in the program.

Research Publications

a. NDC considers research to be the backbone and encourages its entire faculty to engage in research-related activities.

b. Criteria

i. Research publications should be made in reputed national and international journals and conferences.

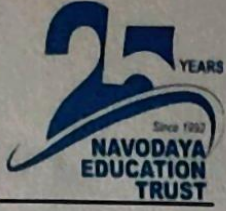
ii. These research publications should be indexed in either of the following online portals

1. Google Scholar
2. Web of Science
3. Scopus
4. Pub med

c. Requirement/Approval

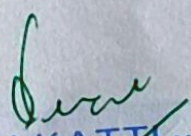
The research publication needs to be reviewed by the respective Head of the department and Research Committee


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STAFF WELFARE SCHEME:

1. Maternity Leave.
2. Employee is entitled to use Earned Leaves.
3. The Institution provides incentives/appreciation certificates to the faculty for outstanding performance in the curricular/co-curricular/extra-curricular activities.
4. Vacation leaves provision for all employees as per the college norms.
5. Grant of Special Casual Leaves (15) when faculties are required to go out on official duties or to participate in conferences, seminars, workshops etc.,
6. Sick Leaves will be provided based on the request from faculty subjected to discretion of management.
7. Financial support for Professional Membership Fees.
8. Free Medical consultancy and treatment for common ailments through the Navodaya Medical Hospital & Research Centre.
9. EPF is in force to sub staff. EPF is being contributed from management with an equal contribution from employees based on the pay scale governed by EPF rules.
10. ESI is applicable for eligible sub-staff.
11. Dearness Allowance.
12. Incentives to faculty who receive State, National and International recognition/awards.
13. Provision of Special Leave to the existing faculty for the pursuance of their higher studies like PhD and PDF.
14. Incentives will be given to the faculty member for publication in national/ international journals of Repute.
15. The institution will pay the registration fee and provide SCL for research paper presentation in the conferences.
16. Support NPTEL/FDP certification programmes for knowledge updation.

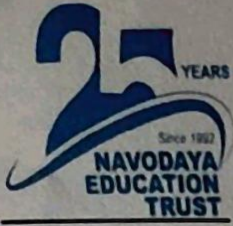

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Apart from monetary schemes various non-monetary welfare schemes are provided to employees for their professional development. The schemes are listed below.

1. Scientific workshops are conducted to keep pace with syllabus and new developments.
2. Faculty development programs are conducted in the institute.
3. Experts from the industry and academia are invited for interaction with the staff.
4. The institute motivates the faculty and staff for arranging / attending scientific training programs/ visits.
5. Training programs are arranged for updating the knowledge of the non-teaching staff.
6. Faculty members are encouraged and benefited from qualification improvement programs such as PhD, M Phil.
7. Remote Access to Digital Library through helinet Consortium.
8. Sessions for Health and Stress management.

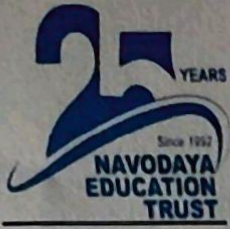

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General Rules:

1. Calendar Year starts from 1st Jan to 31st Dec.
2. The leave application should be in the prescribed form I.e. form no 5. Any leave in any other form and not signed by the principles will be treated as LOP[loss of pay]
3. Only casual leaves can be entertained by through messenger/phone/by plain paper. However after assuming duty they should apply in the prescribed form for ratification and for records of personal departments.
4. Any staff member who has exhausted all his leaves can avail leave without pay [loss of pay] any staff member who is marked 5 loss of pay in a year , then he is not eligible for early increment.
5. Any staff member who is absent from duty without any leave will be marked absent and any staff member who is marked 3 absents in a year is not eligible for yearly increments.
6. Any staff member though he/she has leaves to their credit, fails to apply in the prescribed form will be marked as absent irrespective of his/her eligibility for leave.
7. Casual leaves and restricted holidays cannot be carried forward to the next year.
8. However 100%of the unused earned leaves can be carried forward to the next year for teaching and 50% for non teaching staff or the staff member can en-cash the remaining earned leaves at the rate of 50 % of the actual pay.
9. Any staff member who has worked on any day like School/College day, Inspection, Exams, and other such duties either in their own institute or in other institutes; Locally or outstation will be treated as on duty. No staff can claim compensatory leave on these grounds.
10. All second Saturdays are working days
11. All Sundays and public holidays office will be closed. Only one office staff member should be present on these days on rotation to receive mail, phone or fax.
12. Any teaching staff who is attending duties of university/respective councils/govt etc as examiners or inspector is allowed only 15 days in a year as special casual leave. The rest, he or she can avail from their own leave balance.


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All the head of the institutions, when they leave the head quarters, during public holidays they have to inform the management about their contact address / phone no. For any emergency purpose.


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