



**CHILDREN'S EDUCATION SOCIETY (Regd.)**

**THE OXFORD DENTAL COLLEGE**

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences,  
Karnataka & Recognised by Dental Council of India, New Delhi)

Bommanahalli, Hosur Road, Bangalore - 560 068.


Ph: 080-61754680 Fax : 080 - 61754693E-mail:deandirectortodc@gmail.com

Website: www.theoxford.edu

**Administrative Bodies – Board of Management, Governing Council**

**Index**

Sl. No.	Particulars	Page No.
1.	Report on Administrative Training Programs	2 - 25
2.	Service Rules Book Highlighting Roles & Responsibilities, Accountability and Autonomy of Individual positions	26 - 88

  
Dean and Director  
The Oxford Dental College, Bommanahalli,  
Hosur Road Bengaluru - 560 068



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**2020-21**

**Modern Posterior Restoration'**

**THE OXFORD DENTAL COLLEGE AND HOSPITAL**

**DEPARTMENT OF CONSERVATIVE DENTISTRY AND ENDODONTICS**

**CIRCULAR**

The Department will be conducting a live webinar for post-graduate students, interns and faculty by **Dr. Manikya Arabolu**, on "**Modern posterior restoration -one and done**". The webinar will be on 13/10/2020 from 9:30 to 11:30 on (teams)

**Prof and HOD**

**Department of cons and Endo**

**Dean and Director**

**Dean and Director**  
The Oxford Dental College, Bommanahalli  
Hosur Road Bengaluru - 560 068





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### Dr. Manikya Arabolu, Webinar on 'Modern Posterior Restoration', 13/10/2020(WEBINAR)

#### Banner



#### Brochure





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**THE OXFORD DENTAL COLLEGE**

**DEPARTMENT OF CONSERVATIVE DENTISTRY AND ENDODONTICS**



**ABOUT THE SPEAKER**



Dr Manikya Arabolu is currently working with 3M as their Clinical Specialist for South India. Prior to this she has been a practicing Prosthodontist and General Dentist. She has extensive clinical practice experience of over eight years, having worked with top notch Dental clinical chains across the Northern and Western parts of the country. She completed her PG in Prosthodontics from RGUHS, Bengaluru and her BDS also from the same university. She has authored and co-authored several scientific papers on various topics.

**LEARNING OBJECTIVES**

- 1. Discussion of issues faced with composite restorations
- 2. Modern Cavity preparation
- 3. Discussion on pulp protection
- 4. Newer matrix systems in use today
- 5. Do we etch or not ?
- 6. How to bond effectively ?
- 7. Class 2 restoration with bulkfill materials
- 8. How to polish these restorations for an excellent long lasting finish
- 9. Please join the meeting using below link through Microsoft Teams application

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### Participation Certificate

**3M** Science.  
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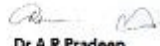
This is to confirm that


**Dr Srirekha**


has completed 3M Oral Care education course on  
**Modern Posterior Restorations – One and Done**

13/10/2020  
Date

  
**Ramanathan Gopalakrishnan**  
Division Manager  
3M Oral Care India

  
**Dr A R Pradeep**  
Dean & Director,  
The Oxford Dental College



  
**Dr Srirekha**  
Prof and HOD  
The Oxford Dental College

  
**Dr. Manikya Arabolu**  
Speaker  
Clinical Specialist  
3M Oral Care India

Completing this program does not certify proficiency in safety and health.  
No warranties are made as this program only presents options and information that may be applicable for employees with experience in certain environment.

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### Speaker Appreciation Certificate




**The Oxford Dental College and Hospital, Bangalore**  
**Department of Conservative Dentistry and Endodontics**


**Certificate of Appreciation**

is hereby awarded to

**Dr. Manikya Arabolu**

For delivering guest lecture on **"Modern Posterior Restorations-one and done"** held at The Oxford Dental College  
ON 13<sup>TH</sup> OF OCTOBER 2020

  
**Dr. A.R.Pradeep**  
Dean and Director

  
**Dr. Srirekha A**  
HOD- Dept of  
Cons. & Endo



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### Feedback

SL. No.	Question	Rating Scale			
		Poor	Satisfactory	Good	Excellent
1.	Overall organization of the course				
2.	Increase in confidence levels				
3.	Appropriateness to establish doctor-patient relationship				
4.	Opportunity provided for interacting with the staff in charge for any doubts				
5.	Whether helpful for professional development				
6.	Overall experience during the course				
7.	Any suggestion				

**Soft skills for professional effectiveness**





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**THE OXFORD DENTAL COLLEGE**

**BOMMANAHALLI, HOSUR ROAD, BANGALORE-560068**

Date: 15-01-2020

**Circular**

This is to inform that a training program is being conducted on “Soft Skills For Professional Effectiveness”for -teaching staffs of the institution on 23-01-2021from 9:30am to 12:00pm at TODC auditorium.Attendance is mandatory.

**Resource person:**Jesse Koshy(Speaker)

**Organizers:**TODC

**Beneficiaries:** All Teaching Faculty

  
Dean and Director

Dr A.R.Pradeep

**Banner**



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Website: www.theoxford.edu

**THE OXFORD DENTAL COLLEGE, BANGALORE**

Invites you to a lecture on  
**“SOFT SKILLS FOR  
PROFESSIONAL EFFECTIVENESS”**

**SPEAKER:**  
Prof. Jessy Koshy

**DATE: 23/01/2021**  
**TIME: 9:00 am-12:00pm**  
**VENUE: Auditorium**

**Title:** Professional Effectiveness



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Ph: 080-61754680 Fax : 080 – 61754693E-mail:deandirectortodc@gmail.com

Website: www.theoxford.edu

**Date:** 23-01-2021

**Location:** Auditorium, The Oxford Dental College

**Organised by:** TODC, Bangalore

**Beneficiaries/Audience:** All Teaching Staff

**Total attendees:** 38

**Speaker:** Jesse Koshy

**Method adopted:** Lecture, Offline

**Description:** A one-day program was organised on “Professional Effectiveness” at the Oxford Dental College on 23<sup>rd</sup> December 2021.

The speaker, Jesse Koshy, faculty of The Oxford Engineering College, spoke on the importance of soft skills for professional development. She elaborated on Communication, Teamwork, Adaptability, Problem solving, Critical observation, Conflict resolution and Leadership. Many questions were asked by the attendees on and all the questions were answered well by the speaker.





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Website: www.theoxford.edu

**Participation Certificate**



**THE OXFORD DENTAL COLLEGE,  
BENGALURU – 560068**

*Certificate of Completion*

**This certificate is awarded to \_\_\_\_\_ for attending  
a training program on “Soft Skills for Professional  
Effectiveness” on 23<sup>rd</sup> January 2021 at The Oxford Dental  
College, Bengaluru – 68.**

Dr. A.R. Pradeep  
Dean and Director

Prof. Jesse Koshy  
Speaker

**Speaker**



**THE OXFORD DENTAL COLLEGE,  
BENGALURU – 560068**

*Certificate of Appreciation*

**This certificate is awarded to Prof. Jesse Koshy for  
successfully conducting a training program on “Soft Skills  
for Professional Effectiveness” on 23<sup>rd</sup> January 2021 at The  
Oxford Dental College, Bengaluru – 68.**

Dr. A.R. Pradeep  
Dean and Director



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**Feedback**

The Oxford Dental College  
Professional Development Training Program  
Participant's Feedback

Name of the lecture: Soft Skills for Professional Effectiveness  
Date: 23-01-2021

Sl. No.	Question	Rating Scale			
		Poor	Satisfactory	Good	Excellent
1.	Overall organization of Certification course			✓	
2.	Appropriateness of the facilities provided			✓	
3.	Topic and Content of certification course			✓	
4.	Effectiveness of lecture session.			✓	
5.	Opportunity provided for interacting with Guest speaker/ presenter			✓	
6.	Whether helpful for career advancement				✓
7.	Appropriateness to meet the industry standards			✓	
8.	Overall experience during the certification course			✓	
9.	Any suggestions	None.			

*Signature*  
Participant Name: Participant Signature:



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**Non-teaching staff**

**Advanced Microsoft Office**

**THE OXFORD DENTAL COLLEGE**

**BOMMANAHALLI, HOSUR ROAD, BANGALORE-560068**

Date: 20-08-2020

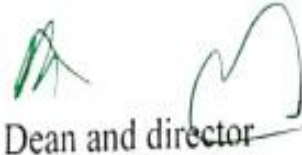
**Circular**

This is to inform that a training program is being conducted on  
“Advanced microsoft office”for non-teaching staffs on 24-08-2020  
from 9:30am at TODC auditorium.Attendence is mandatory.

**Resource person: Tangadurai(Speaker)**

**Organizers:TODC**

**Beneficiaries: All PG Students and Faculty**



Dean and director

**Dr A.R Pradeep**





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**THE OXFORD DENTAL COLLEGE, BANGALORE**

Invites you to a lecture on  
**“ADVANCED MICROSOFT OFFICE”**

**SPEAKER:**  
**Mr. Tangadurai**

**DATE: 24/08/2020**  
**TIME: 9:00 am-12:00pm**  
**VENUE: Auditorium**



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Website: www.theoxford.edu

**Title:** Advanced Microsoft Office

**Date:** 24-08-2020

**Location:** Auditorium, The Oxford Dental College

**Organised by:** TODC, Bangalore

**Beneficiaries/Audience:** All Non-Teaching Staff

**Total attendees:** 28

**Speaker:** Mr. Tangadurai.

**Method adopted:** Lecture, Offline

**Description:** A one-day program was organised on “Writing Skills” at the Oxford Dental College on 21<sup>st</sup> January 2020.

The speaker, Mr. Tangadurai, faculty of Oxford Engineering College, spoke on the family of client software, server software, and services developed by Microsoft. He elaborately explained on Microsoft Word, Microsoft excels, Microsoft PowerPoint, Microsoft teams. Many questions were asked by the attendees and all the questions were answered well by the speaker.



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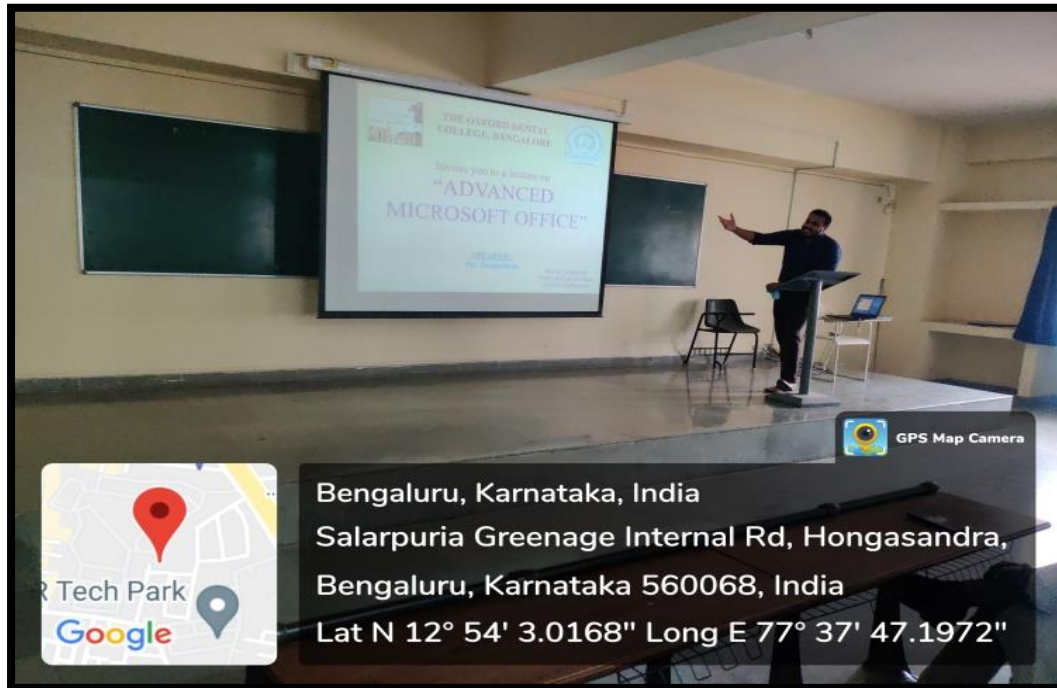
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**Participation Certificate**



**Speaker**







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**Feedback**

The Oxford Dental College

Professional Development Training Program

Participant's Feedback

Name of the lecture: Advanced Microsoft Office

Date: 24-08-2020

Sl. No.	Question	Rating Scale			
		Poor	Satisfactory	Good	Excellent
1.	Overall organization of Certification course			✓	
2.	Appropriateness of the facilities provided		✓		
3.	Topic and Content of certification course			✓	
4.	Effectiveness of lecture session.			✓	
5.	Opportunity provided for interacting with Guest speaker/ presenter			✓	
6.	Whether helpful for career advancement		✓		
7.	Appropriateness to meet the industry standards			✓	
8.	Overall experience during the certification course		✓		
9.	Any suggestions	—			

Participant Name:

*[Signature]*

Participant Signature:



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**Art of Communication**

**THE OXFORD DENTAL COLLEGE**

**BOMMANAHALLI, HOSUR ROAD, BANGALORE-560068**

Date: 15-01-2021

**Circular**

This is to inform that a training program is being conducted on “Art of communication” for non-teaching staff of the institution on 21-01-2021 from 9:00am to 12:00pm at TODC auditorium. Attendance is mandatory.

**Resource person: Jessy Koshy (Speaker)**

**Organizers: TODC**

**Beneficiaries: All non-teaching staff**

  
Dean and Director

Dr. A.R. Pradeep



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**THE OXFORD DENTAL COLLEGE, BANGALORE**

Invites you to a lecture on  
**“ART OF COMMUNICATION”**

**SPEAKER:**  
Prof. Jessy Koshy

**DATE: 21/01/2021**  
**TIME: 9:00 am-12:00pm**  
**VENUE: Auditorium**





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Website: www.theoxford.edu

**Title:** Art of Communication

**Date:** 21-01-2021

**Location:** Auditorium, The Oxford Dental College

**Organised by:** TODC, Bangalore

**Beneficiaries/Audience:** All Non-Teaching Staff

**Total attendees:** 32

**Speaker:** Mr. Jesse Koshy.

**Method adopted:** Lecture, Offline

**Description:** A one-day program was organised on “Art of Communication” at the Oxford Dental College on 21<sup>st</sup> January 2020.

The speaker, Jesse Koshy, faculty of Oxford Engineering College, spoke on the art of effective communication and the different types of communication. In the organisation how, we have to be able to communicate in order to inform, influence, and learn from one another. Many questions were asked by the attendees and all the questions were answered well by the speaker.



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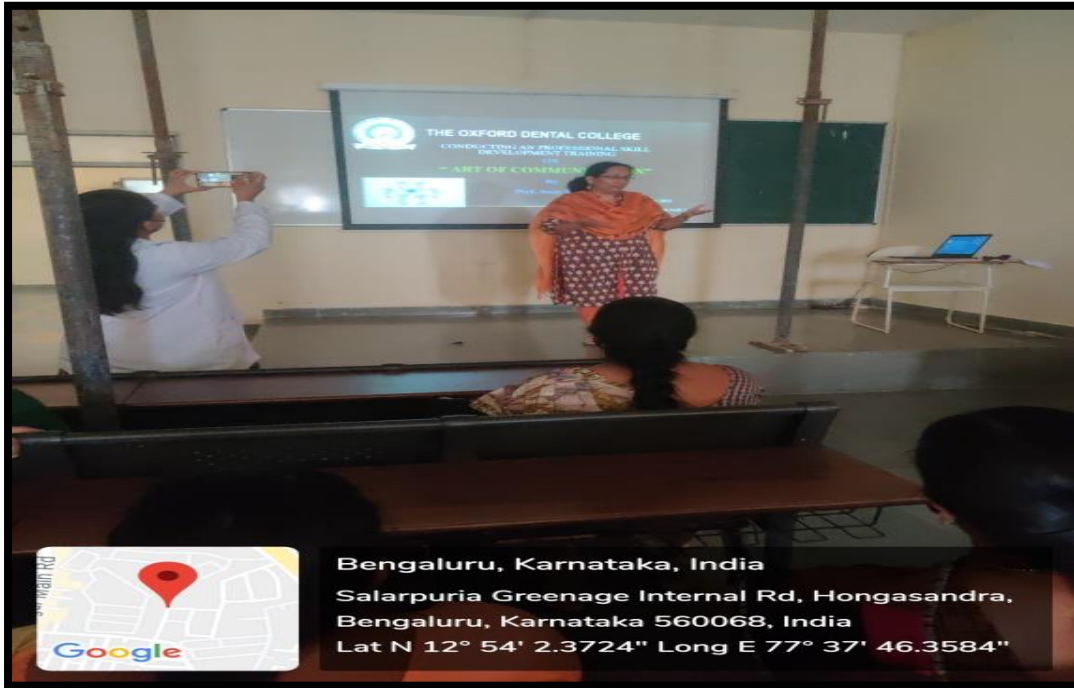
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**Bengaluru, Karnataka, India**

**Salarpuria Greenage Internal Rd, Hongasandra,  
Bengaluru, Karnataka 560068, India**

**Lat N 12° 54' 2.3724" Long E 77° 37' 46.3584"**



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**Participation Certificate**



**Speaker**







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**Feedback**

The Oxford Dental College

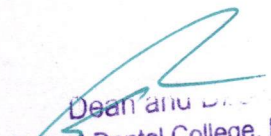
Professional Development Training Program  
Participant's Feedback

Name of the lecture: Art Of Communication  
Date: 21-01-2021

Sl. No.	Question	Rating Scale			
		Poor	Satisfactory	Good	Excellent
1.	Overall organization of Certification course			✓	
2.	Appropriateness of the facilities provided			✓	
3.	Topic and Content of certification course		✓		
4.	Effectiveness of lecture session.			✓	
5.	Opportunity provided for interacting with Guest speaker/ presenter			✓	
6.	Whether helpful for career advancement		✓		
7.	Appropriateness to meet the industry standards			✓	
8.	Overall experience during the certification course			✓	
9.	Any suggestions				

Participant Name: KAVITHA S

Participant Signature: \_\_\_\_\_

  
Dean and Director  
The Oxford Dental College, Bommanahalli,  
Hosur Road Bengaluru - 560 068



# CHILDREN'S EDUCATION SOCIETY (R.)



Estd: 1974

1<sup>ST</sup> PHASE, J.P. NAGAR, BANGALORE 560 078.

## THE OXFORD DENTAL COLLEGE

(Linguistic Minority Institution)

ADMINISTRATIVE AND SERVICE MANUAL - 2007



Dean and Director  
The Oxford Dental College, Bommalahalli  
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ith

**CHILDREN'S EDUCATION SOCIETY ®**



Estd: 1974

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**THE OXFORD DENTAL COLLEGE**

(Linguistic Minority Institution)

**ADMINISTRATIVE AND SERVICE MANUAL - 2007**

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Estd:1974

## **VISION**

Single Window Delivery of Total Oral Health Care Needs. Total Quality Management in Service & Education. To Train General, Specialized & Allied Professional Personnel to meet Regional & National Oral Health Care Services. Work to contribute to Global Oral Health Care Knowledge & Skills. To impart knowledge & interact with Organization of similar interest. Be Efficient, Effective, Community Acceptable in Education, Service and Research. Fostering Global Competencies, inculcating Value System among Learners. Promote use of Technology of Relevance. Reach the Unreachable with Awareness, Education & Service. Serve the Under Served. Excellent Oral Health Education & Service Systems for Community Development

## **MISSION**

Learner Centered Dental Education. Patient Centered Service. Community Oriented Research. Strong Community Relationship. Serve the Under Served. Meet the Regional, National and Global Dental Educational Needs. Inter Organizational Linkage Strategic Future Oriented Planning. Excellence in Knowledge, Skills and Service. Professionalism in Management. Open Organizational Climate. Excellent Oral Health Care Education and Service Systems for Community Development.

## INDEX

CHAPTERS	CONTENTS	RULE	PAGE
1	Title, Commencement and Application	1	1
	Definitions	2	1 to 3
2	Working Hours of the College	3	3
3	Maintenance of Important Documents, Enactments etc.,	4	3 to 4
4	Conditions of Service of the Employee, Mode of Recruitment, Minimum qualifications, Experience, Eligibility etc.,	5	4 to 5
	Resignation of the Employee	6	5 to 6
5	Admissibility of Emoluments/ Salary	7	6 to 7
6	Increment and conditions for sanction.	8	8 to 9
7	Kinds of leave admissible and procedure for sanction	9	8 to 9
	Maternity Leave	10	10
	Study Leave	11	10 to 11
	Short Term Fellowship Leave (STFL)	12	11
	Long Term Fellowship Leave (LTFL)	13	11 to 12
	Leave to Part-Time Employees	14	12
	Termination of Employees over staying the leave or remaining absent	15	12
	Availment of Compensatory off	16	12 to 13
8	Performance, Functions and Discharge of Duties and Responsibilities of Teaching Staff.	17	13 to 15
	Duties and Responsibilities of Non-Teaching Staff	18	15 to 16
9	Library Committee	19	16
	Duties and Responsibilities of Librarian and Library Assistant	20	16 to 17
10	Duties and Responsibilities of Director of Physical Education	21	17



11	Duties and Responsibilities of Manager/Superintendents and Administrative Staff	22	18 to 19
12	Obligations of Employees	23	19 to 20
	Code of conduct and Disciplinary Action	24	20 to 21
	Procedure for imposition of penalties	25	21 to 22
13	Terminal Benefits	26	22
14	Maintenance of Service Register	27	23
15	Maintenance of Files and Records	28	23 to 24
	Preservation of Records	29	25
16	Organization and Method (O&M), Admission, Examination, Establishment, Purchase, Dispatch, Accounts and Cash Sections.	30	25 to 29
17	Admissibility of Traveling Allowances and Daily Allowances to the Employees	31	29 to 31
18	Incentive and Rewards for exemplary work.	32	31
19	Superannuation	33	32
20	Amenities to the Student	34	32
21	Delegation of Powers	35	32 to 33
22	Powers of the Management to make Rules, Byelaws etc.,	36	33
23	Endowment for award of Medals, Prizes and Scholarships	37	33 to 35
	Best Teacher Award	38	
	Best Non Teaching Employee Award	39	
	Fee Concession and Scholarship to the Student	40	
	Schedule		36
	Annexures - 1,2, and 3		37 to 39
	Appendix - I, II, III, IV, V and VI		40 to 58



**CHILDREN'S EDUCATION SOCIETY (R)**  
**THE OXFORD DENTAL COLLEGE**  
**ADMINISTRATIVE AND SERVICE MANUAL - 2007**

CES 18 SAM 2007

Date: 05.05.2007

**NOTIFICATION**

Children's Education Society® hereby makes the following Manual containing the rules governing the matters of general administration and to regulate the conditions of service applicable to the employees of The Oxford Dental College (Telugu Linguistic Minority Institution).viz,

**CHAPTER - 1**

**1. Title, Commencement & Application:-**

- (1) The Administrative and Service Manual may be called " The Oxford Dental College Employees Administrative and Service Manual 2007 ".
- (2) This shall come into force with immediate effect.
- (3) This shall apply to the employees of The Oxford Dental College, which is a Telugu Linguistic Minority Institution.

**2. Definitions: -**

- (1) **In the Administrative and Service Manual unless the context otherwise means:-**
  - (a) **"Academic Staff"** means any member of the staff engaged wholly or partly in teaching, research development and extension activities of the College
  - (b) **"Appointing Authority"** means & in relation to any post in the College the authority competent to make appointments to any post as indicated in the Schedule.
  - (c) **"Chairman of the Society"** means the Chairman of the Children's Education Society®
  - (d) **"Chairman"** means the Chairman of the Governing Council of the College.
  - (e) **"College"** means The Oxford Dental College, Bommanahalli, Hosur Road, Bangalore - 560 068 and the Hostels attached thereto.



- (f) **"Controlling Authority"** means the Governing Council in relation to all the employees.
- (g) **"DCI"** means Dental Council of India established under section 3 of Dentists Act 1948 (Act 16 of 1948).
- (h) **"Departmental Head"** means the Director of Medical Education Karnataka
- (i) **"Director means"** Director of Post Graduate studies in the College.
- (j) **"Executive Director"** means the Executive Director of the Society and Oxford Educational Institutions who shall preside over all the meetings of the Governing Council in the absence of Chairman.
- (k) **"Employee"** means the person in the service of the College in any post and includes the academic staff.
- (l) **"Enquiry Committee"** means the Committee constituted by the Management Committee of the Society.
- (m) **"Governing Council"** means the Governing Council of the College administer and manage the affairs of the College.
- (n) **"Government"** means Government of Karnataka.
- (o) **"Head of the Department"** means the Head of the Department of each Department of studies in each specialty of MDS course and other Head Department in the College.
- (p) **"Management"** means the Children's Education Society® to manage administer and govern the affairs of the College.
- (q) **"Permanent Employee"** means a person permanently employed in the service of the College in any post, duly confirmed by the Management.
- (r) **"Principal"** means Principal of the College.
- (s) **"Secretary"** means the Secretary of the Society.
- (t) **"Society"** means the Children's Education Society registered under section 8 of the Karnataka Societies Registration Act 1960 (Karnataka Act No.17 of 1960).
- (u) **"Temporary Employee"** means a person in the service of the College on temporary basis subject to such terms and conditions if any prescribed and appointed for a period of less than a year.
- (v) **"University"** means Rajiv Gandhi University of Health Sciences established under section 3 of the RGUHS Act 1994 (Karnataka Act No. 44 of 1994)

- (2) All other expressions which have not defined shall have the same meaning as in the Byelaws of the Society.

## **CHAPTER -2**

### **3. Working Hours of the College and Hospital**

- (1) The working hours of the College and Hospital shall be from 08.00 hours to 15.00 hours on all working days for the students continuously with a lunch break between 12.30 hours to 13.00 hours, to attend the academic session, tutorial classes, practical and clinical training.
- (2) The working hours shall be from 09.00 hours to 15.00 hours for all the staff. However such of the staff who have Lecture classes shall report at 08.00 hours.
- (3) The working hours shall be from 08.00 hours to 12.30 hours on Saturdays.
- (4) The clinical working hours of the departments shall be from 9.00 hours to 15.00 hours in the College and Hospital for all Dental Health Care Consultation and treatment for the public continuously without any break.
- (5) The working hours of the Non-Teaching and Administrative staff and Para Medical staff shall be from 9.00 hours and work till 15.30 hours on all working days and from 8.30 hours to 13.00 hours on Saturdays.
- (6) The working hours of the Principal shall be from 8.00 hours to 15.30 hours on all working days and from 08.00 hours to 13.00 hours on Saturdays.
- (7) The working hours of the Library shall be from 09.00 hours to 22.00 hours on all working days and from 09.00 hours to 15.00 on Saturdays.

## **CHAPTER -3**

### **4. Maintenance of Important Documents, Enactments etc.,**

- (1) The College shall maintain the following updated documents and Enactments for references.
  - (a) Karnataka Education Act 1983 and Rules enacted there under.
  - (b) Rajiv Gandhi University of Health Sciences Act 1994 and Statutes, Rules, Regulations and Ordinances framed there under.
  - (c) Notifications, Circulars, Orders etc of the RGUHS.
  - (d) Karnataka Civil Services (General Recruitment )Rules 1977
  - (e) Karnataka Civil Services (Probation) Rules 1977
  - (f) Karnataka Civil Services (CCA) Rules 1957
  - (g) Karnataka Civil Services (Conduct) Rules 1966
  - (h) Karnataka Civil Services (Performance Reports) Rules 2000
  - (i) Karnataka Government servants (Seniority) Rules 1957
  - (j) Dentist Act 1948 and Regulations made there under



- (k) UGC Act 1956 Rules & Regulations made there under
- (l) The Employees Provident Fund & Miscellaneous provisions Act 1952
- (m) Dental Council of India BDS Regulations.
- (n) Dental Council of India MDS Regulations
- (o) Karnataka Medical Education Department (Dental College) (Recruitment) Rules.
- (p) Karnataka Societies Registration Act 1960.
- (q) CET Information Brochure and the Acts and Rules of the State Govt. regulating admission to BDS & MDS Courses.
- (r) Examination Manual of Rajiv Gandhi University of Health Sciences
- (s) NAAC Accreditation Manual

(2) All the above Acts, Rules, Regulations, Orders etc, for the time being in force shall be updated as and when they are amended.

#### CHAPTER -4

##### 5. Conditions of service of the Employees

(1) The Conditions of service of the Employees, the mode of recruitment, the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified here in after:

(a) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category - I is 40 years & in respect of OBC category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable with outstanding merit and credentials.

(b) The staffing pattern and scale of pay applicable to the post of Principal, HODs and teaching staff shall be as prescribed by the Dental Council of India and Government, as the case may be. The details of the staffing pattern and scale of pay shall be as specified in Appendix - I.

(c) The staffing pattern and scales of pay applicable to non-teaching, administrative and supporting staff and the scale of pay shall be as specified in Appendix - II.

(d) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the teaching posts, non - teaching posts and other categories of posts shall be as prescribed by the Dental Council of India and State Government from time to time. The detailed qualifications etc., are as mentioned in Appendix III.

(e) The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the Newspaper notifying the vacancies that arise from time to time. The selection of candidate shall be by a Selection Committee consisting of the following:-



1	Executive Director	Chairman
2	Principal	Member Secretary
3	Head of the Department concerned	Member
4	Director of P.G. Studies	Member

(2) Selection of candidates shall be based on the written Test or Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit. The process of selection shall be governed by the rules of recruitment prescribed by the Dental Council of India. Reservation of vacancies in favor of SCs, STs and OBCs, shall be at the discretion of the Management which is not mandatory.

(3) The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management or the Appointing Authority as specified in the Schedule. Their appointment shall be on probation in terms of the KCS (Probation) Rules 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCS (Probation ) Rules 1977.

(4) The seniority of the employees of the academic staff shall be published Department wise every year and circulated among each employees and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the standing orders issued there under shall be adopted and enforced.

(5) Termination of the services of the temporary employees shall be in accordance with the provisions of the Karnataka Civil Service (Probation) Rules 1977 & the Karnataka Civil Service (General Recruitment) Rules 1977. Incase of the Probationer he/she shall be liable for discharge if found unfit / unsuitable to hold the post in which appointed.

#### **6. Resignation of the employee:**

(1) The Principal and faculty members holding the post of Professor, Assistant Professor/Reader & Lecturer shall not tender the resignation to the post held by them respectively at any time either in the midstream of an academic year or before completion of a course of Post graduate study of three years duration so as to avert causing hindrance in preparation of dissertation of a research problem undertaken by the Post Graduate students under the direction and guidance of the concerned PG teacher who is also a Guide, as required by Dental Council of India MDS Courses Regulations.

(2) Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving at least 3 months advance notice. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter shall be hand written signed and submitted voluntarily & without there being any act of compulsion or coercion / duress. In the event of any employee securing appointment in the State Government or Union Government the Management



may at its discretion accept the resignation tendered by such an employee waiving the 3 months notice period.

(3) An employee who has submitted 3 months advance notice of resignation shall not be entitled for any kind of leave during the period of notice except casual leave for 3 days. Such an employee shall be invariably be present on the last working day in the College to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without 3 months advance notice. It is subject to the condition that such an employee shall pay 3 months gross salary without any deduction in the form of crossed DD in lieu of 3 months advance notice for resignation.

(5) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

(6) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

(7) Upon the acceptance of the resignation and issue of the relieving order the employee shall settle all the dues owed by him to the Institution and the Management. He shall hand over the physical possession of all the Documents Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal. He shall return the books borrowed from the Library. He shall immediately vacate the designated quarters held by him and shall pay the outstanding electricity and water charges. Only thereafter he shall be relieved by issue of a formal order by the Management upon receipt of the relevant "No-Due Certificate (NDC).

(8) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management may at its wisdom appoint such persons afresh without continuity of service or with continuity of service by condoning the interruption of service by sanctioning the leave due and admissible to such employees.

## CHAPTER-5

### 7. Admissibility of Emoluments

(1) The Emoluments consisting of pay, dearness allowance, house rent allowance and city compensatory allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective College the Management may extend the AICTE/State Pay Scales as

applicable from time to time with or without allowances admissible thereon under the State Government Rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that an higher pay scale may be sanctioned by the Management in deserving exceptional cases.

(2) The Management at its discretion may appoint other officers and offer higher salaries depending on the need to exceptionally experienced/talented persons.

(3) Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction consolidated gross salary to any of the employees depending upon the nature and tenure of appointments.

(4) In the event of any employee having been appointed in the time scale of pay applicable for the post held by him his pay shall be fixed at the minimum of the pay scale.

Provided that the Management may sanction higher starting of pay by sanctioning advance increments in most deserving cases keeping in view of the teaching experience, higher and specialized qualification and eminence in the field of higher learning.

## CHAPTER-6

### 8. Increment

(1) Increments to the employees will not flow automatically as matter of course. A permanent employee shall be entitled to annual increment in the running time scale of pay applicable to the post held by him upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance of the duty and of service records and self appraisal reports.

(2) However the Management may fix a cut off date for sanction of increments upon completion of incremental period of one year.

(3) The following period shall not be counted for increment

- (a) Loss of pay leave(LOP)
- (b) Extraordinary leave (EOL)
- (c) Unauthorized absence from duty
- (d) Suspension
- (e) Dies-non (Non duty period)
- (f) Fellowship leave
- (g) Study leave
- (h) Interruption or break of service

(4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the



Management in exceptional cases in recognition of outstanding ability, merit and highest degree of integrity.

- (5) Temporary and part time employee appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment after completion of one year of service at the discretion of the Management after evaluation of performance, integrity, efficiency, commitment, dedication and loyalty.
- (6) Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.
- (7) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay.
- (8) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he returns to duty.
- (9) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.

## CHAPTER-7

### 9. Kinds of leave admissible and procedure for sanction

- (1) **Casual Leave:** Every employee shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.
- (2) **Special Casual Leave:** Not exceeding 15 days in a year special casual leave will be allowed for the purposes of attending University Examination work or Examination work of any other University and academic work of the Universities.  
Provided that such of the faculty attending the examination work or any other academic work shall produce an attendance certificate issued by the custodian or competent authority.
- (3) **Earned Leave:** It is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1<sup>st</sup> January to 30<sup>th</sup> June and another 5 days for the second spell of 6 months commencing from 1<sup>st</sup> July to 31<sup>st</sup> December of each year. The maximum accumulation of Earned Leave at a time shall be 240 days.
- (4) The Earned Leave credited under sub rule (3) shall be as on 1<sup>st</sup> January and as 1<sup>st</sup> of July. It is subject to the condition that the employee shall be on duty or vacation duly sanctioned, as the case may be, or Casual Leave or Earned Leave



with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay or absence from duty at the rate of one day per month subject to a maximum of 5 days in an half year.

(5) The non vacation employees are entitled for 10 days Earned Leave in the first half of the calendar year commencing from 1<sup>st</sup> January to 30<sup>th</sup> June & another 10 days for the next half of the calendar year commencing from 1<sup>st</sup> July to 31<sup>st</sup> December, subject to a maximum accumulation of 240 days at a time.

(6) The Earned Leave credited under sub rule (5) shall be as on 1<sup>st</sup> January and as on 1<sup>st</sup> of July. It is subject to the condition that the employee shall be on duty or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay leave or absence from duty at the rate of 5/3 per month subject to a maximum of 10 days in an half year.

(7) **Extraordinary Leave or Loss of Pay Leave:** Extraordinary leave or Loss of pay leave may be sanctioned to an employee who does not have any other leave at his / her credit on request, subject to a maximum of 3 months. It is relaxable on Medical grounds on production of satisfactory medical certificate. During the period of Extraordinary Leave the employee is not entitled to any pay and allowances. Extraordinary leave may also be granted for prosecuting higher studies, which will enhance the competence of the concerned employee at the discretion of the Management, especially to PG Course or PhD Course. The period of extraordinary leave shall be restricted to the extent of duration of the course of study undertaken by the employee.

(8) **Availment of Leave:** The minimum & maximum Availment of casual leave shall be one day and 5 days at a spell. The minimum number of days of earned leave that could be availed is 5 days. In case of illness or for prosecution of higher studies earned leave may be availed up to 60 days with the prior sanction of the of Management.

Provided that the casual leave cannot be combined with any other kind of leave except Sunday and General Holidays intervening subject to a maximum of 5 days at a stretch.

(9) **Right to claim leave:** Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format & get sanctioned before proceeding on leave except for a day casual leave. Otherwise availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action. Prescribed application forms for sanction of casual leave and other types of leave are at Annexure 1 & 2. Application for sanction of all kinds of leave shall be routed



through the Head of Department or Head of section, as the case may be to the Principal for sanction / recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers to sanction the leave by various authorities are specified below.

Nature of Leave	Authority Competent to recommend	Authority competent to sanction leave and to which extent		
		Principal	Executive Director	Chairman
Casual Leave	Head of the Department/ Manager/Librarian	3 days	Full Powers	Full Powers
Earned Leave & Other kinds of leave	Head of the Department/ Manager/Librarian	10 days	90 days	Full Powers

(10) Leave may be sought both on private /domestic affairs and on medical grounds. In case of leave on medical grounds, the leave application shall be supported by a medical certificate with the recommendation from the surgeon / attending doctor / indicating the reason thereof and the period required for joining the duty after a leave on medical grounds. The Medical Certificate and Fitness Certificate should be signed by the Registered Medical Practitioner.

#### 10. Maternity Leave:

(1) Permanent female employees who have put in a minimum five years of service in The Oxford Educational Institutions are entitled for maternity leave of 90 days for the first confinement only.

(2) Maternity Leave can be combined with vacation or Earned Leave, Extraordinary Leave or Loss of Pay.

(3) The Maternity Leave shall not be debited against any other leave credit.

(4) The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

#### 11. Study Leave

(1) Not more than 10% of the faculty in a department may be sanctioned study leave once through out the service for acquiring any specialized or higher studies and/or for fellowship and Ph.D.

(2) Any employee who has completed at least 3 years of service shall be eligible for study leave

(3) During the study leave the employee shall not be entitled for any leave salary.

(4) An employee seeking sanction of study leave shall execute undertaking or bond on a stamped paper duly sworn to before a Notary agreeing that he shall return to duty immediately on completion of the said study and shall not seek any extension

(5) Such an employee who is sanctioned study leave shall successfully complete the course of higher studies and return to duty and shall not discontinue the course of study in the midst.

## **12. Short Term Fellowship Leave (STFL)**

(1) Short term fellowship leave shall be sanctioned to the faculty for visit to academic Center for clinical research and teaching activities.

(2) An employee should have put in a minimum 3 years of service in the College.

(3) Such a leave shall be sanctioned for a period not exceeding 3 months at a time subject to leave title.

(4) If more than one faculty member is eligible such a leave it shall be sanctioned according to seniority.

(5) Financial support is not admissible from the Management.

(6) Inter-se seniority shall be maintained even during the leave period for all purposes.

(7) During the STFL the employee shall not be eligible for any leave salary.

## **13. Long Term Fellowship Leave (LTFL)**

(1) Long term fellowship leave may be sanctioned for attending advanced training in the specialized areas whether leading to Post Graduate degree or Diploma or Doctoral or Post Doctoral degrees and so on.

(2) Employees applying for sanction of such leave should have put in a minimum 5 years of service in the College.

(3) Such leave shall be sanctioned initially for a period of 2 years which may be extended up to 3 years for obtaining Ph.D and/or post Doctoral studies.

(4) The employees shall not be entitled to any leave salary during the leave period. However their lien shall be maintained during the leave period and terminable only at the behest of the employee and/or by the Management subject to the conditions of sanction of leave.

(5) Such employees shall execute a bond by undertaking that he shall serve the Institution after return from the leave for a minimum period of five years and



12

shall abide by such terms and conditions and stipulations as may be prescribed by the Management.

(6) Any employee failing to resume duty after expiry of the leave period shall be liable to pay to the Management an amount equal to 12 months salary. A condition to that effect shall be incorporated in the bond to be executed by him with two sureties and a bank guarantee for an amount equivalent to 3 months salary.

(7) Such a leave shall be sanctioned only once throughout the service. However the Management may at its discretion may relax this condition in deserving cases depending upon the expediencies.

(8) The seniority of the employees proceeding on such leave shall be determined by the Management keeping in view of the nature of duties and accomplishments turned out during such leave period. The orders of the Management in this regard shall be final.

(9) Residency programmes shall not be reckoned as teaching experience for the purpose of Increments, Pay, Leave, Provident Fund and Promotion.

#### **14. Leave to Part-time Employees :**

(1) Part-time employees are not eligible for casual leave or any kind of leave.

(2) Any Part-time teacher remains absent on the day of his engaging classes or practicals for any reason he shall resume duty as the next working day and make good to loss of part time academic work.

#### **15. Termination of employees over staying the leave or remaining absent:**

(1) Any employee who has been sanctioned leave and does not resume duty on expiry of the leave period or over stays leave by seeking extension of leave or remains unauthorizedly absent from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.

#### **16. Availment of Compensatory off**

(1) Compensatory off cannot be claimed as a matter of right and shall not be availed by any of the academic staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It shall not also be utilized as a prefixure or suffixure in combination with holidays for more than 3 days.

(2) Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the Principal.

- (3) The Principal shall ensure that at least minimum numbers of faculty are available to carry out the academic activities and clinical functions in the College before sanctioning compensatory off.

## CHAPTER-8

### 17. Performance, Functions and Discharge of duties and responsibilities of teaching staff.

(1) The teaching faculty shall perform the duties & discharge the responsibilities diligently as per in terms of the norms contained in the Dental Council of India **MDS** course Regulations and the Dental Council of India BDS course Regulations. The Principal and the other teaching faculty shall carry out the additional duties and functions as may be necessary in the discharge of responsibilities assigned to them from time to time.

(2) Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical/clinical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabi within the scheduled time limit. They should co-operate with inter departments for extending teaching facilities like class rooms, practical classes etc., They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.

(3) The HODs shall be responsible for proper conduct of tutorial, class room Lecturers, Clinical/Practical sessions & compulsory rotating internship of both UG course, PG Programmes and also Para Medical Diploma course. In case of candidates promoted from 1st year to 2<sup>nd</sup> year, 2<sup>nd</sup> year to 3<sup>rd</sup> year and 3<sup>rd</sup> year to 4<sup>th</sup> year of BDS course and 1st year to 2<sup>nd</sup> year, 2<sup>nd</sup> year to 3<sup>rd</sup> year of MDS course they shall not be deemed to have been admitted to the next succeeding year of the course by entering their names in the attendance register. Such candidates shall pay the fee prescribed for admission to next year of course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at Annexure - 3. Only upon producing of such receipt for having paid the prescribed fee and submission of application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.

(4) The HODs shall organize the seminars, conferences, workshops, dental campus and other co-curricular activities relatable to their departments from time to time.



(5) Assistant Professors/Readers are responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and Management of the Laboratories and Hospital attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Lecturers shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for internal assessment in order to improve the skill and knowledge of the students. They shall diligently maintain the register of internal assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences and dental camps etc.,

(7) The Part Time Lecturers, Assistant Professor and Professor shall discharge their academic and clinical functions and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD from time to time. They shall be in par with the regular faculty members except the conditions of service specifically made applicable to them.

(8) The faculty members In-charge of Anatomy, Physiology, Bio-Chemistry, Pathology, Micro Biology, Pharmacology, General Medicine and General Surgery shall be appointed regularly and on part time basis depending upon the work load. They shall discharge their academic and clinical functions and perform their duties strictly in conformity with the time table on the specified days. Such of the medical faculty serving concurrently in medical Colleges are permitted to do so with the prior permission of the Management.

(9) All the Faculty members comprising of the Principal, Professor, Assistant Professor/Reader, Lecturers including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic, clinical work, and administrative activities. They shall make themselves available for academic, clinical, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(10) All the faculty members including the HODs shall take-up the class, Practical/Clinical to any PG students in conformity with the Regulations of Dental Council of India and Rajiv Gandhi University of Health Sciences.

(11) The above stipulations shall be equally applicable to the part-time Professor, Assistant Professor/Reader and Lecturer who shall complete their academic work and carryout their clinical/Practical classes on the days



prescribed without altering them to any other alternate preceeding or succeeding days to meet their personal exigencies.

(12) The Professors and HODs shall be In-charge of the Library, Departmental Library and Laboratory. In addition to performance of the duties and discharge of their functions they shall allocate the duties and assignments to the Assistant Professor/Reader and Lecturers and also the non-teaching staff.

(13) The Job Responsibilities shall be as prescribed by the Dental Council of India especially in the field of academic, administration, extension activities, development, research and consultancies from time to time shall be strictly adhered to by the faculty.

(14) The Director of P.G. Studies shall be responsible for the Research, Development and Extension activities in the P.G. Departments of studies. He shall co-ordinate with all Professors & HODs and also P.G. Teachers in the conduct of P.G. class, practical & clinical training effectively in pursuit of achieving the academic eminence in the field of Dentistry.

(15) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He shall be responsible for the smooth functioning of the Department to conduct course in BDS, MDS and other Para Medical courses and also activities relatable to research, development and extension of all the Departments. He will exercise such power and carryout such functions as prescribed under this Manual and as in the Dental Council of India BDS Regulations and Dental Council of India MDS Regulations, as amend from time to time and the University. He will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

### **18. Duties and responsibilities of Non teaching staff in the Department of Studies.**

(1) The non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.

(2) The Laboratory Technicians, Lab Assistants, Chair side Assistants and lab in-charge are responsible for the laboratories and the clinical workshop. They shall accommodate the various branches for smooth conduct of practicals. They shall co-operate with the staff of the other department or branches in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc and ensure that no such machineries, equipments etc are kept idle. They shall be in constant touch with the Head of the Department and Principal for maintenance and upkeep from time to time.

## CHAPTER -9

### 19. Library Committee:

(1) The composition of Library Committee shall be as here under:

1	Principal	Chairman
2	Director of PG Studies	Member
3	All the HODs	Members
4	2 student representatives	Members
5	Manager	Member
6	Librarian	Member-Secretary

(2) The Committee shall meet periodically at least once in two months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like digital library, E-Library, Helinet, Library Software and other innovative networking system.

### 20. Duties and responsibilities of Librarian, Librarian (Senior Scale), Librarian (Selection Scale) and Library Assistant.

(1) The Librarian, Librarian (Senior Scale), Librarian (Selection Scale) and Library Assistant shall be non-vacation staff. They shall work keeping the Library open from 09.00hrs to 23.00hrs from Monday to Friday and 09.00hrs to 20.00hrs on Saturdays by staggering the working hours.

(2) The Librarian, Librarian (Senior Scale), Librarian (Selection Scale) shall supervise the library for its effective functioning. They will formulate the policy and perspective planning for maintenance of scientific system of library. They will ensure access use and security of library materials by utilizing the supporting facilities like computers, internet, Bandwidth, Online journals, computerized services, infolibnet, delnet, IUC and other information services.

(3) They shall be responsible for proper maintenance of books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, reprographic work, social and extension activities.

(4) They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.



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- (5) They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.

## CHAPTER - 10

### 21. Duties and responsibilities of the Director of Physical Education, Director of Physical Education (Senior Scale), Director of Physical Education (Selection Grade)

- (1) The Director of Physical Education, Director of Physical Education (Senior Scale), Director of Physical Education (Selection Grade) shall be non vocational staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. During the vacation they shall organize and participate in games in the College campus.
- (2) They shall be responsible for coaching of the students and conduct the tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate level and also for National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National sports policy.
- (3) They shall adopt the latest scientific method of training and coaching curricular development related to College and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange for indoor games, gymnasium and yoga programmes in the College and in the hostels.
- (4) They shall perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in College premises.
- (5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run, pase race and development of flexibility and co-ordinating ability.
- (6) They will make all endeavourance to win and secure the medals, trophies and awards through the students in the games etc.,

## CHAPTER -11

**22. Duties and responsibilities of Manager / Superintendent and Administrative Staff.**

- (1) The Manager / Superintendent in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the College. The main functions of the Manager and Superintendent shall be as spelt out hereunder, inter-alia, other duties & functions.
- (2) They shall perform the day-to-day routine work of the office.
- (3) They will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.
- (4) They shall be responsible for the efficient Management of office work.
- (5) They shall Exercise general supervision over the section in regard to office Management, Class arrangement, Cleanliness of campus and inside the building.
- (6) They will guide the inexperienced case workers in their day to day work.
- (7) They shall attend the important work on priority.
- (8) They shall devote personal attention for smooth running of the office as and when warranted.
- (9) They shall be responsible for watching and overseeing the disposal of papers or other records.
- (10) They shall advise and help the case workers for disposal of important and urgent matters.
- (11) They shall personally deal with confidential and urgent files/papers.
- (12) They shall conduct periodical inspection of the quality of the work of case worker and motivating them to achieve maximum efficiency.
- (13) They shall personally attend the immediate problems of students.
- (14) They will be instrumental for enforcement of rules and procedures strictly.
- (15) The Manager or Superintendent shall receive all the letters and other communications addressed to the College and open the covers/ envelopes in the presence of the Principal. If there are any papers to be attended to on priority they shall be marked as "Top Priority" " To-day " "Urgent" Immediate" and VVI (Very Very Important) . In case of Important, Very Important, Very Very Important

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and Confidential matters shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.

(16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal.

## **CHAPTER -12**

### **23. Obligation of the employees**

(1) Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the institution. They shall not do any thing which is unbecoming of an employee. They shall carryout their duties and responsibilities conscientiously.

(2) Every Employee shall take care of the properties, equipments, material, Instruments, machines, furniture and apparatus etc, of the College. He shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee an account of mishandling or misuse the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.

(3) It is incumbent on the part of the employee to promptly report any occurrence of such an event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.

(4) Every employee shall take appropriate precautions against hazards and use safety devices and preventive measures.

(5) Every employee shall ensure that the stock procurement and stocking of materials, medicines etc., do not get outdated. Periodical review shall be conducted to identify the materials and medicine nearing expiry date and the concerned HOD shall appraise the Management about the said juxta position and initiate appropriate action to avert such mishappening.

(6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.



(7) Employee shall not criticize the Management in any form affecting the reputation and image and also shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

#### **24. Code of Conduct and Disciplinary Action.**

(1) Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement defalcation, and fraud or remain unauthorized absent from duty or wilful and deliberate disobedience or flouting the orders of the higher authorities.

(2) An illustrative code of conduct applicable to each employee is as specified below: -

- (a) He /She should be honest and show dedication, diligence & devotion to duty
- (b) He /She should not neglect his/her duties.
- (c) He/She should not involve in criminal activities or instigate the students to indulge in such activities.
- (d) He /She should not show discrimination in the name of caste, creed, religion, language, place, origin or other social & cultural background.
- (e) He/She should not engage in malpractice in examination nor instigate such act.
- (f) He/She should not show negligence in the valuation of answers of the students.
- (g) He/She should not leave the institute premises during working hours without permission of Principal or Management.
- (h) He /She should not remain absent or avail leave repeatedly without permission of the Principal
- (i) Without the permission of the Management he/she should not publish Manuals / Books/Guides/Journals.
- (j) In his/her official capacity he/she should not accept gift from anybody on behalf of the College.
- (k) He /She should not practice and instigate untouchability.
- (l) He/She should not cause loss to the property of the College.
- (m) He/She should not act or abet indecent behavior.
- (n) He/She should not involve in activities of violence or moral turpitude
- (o) He/She should not misbehave with students, parents or Management personnel.
- (p) He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
- (q) He/She should not disobey the instructions/orders of the higher-ups-Management /Principal /Heads of Departments.

(3) The above code of conduct is only illustrative but not exhaustive. Any contravention of the code of conduct shall render the employee liable for disciplinary action.

(4) Any conduct of unusual behavior or activity of an employee beyond the normal limits, shall be viewed as misconduct or misbehavior & attracts disciplinary action against the concerned.

(5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted the purpose may result in position of penalties specified infra.

(6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience, dereliction of duty, illegal gratification etc or any other misdemeanours is established :-

- (a) Fine (in case of lowest grade of employee)
- (b) Censure
- (c) Withholding of increment
- (d) Recovery of the pecuniary loss caused to the institution or Management or any person
- (e) Reduction of pay at any stage in the scale of pay applicable to the post held by them
- (f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction
- (g) Removal from service.
- (h) Dismissal from service.

## **25. Procedure for imposition of penalties.**

(1) If any employee is found to have committed any misconduct in violation of the provisions of this Manual or does any act which is unbecoming of an employee he shall be dealt with in a disciplinary proceeding.

(2) A notice containing the articles of charges against such an employee, a statement of imputation of misconduct or misbehavior in respect of such articles of charges and a list of documents by which and a list of witnesses by whom the charges could be sustainable in the form of annexures 1, 2, 3 and 4 shall be served on him directing him to submit his written statement of defence within a time limit of not less than 15 days. Immediately upon the response of the defence statement or if the employee fails to submit the defence statement even after expiry of the period of 15 days the Management/ Disciplinary Authority shall proceed to constitute an Enquiry Committee to inquire into the charges levelled against such employee. The Enquiry Committee shall call upon the employee to appear before it by affording an opportunity in conformity with the Principles of Natural Justice by examining the documentary evidence collaborated with the



oral evidence and after hearing the arguments shall submit the report of enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charge.

(3) The disciplinary authority shall upon the receipt of the report of the enquiry committee shall make available a copy of the report of enquiry to such employee directing him to show-cause as to why the report of enquiry should not be accepted and penalty commensurate with the proven and charge should not be inflicted on him by fixing a time limit to submit his reply if any. Soon after the receipt of the reply to the show-cause notice the reply submitted by the employee shall be considered and any of the penalties envisaged in sub rule (6) of rule 24 and order to that effect shall be served on the employee either in person or by post and obtain acknowledgement thereof.

4) All the procedural aspects for initiation of disciplinary action and issue of final orders as prescribed in the Karnataka Education Act 1983 and the rules made there under shall be strictly enforced.

## CHAPTER - 13

### 26. Terminal Benefits.

(1) The permanent employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.

(2) The Management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Regional Provident Fund Commissioner along with equal matching contribution by employer. The contribution standing at the credit of the employee shall be payable to the employee or his family as the case may be from the Regional Provident Fund Commissioner at the time of his retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.

(3) The Management may at its discretion extend any New Pension System (NPS) as may be introduced by the Government of India to its employees.

(4) Every employee shall insure his life for a minimum assured sum of Rupees One lakh with the LIC of India by obtaining the endowment policy.



## CHAPTER - 14

### 27. Maintenance of Service Register:

(1) Service Register in respect of each employee shall be maintained by the Head of the Institutions in the Service Register prescribed by the State Government from the date of initial appointment.

(2) The Service Register shall contain all the particulars of employees including the following:

- (a) Date of Birth
- (b) Qualification and Experience
- (c) Temporary and Permanent Address
- (d) PF Membership No / Bank Account No.
- (e) Contact Telephone No. (Landline and Mobile)

(3) The Service Register shall be updated from time to time with all the requisite entries duly attested by the Principal and maintained in the College office. It may be shown to the concerned employees at least once in a year and their signatures obtained as a token of acknowledgement.

## CHAPTER - 15

### 28. Maintenance of Files and Records.

(1) All the files will be processed under trilateral index headings like "EST", "ABM", "ACT", "CAS", "EXM", "SPS" etc. Such files shall be maintained by adopting the Record Management adverted in this Manual.

(2) The Record Management of all the files, records and registers maintained in the College either in the office or in the department shall be processed and dealt with as current files or registers. After the completion of adventure or required action the files, registers and records may be closed under five classifications for being preserved for a definite period of time depending upon the nature and importance of the files or register/ records for future guidance and reference. Soon after the closure of files and register an index slip shall be affixed containing the following particulars.

- (a) File No. / Register No. / Record No.
- (b) Subject Matter
- (c) Period of Coverage.
- (d) Date of Commencement.
- (e) Date of closure
- (f) Classification
- (g) Expiry date of currency to destroy.
- (h) Extended date for preservation after review.
- (i) Signature of the Case worker/ Superintendent / Manager / Head of the Department/ Principal.

(3) The closed files, Registers or records shall be transmitted to the Records Section for preservation, duly indexed. The Record Keeper shall be in charge of proper maintenance.

(4) The concerned Case Worker or the Superintendent or the Manager as the case may be shall close the files with the approval of the Principal. Thereafter the files will be neatly stitched and indexed for being sent to the record section.

(5) The classification of the closed files registers and records for the purpose of preservation either permanently or for a specified period shall be as indicated below:

SL.NO	Nature of item	Preservation	Classification
1	File/register required permanently	Permanent	A
2	File / register required longest period	25 year	B
3	File/register required for longer period	10 year	C
4	File/ register required for few years	5 year	D
5	File/register required for short period	1 year	E

(6) The record keeper in the record section shall maintain the register containing the following particulars.

- (a) File / Record/ Register No.
- (b) Page Nos. on Note side.
- (c) Page Nos. on Correspondence side.
- (d) Date of commencement.
- (e) Date of Closure.
- (f) Classification of the file.

(7) The files shall be divided section wise, office wise, Branch/ Department wise like Establishment Section, Admission Section, and Examination Section, Despatch Section and so on. Soon after the expiry of the currency of the life of the file/ record/ register they shall cause to be destroyed and disposed of by auction sale of waste or old papers tearing them with the approval of the Principal. If the Principal after scrutiny deems it necessary to extend the currency of the life he shall pass written orders on such closed file/record/register.

(8) All the applications for admission to various courses in respect of the candidates admitted along with one set of copies of the marks card for degree certificate of the qualifying examinations shall be arranged academic year wise, course wise in a chronological order and maintained in the record section.



## 29. Preservation of records

(1) The following files/ records/ registers and documents shall be preserved permanently.

- (a) Service Register
- (b) Aquittance Roll/Register
- (c) Cash Book
- (d) Pass Book
- (e) Audit Report
- (f) Permanent Asset Register of the College
- (g) Land and building documents
- (h) Marks cards or Original statement of marks
- (i) Orders of the Government of India granting permission for establishment of the College with BDS and MDS courses in different Specialties and of the State Government sanctioning Diploma Courses.
- (j) Approval of Dental Council of India granting approval to Dental College and BDS/MDS courses.
- (k) Matters relating to court cases
- (l) Seniority list of various employees
- (m) Orders/Notifications of the Government of India, State Government/ RGUHS sanctioning the affiliation and renewal of affiliation from time to time.
- (n) Applications for admission of students to the BDS/MDS Courses/programmes along with photostat copies of the academic documents.

(2) Orders of the Government sanctioning the affiliation, Notification of the University sanctioning the affiliation and continuation of affiliation and approval orders of Dental Council of India and also orders if any of the Government of India shall be preserved in the concerned section handy for immediate reference.

### CHAPTER -16

## 30. Organization & Methods (O.M.)

The office organization in the College shall be as specified below

### Admission Section: -

(1) The case worker is in-charge of all admission matters. Admission of students to First year/semester and onwards shall be made & updated regularly. The following registers should be maintained and they shall discharge the duties as specified below:-

- (a) Admission registers of students.
- (b) DCB register
- (c) Files containing all the original academic documents of the students admitted to the First year/semester. They shall be returned to the concerned students at the time of leaving the

- College.
- (d) Register of procurement of transfer certificate, migration certificate, eligibility certificate and equivalent certificate.
- (e) Issue of bonafide / study certificate
- (f) Scholarship register in respect of students belonging to SC, ST and OBCs and follow up.
- (g) Maintenance of files relating to all correspondence.
- (h) Rules, Regulations, Orders, Notifications, Circulars, etc. relating to Admissions, Examinations, Syllabus and their updation from time to time.

(2) Admission of students under Government quota or University quota to any courses shall be made strictly in accordance with the rules of the Government, Statutes/Regulations/Ordinances relating thereto. Copies of the rules etc., and the correspondence made with the Government, Director of Medical Education, Rajiv Gandhi University of Health Sciences, Paramedical Board, CET Cell etc shall be maintained properly.

#### **Examination Section:-**

(3) Case worker plays a dominant role in maintaining confidentiality. He shall report to the Manager and the Principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He/She shall be vigilant & conversant with the rules, regulations and procedure published by the University. The following Registers and documents shall be maintained:-

- (a) Marks register of all the examination.
- (b) Debarred students register
- (c) Examination stationery stock and issue register
- (d) Result sheet of all Semesters
- (e) Files and documents for conduct of examination and announcement of timely results.
- (f) Internal assessment marks statement and register.
- (g) Result analysis statement.

#### **Establishment Section: -**

(4) The employees working in the Establishment section shall maintain confidentiality with respect to the duties discharged by them. The bio-data of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared. The service register of each employee shall be opened, maintained and updated with entries periodically. All the correspondence made with the Government, Director of Medical Education, University, CET Cell, etc shall be kept in the concerned personal files of each employee. All matters relating to recruitment, promotion / termination, welfare measure are to be dealt promptly. Maintenance of leave account and sanction of leave are promptly entered in the services register and copies thereof shall be kept in the personal files. The following important registers shall be maintained permanently: -

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- (a) Service Register
- (b) Attendance Register
- (c) Leave Sanction Register
- (d) Casual Leave Register
- (e) Movement Register
- (f) Provident Fund Register
- (g) Insurance Register / Record
- (h) Staff Pattern and vacancy Register
- (i) Attendance Register - Branch / Section wise.
- (j) Personal Files
- (k) Enquiry Files

#### **Purchase Section: -**

(5) There shall be a Purchase Committee consisting of the following for making recommendations to the procurement of the equipments, instruments, medicines/drugs, chemicals, clinical items, consumables, peripherals, furniture etc.,

Principal	Chairman
Director of Post Graduate Studies	Member
All HODs	Members
Librarian	Member
Manager	Member
Manager (Purchases)	Member-Secretary

(6) The requirement of the equipments, peripherals, consumables, chemicals, instruments, medicines/drugs, clinical items etc., shall be submitted in the form of a note by the concerned HOD to the Principal. Meeting of the Committee shall be called for by the Principal to consider such procurement proposals and to make recommendations. Each proposal shall be submitted to the Manager (Purchases) to invite quotations/tenders for supply of such items by adopting the procedure in vogue.

(7) The quotations or the tender so received shall be considered by the Purchase Committee in the light of the specifications and the rates quoted. Purchase orders may be issued after negotiation with the suppliers/vendors with the approval of the Governing Council.

Provided that in case of urgency purchase orders may be issued with the approval of the Executive Director subject to ratification by the Governing Council.

(8) All petty purchases by the College may be made at the request of Laboratory in-charge and Head of the Department and the Principal. The Manager (Purchases) may correspond with the firms for procurement of equipments, consumables, peripherals, medicines, chemicals etc. Every

purchase shall be made after inviting quotation with specifications. Purchase orders may be issued with the approval of the Executive Director by virtue of the powers delegated. If the value of the purchase exceeds the powers delegated ratification of the Governing Council shall be obtained. Definite specifications and addresses of the firms may be obtained in consultation with the Principal and Head of the Department and maintained.

- (9) The following registers, files and record shall be maintained.
- (a) Purchase files
  - (b) Separate stock ledgers for chemicals, medicines, equipments, Consumables, furniture, Instruments, Peripherals, appliances etc.
  - (c) Day book of receipts
  - (d) Invoice books
  - (e) Quotations / correspondence / Purchase order
  - (f) Scrap and waste disposal Register
  - (g) Unserviceable Equipment Disposal Register
  - (h) Issue Register
  - (i) Bio-Medical waste Management Register
- (10) The concerned employee shall be in constant contact with Heads of Department for procurement of tools, medicines, chemicals, equipments, consumables etc. A list of firms shall be obtained from time to time and updated by the Head of the Department for timely procurement. Stock register should be maintained up to date and daily entries are made regularly. The stock available shall be issued to the various laboratories & work shop only on the basis of indents.

#### **Accounts and Cash Section: -**

(11) It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash, Demand Draft and cheque as the case may be. The money so collected shall forthwith be recorded in the day book and reflected in the cash book. The money so collected shall be remitted to the bank on the next working day to the credit of The Oxford Dental College. The Employees dealing with cash and accounts shall perform their duties honestly & efficiently. They shall be personally responsible for loss of money related to any kind of transaction. All payments shall be made only by cheque signed by the Principal and/or any authorized signatory, as the case may be. The following registers, files and records shall be maintained and updated on day to day basis.

- (a) Cash Book
- (b) Day Book
- (c) Remittance Register
- (d) Pass Book
- (e) Challan Book
- (f) Acquittance Register
- (g) Scholarship Register
- (h) Provident Fund Register
- (i) Other Deduction Register



(12) The concerned employee shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through Bank to the S/B Account of the concerned employee. The cash, cheque, DD/Pay orders received shall be preserved in safe custody till they are deposited/ presented to the Bank. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc. shall be viewed seriously and the concerned dealt with firmly and severely by lodging criminal case against the concerned besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts should be got audited by the Chartered Accountant every year.

#### **Despatch Section:-**

(13) All the letters and other communications received and despatched shall be registered in the inward register books by an employee who is in-charge of dispatch section. He /She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, record and files shall be maintained in the dispatch section.

- (a) Inward Register
- (b) Outward Register
- (c) Local Delivery Book
- (d) Stamp Accounts Register and File

(14) On Receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned person or other authorities. They will be registered in the Inward Register. They shall be marked and sent to the concerned Head of the Department or sections and acknowledgement obtained. All the other outgoing letters and other despatchable items shall be dispatched on the same day. Local delivery letters and other items communications shall be forwarded through the local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificate and all other communications within the College shall be delivered internally without any delay. The concerned employees in the dispatch section shall be responsible for prompt delivery and dispatch of day to day correspondence without giving scope for any delay.

### **CHAPTER-17**

#### **31. Admissibility of Traveling Allowances and Dally Allowances to the employees**

(1) Traveling Allowance (TA) & Daily Allowance (DA) shall be admissible to teaching, non-teaching and other employees on their tour on duty in connection with the official work other than examination duty.

(2) The admissibility of Traveling Allowance depending upon the status of the employees for travel is detailed below.

Mode of Journey	Category			
	A	B	C	D
	Director/ Principal	Professors	Reader/Asst. Professor / Lecturer	Non Teaching & ministerial employees
1. Travel by Air within the State & the out side State	Economy Class	Not admissible	Not admissible	Not admissible
2. Travel by train	1 Class AC	I Class Sleeper	I Class	II Class
3. Travel by bus	Highest grade of accommodation	Highest grade of accommodation	Next to the highest grade	Ordinary Bus
4. By own car or hired taxi	Rs.9 per KM	Rs. 9 per KM	Not admissible	Not admissible

(3) The purpose of payment of traveling allowance is to reimburse the actual expenditure involved toward the travel by Air, Train, Bus, or by own Car or Taxi, as the case may be. Hence the actual amount spent for travel by Air/ Train/ Bus fare or the hire charges paid for Taxi shall be reimbursed, subject to prevailing rate or actual City Taxi/ Travel Taxi hire charges or Rs. 9 per kilometer in case of own car which ever is less.

(4) In case of travel by own car, the mileage allowances admissible is Rs. 9 per KM subject to the prevalent hire charge in respect of taxies, whichever is less.

(5) Daily Allowances shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges in the ordinary hotels excluding the star hotels.

(6) TA or DA shall not be admissible for the journey within the agglomeration limit of Bangalore city.

(7) All the claims for traveling allowance and daily allowance shall be supported by the tickets, receipts, bills and vouchers for the purpose of accounting and auditing.

(8) Traveling shall be restricted to the economical class of journey to the extent possible.

(9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economically category of hotel.



(10) The actual amount paid towards autorickshaw/ taxi fare for the local journey between the College and bus stand, Railway station or Airport shall be reimbursable subject to production of bills, vouchers or receipts.

(11) Traveling Allowance & Daily Allowance are also admissible for deputation of the employees by the Management to higher studies, specialized training, Seminar, Conference, and workshop. The period spent in attending including the reasonable time required to and fro journeys shall be treated as the period spent on duty. It shall not be admissible if the organizing or sponsoring authorities bear such expenditure including travel fare.

(12) Only the following categories of employees are eligible for traveling allowance and daily allowance for the journeys within the state and outside the state but within India.

- (a) They must have put in minimum 5 years of service.
- (b) They are permanent Employees.
- (c) Performance of Journey shall be only for official duties.

## CHAPTER - 18

### 32. Incentive and Rewards for exemplary work.

(1) The Management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.

(2) In pursuit of motivating the faculty for presentation of papers in National and International conferences, seminars, symposiums etc and also to publish research papers on various projects in the National and International journals an incentive in the nature of cash awards shall be sanctioned. The details of the cash award shall be as here under:

Sl.No	Nature of Presentation/Publication	Amount of Cash Awards
1	National Level Presentation	Rs. 2000/-
2	National Level Publication	Rs. 3000/-
3	International Level Presentation	Rs. 4000/-
4	International Level Publication	Rs. 5000/-

Provided that the journals shall have wide circulation at National Levels and International Levels.

(3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research, clinical and developmental activities and also extension activities an advance increment as admissible under the AICTE pay scales shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.

## CHAPTER - 19

### 33. Superannuation:

(1) Every permanent employee shall retire on the last day of the month in which he/she attains the age of 58 year. If the last day of the month is a general holiday and any days preceding thereto or general holidays the employee shall be relived on the afternoon of the last working day before the date of such retirement and the succeeding holidays till the end of such a month shall be treated as on duty for all purposes. If the date of birth of an employee is a first day of the month he shall be relived on the afternoon of the last day of the month preceding the month in which he attains the age of 58 years

(2) However the Management may at its discretion continue an employee who has attained superannuation in service till the attainment of 65<sup>th</sup> year of age if such an employee is physically fit and having an outstanding track record.

(3) When an employee is continued in his service beyond superannuation he/she shall abide by such terms and conditions as may be imposed by the Management and draw such emoluments as may be determined by the Management.

## CHAPTER - 20

### 34. Amenities to the Student

(1) Separate hostels shall be provided to boys and girls who are in need of such accommodation.

(2) A free medical check up shall be conducted for the student for monitoring health and good physique.

(3) NCC training shall be arranged by the College in collaboration with I Karnataka Girls Battalion under the Directorate of NCC for Goa and Karnataka. Apart from the girls senior wing a separate boys wing will also be organized.

(4) NSS camps will be organized from time to time as a part of extra-curricular activities.

## CHAPTER - 21

### 35. Delegation of powers

(1) The administrative and financial powers shall be delegated at various levels for smooth, effective and efficient functioning of the College and also for obviating the delay. The various administrative and financial powers delegated to different functionaries shall be as specified in Appendix-IV.

(2) However in case of urgency the HODs and the Principal may procure any medicine, chemicals or consumables the maximum amount of which shall not exceed Rupees Five Hundred at a stretch with the oral instructions of the Executive Director subject to ratification of the competent authority.

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## CHAPTER-22

### 36. Powers of the Management to make Rules, Byelaws Manuals and to amend the existing Rules/Byelaws.

(1) The Management is vested with the powers to make Rules, Regulation or Byelaws and also to amend the same as and when it becomes expedient. The decisions of the Management in all matters shall be final. However the Management may review its decision and pass the denovo orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

(2) Any amendment to Byelaws, Memorandum of Association, Rules and Regulations shall be subject to approval of the district registrar under the provisions of Karnataka Societies Registration Act 1960.

## CHAPTER - 23

### 37. Endowment for award of Medals, Prizes and Scholarships.

(1) An Endowment Fund called "**The Oxford (Dental) Endowment Fund**" shall be constituted. The amounts received from any of the following sources shall be the part of the Endowment Fund:

- (a) Any contribution or grant sanctioned by the University Grants Commission, Government or Central Government.
- (b) Any bequest, contribution, donation and gifts made by private Individuals or Institutions or Organizations.
- (c) Any contribution from Foreign Government, Foreign Institutions, Foreigners, NRIs, People of Indian Origin in aboard.
- (d) Amounts received from any other sources.

(2) **The Oxford (Dental) Endowment Fund** shall be deposited in Vijaya Bank in a separate account and/or invested in securities authorized by the Indian Trusts Act 1882 as may be decided by the Governing Council and the Management.

(3) The amount received shall be appropriated for the purpose for which such contribution, donation, bequest or gift having been made.

(4) The interest accrued on the deposit or any income derived on the investment of the fund in securities shall be spent for award of scholarship, medals or prizes to the students securing highest marks in any course of study or in a subject or group of subjects in the first attempt as the case may be in the University examinations.

(5) If two or more students securing equal marks the amount available for the medal, prize or scholarship shall be equally divided.

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(6) The Management shall have the power to convert the medal or prize into cash owing to insufficient interest accrued for award of medal for which the fund is instituted.

(7) The Governing Council shall select eligible, qualified and deserving candidates for sanction of prize, medal or scholarship.

(8) If for any reason the prize, medal or scholarship cannot be awarded in any particular academic year then the interest and the income so received shall be added to the Endowment Fund.

(9) The prize, medal or scholarship shall be awarded at the time of any academic event held by the College.

(10) The prizes, medals or scholarship shall not be awarded on communal or any other extraneous factors.

(11) In addition to the above award a **"Best Student"** award shall be also conferred on one of the meritorious students for their outstanding academic performance in each academic year. Such of the students studying BDS and MDS courses shall be eligible for selection as **"Best Student"** subject to the satisfaction of the following qualifying criteria.

- (a) Students who have secured 1<sup>st</sup> rank in the University examinations with/without gold medal or secured 2<sup>nd</sup> rank to 5<sup>th</sup> rank in the University examinations; or
- (b) Students who have secured highest marks in the University Examinations being the aggregate of all the annual/semester examinations.

(12) Such a **"Best Student"** shall be conferred with an award in terms of a gold medal or cash including refund of the tuition fee paid by him for one year course of study.

### **38. Conferment of Best Teacher Award.**

(1) In each academic year a **"Best Teacher Award"** shall be conferred on one of the faculty in the College including PG departments. The eligibility criteria and the factors adjudging the **"Best Teacher"** for conferment of such an award is as prescribed in Appendix - V.

(2) The eligibility of faculty for **"Best Teacher Award"** shall be considered by a Committee consisting of the Chairman, Executive Director and The Principal in the light of the criteria.

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**39. Conferment of Best Non-teaching Employee Award.**

(1) In each academic year a "**Best Non-Teaching Employee Award**" shall be conferred on one of the Non-Teaching Employees including Administrative Staff in the College including PG Departments. The criteria for selection shall be as prescribed in Appendix - VI.

(2) The selection of candidates for award under Sub Rule (1) shall be by a Committee consisting of Executive Director, Principal and Director of PG studies.

**40. Fee Concession and Scholarship to the Students.**

(1) Such of the Students who satisfy the following criteria will be eligible for the following Incentives :

- (a) 50% concession in 2<sup>nd</sup> Year, 3<sup>rd</sup> Year and 100% in 4<sup>th</sup> Year on the Tuition Fee to the toppers in each degree courses in the University Examination.
- (b) Award for consistent good academic record throughout the course.
- (c) Award for 100% attendance.
- (d) Award for representing University/State/National level sports.

(2) The selection of candidates for the above incentives shall be by a Committee consisting of Executive Director, Principal and Director of PG studies.

**S Narasa Raju**  
**Chairman**

## SCHEDULE

Rule – 2 (b) and 5(3)  
Authority competent to make appointments.

Sl. No.	Category of Post	Authority Competent to appointment
1	Principal	Management
2	Vice Principal	Management
3	Director of Post Graduate Studies	Management
4	Professor and Head of Department	Management
5	Professor, Assistant Professor/Reader and Lecturer, Lecturer (Selection Grade), Lecturer (Senior Scale), Director of Physical Education, Director of Physical Education (Senior Scale), Director of Physical Education (Selection Grade), Librarian, Librarian (Senior Scale), Librarian (Selection Grade).	Management
6	Non teaching employees	Chairman/Executive Director
7	Administrative and Maintenance staff.	Chairman/Executive Director



**Annexure-1**  
**(Rule-9 (9))**  
**Application for sanction of casual leave**

1	Name of the Employee	
2	Designation, Department/Section/Branch	
3	Dates for which the leave is applied. No of days.	
4	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
5	Telephone No./Mobile No. for contact during the leave period	
6	Address during the leave period.	

**Date:**

**Signature of the Employee**

Recommendation of the HOD/Section Head/ Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

**Signature of the HOD/Section Head**

**(For office use only)**

No. of days of CL in the Credit	
Leave last availed on	
Leave balance at credit	
No of days of leave sanctioned	
Orders of the leave sanctioning authority.	

**Signature of the Principal & seal**

**Signature of the Office Staff.**

**Annexure-2**  
**(Rule-9 (9))**  
**Applications for sanction of Earned leave**

1	Name of the Employee	
2	Designation, Department/Section/Branch	
3	Whether vacation or Non-vacation staff	
4	Dates for which the leave is applied. No of days.	
5	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
6	Telephone No./Mobile No. for contact during the earned leave period	
7	Address during the earned leave period.	

**Date:****Signature of the Employee**

Recommendation of the HOD/Section Head/ Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

**Signature of the HOD/Section Head**  
**(For office use only)**

No. of days of EL in the Credit	
Earned Leave last availed on	
Earned Leave balance at credit	
No of days of Earned leave sanctioned	
Orders of the Earned leave sanctioning authority.	

**Signature of the Principal & seal****Signature of the Office Staff.**





**Annexure – 3**  
**(Rule – 17 (3))**

## THE OXFORD DENTAL COLLEGE

**Application for Admission to 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year BDS and 2<sup>nd</sup> and 3<sup>rd</sup> year MDS courses in the academic year.....**

**Date**

**To**  
**The Principal**  
**The Oxford Dental College**

1	Name of the student (In block letters)	
2	Course/year studied during the previous year.	
3	Register No	
4	Particulars of the examination appeared during the previous year	Year :
		Result :
		Year :
		Result :
5	Admission to which year of the course.	
6	Present Address of the Student	
7	Contact Phone/Mobile Number of the Student	
8	Contact Phone/Mobile Number of the Parents	
9	Details of the Tuition Fees/other fees paid by Crossed DD. (Attach a photocopy of the fee paid receipt)	1. Receipt No:
		2. Date:
		3. Amount Paid:
10	Remarks	

**Signature of the Student**

## Appendix -1

Rule 5 (1)(b)  
DENTAL STREAM

Sl. No.	Designations	No of Posts	Pay Scale
1	Principal	1	18,400-500-22,400
2	Director of PG studies	1	16,400-450-20,900-500-22,400

01.	DEPARTMENT OF PROSTHODONTICS		
Sl. No.	Designations	No of Posts	Pay Scale
1.	Prof. & HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors/ Reader	3	12,000-420-18,300
4.	Senior Lecturer	2	10,000-325-15,200
5.	Lecturer	7	8,000-275-13,500
6	Radiographer	1	3,850-100-4,450-125-5,700-150-7,050
7	Dental Technicians	1	3,850-100-4,450-125-5,700-150-7,050
8	Attender	5	2,600-50-2,700-75-3,450-100-4,350
9	Ayah	1	2,500-50-2,700-75-3,450-100-3,850
10	Dental Mechanics	1	4,150-100-4,450-125-5,700-150-7,050
02.	DEPARTMENT OF PERIODONTICS		
Sl. No.	Designations	No of Posts	Pay Scale
1.	Professor and HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors / Reader	2	12,000-420-18,300
4.	Senior Lecturer	3	10,000-325-15,200
5.	Lecturer	1	8,000-275-13,500
6	Dental Hygienist	1	3,850-100-4,450-125-5,700-150-7,050
7	Attender	2	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	1	2,500-50-2,700-75-3,450-100-3,850
03	DEPARTMENT OF ORAL SURGERY		
Sl. No.	Designations	No of Posts	Pay Scale
1.	Professor and HOD	1	16,400-450-20,900-500-22,400
2.	Professor	2	16,400-450-20,900-500-22,400
3.	Asst. Professors / Reader	2	12,000-420-18,300
4.	Senior Lecturer	2	10,000-325-15,200
5.	Lecturer	1	8,000-275-13,500
6.	O.T. Nurse	3	4,575-125-5,700-150-7,200-200-8,400
7	Attender	2	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	2	2,500-50-2,700-75-3,450-100-3,850



04 DEPARTMENT OF CONSERVATIVE DENTISTRY			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Professor and HOD	1	16,400-450-20,900-500-22,400
2.	Professor	2	16,400-450-20,900-500-22,400
3.	Asst. Professors / Reader	2	12,000-420-18,300
4.	Senior Lecturer	1	10,000-325-15,200
5.	Lecturer	8	8,000-275-13,500
6.	Dental Technician	1	3,850-100-4,450-125-5,700-150-7,050
7	Attender	1	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	2	2,500-50-2,700-75-3,450-100-3,850
05 DEPARTMENT OF ORTHODONTICS			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Professor and HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors / Reader	4	12,000-420-18,300
	Senior Lecturer	2	10,000-325-15,200
5.	Lecturer	1	8,000-275-13,500
6	Lab Technician	2	3,850-100-4,450-125-5,700-150-7,050
7	Attender	1	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	2	2,500-50-2,700-75-3,450-100-3,850

06. DEPARTMENT OF ORAL PATHOLOGY			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Prof. & HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors / Reader	2	12,000-420-18,300
4.	Senior Lecturer	2	10,000-325-15,200
5.	Lecturer	2	8,000-275-13,500
6	Lab Technician	2	3,850-100-4,450-125-5,700-150-7,050
7	Attender	2	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	2	2,500-50-2,700-75-3,450-100-3,850

07. DEPARTMENT OF COMMUNITY DENTISTRY			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Prof. & HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors/ Reader	2	12,000-420-18,300
4.	Senior Lecturer	2	10,000-325-15,200
5.	Lecturer	4	8,000-275-13,500
6	Lab Technician	1	3,850-100-4,450-125-5,700-150-7,050
7	Attender	2	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	2	2,500-50-2,700-75-3,450-100-3,850

08. DEPARTMENT OF PEDODONTICS			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Prof. & HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors/ Reader	1	12,000-420-18,300
4.	Senior Lecturer	1	10,000-325-15,200
5.	Lecturer	4	8,000-275-13,500
6	Lab Technician	1	3,850-100-4,450-125-5,700-150-7,050
7	Attender	2	2,600-50-2,700-75-3,450-100-4,350
8	Ayah	2	2,500-50-2,700-75-3,450-100-3,850

09 DEPARTMENT OF ORAL MEDICINE			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Prof. & HOD	1	16,400-450-20,900-500-22,400
2.	Professor	1	16,400-450-20,900-500-22,400
3.	Asst. Professors/ Reader	3	12,000-420-18,300
4.	Senior Lecturer	2	10,000-325-15,200
5.	Lecturer	1	8,000-275-13,500
6	Radiographer	4	3,850-100-4,450-125-5,700-150-7,050
7	Lab Technician	1	3,850-100-4,450-125-5,700-150-7,050
8	Attender	2	2,600-50-2,700-75-3,450-100-4,350
9	Ayah	2	2,500-50-2,700-75-3,450-100-3,850



Sl. No	Department	Designations	No of Posts	Pay Scale
1	Anatomy	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	4	8,000-275-13,500
2	Physiology	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	2	8,000-275-13,500
3	Bio-Chemistry	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	2	8,000-275-13,500
4	Pharmacology	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	3	8,000-275-13,500
5	General Pathology	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	2	8,000-275-13,500
6	Micro-Biology	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	2	8,000-275-13,500
7	General Medicine	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	3	8,000-275-13,500
8	General Surgery	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	3	8,000-275-13,500
9	Anesthesia	Reader/Asst. Prof.	1	12,000-420-18,300
		Lecturer	1	8,000-275-13,500

**Appendix-II**  
**Rule 5 (1)( c )**  
**Non-Teaching Staff**

SL. NO	Designation	Salary of Pay
1.	Director of Physical Education	8,000 - 13,500
2.	Director of Physical Education (Senior Scale)	10,000 - 15,200
3.	Director of Physical Education ( Selection Grade)	12,000 - 18,300
4	Librarian	8,000 - 13,500
5	Librarian (Senior Scale)	10,000 - 15,200
6	Librarian ( Selection Grade)	12,000 - 18,300
7	Asst Librarian	3,850 - 7,050
8	Lab Assistant	3,850 - 7,050
9	Lab Attender	2,500 - 3,880
10	Helper	2,500 - 3,880



## Administrative, Ministerial, Office Staff and Maintenance Staff

Sl. No.	Designations	Pay Scale
1.	Sr. Manager	6,000-150-7,200-200-8,800-260-10,880-320-11,200
2.	Manager	5,575-125-5,700-150-7,200-200-8,800-260-10,620
3.	Office Assistant	3,850-100-4,450-125-5,700-150-7,050
4.	Stenographer	3,850-100-4,450-125-5,700-150-7,050
6	Clerk	3,000-75-3,450-100-4,450-125-5,450
7	Record Keeper	2,600-50-2,700-75-3,450-100-4,350
8	Attender	2,600-50-2,700-75-3,450-100-4,350
9	Electrician	3,850-100-4,450-125-5,700-150-7,050
10	Maintenance Technician	3,850-100-4,450-125-5,700-150-7,050
11	Maintenance Asst	2,600-50-2,700-75-3,450-100-4,350
<b>STORES</b>		
Sl. No.	Designations	Pay Scale
1.	Manager	5,575-125-5,700-150-7,200-200-8,800-260-10,620
2.	Store Keeper	3,850-100-4,450-125-5,700-150-7,050
<b>House Keeping</b>		
Sl. No.	Designations	Pay Scale
1	Housekeepers	2,500 - 3,880
2	Ayah	2,500 - 3,880

**Appendix – III**  
**(Rule – 5 (1)(d))**

**Minimum Qualification and teaching experience prescribed for teachers for  
UG and PG Dental Studies by the Dental Council of India**

**DENTAL STREAM**

SL.NO.	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Lecturer	A recognized, MDS Degree in the appropriate specialty.	No minimum requirement
2.	Sr. Lecturer	A recognized, MDS Degree in the appropriate specialty.	3 years teaching experience in the subject of the specialization.
3.	Asst Prof/Reader	A recognized, MDS Degree in the appropriate specialty.	3 years Teaching Experience after Post Graduation in subject of the specialization.
4.	Professor	A recognized, MDS Degree in the appropriate specialty.	5 years Teaching Experience as reader/Asst Prof. after Post Graduation in subject of the specialization.
5	Principal	A recognized, MDS Degree in the appropriate specialty.	13 years of Teaching Experience out of which not less than 5 years of teaching experience in the cadre of Professor.

**MEDICAL STREAM**

SL.NO.	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Professor in Anatomy/ Physiology/ Bio-Chemistry/ Pathology/ Micro-Biology/ Pharmacology/ Medicine/ Surgery/ Anesthesia	MD/MS in the relevant specialty	8 years Teaching Experience of which not less than 5 years teaching experience in the cadre of Assistant Professor.
2.	Assistant Professor in Anatomy/ Physiology/ Bio-Chemistry/ Pathology/ Micro-Biology/ Pharmacology/ Medicine/ Surgery/ Anesthesia	MD/MS in the relevant specialty	3 years teaching experience in the cadre of Lecturer
3.	Lecturers in Anatomy/ Physiology/ Bio-Chemistry/ Pathology/ Micro-Biology/ Pharmacology/ Medicine/ Surgery/ Anesthesia	MD/MS in the relevant specialty	--



## MODE OF RECRUITMENT

### DENTAL STREAM

SL.N O.	CATEGORY OF POST	MODE OF RECRUITMENT
1.	Principal	By Promotion from the cadre of professor. Provided that if no suitable person is eligible for promotion by direct recruitment.
2.	Professor	By Promotion from the cadre of Assistant Professor or Reader. Provided that if no suitable person is eligible for promotion by direct recruitment.
3.	Assistant Professor / Reader	By Promotion from the cadre of Sr. Lecturer/Lecturer Provided that if no suitable person is eligible for promotion by direct recruitment
4.	Sr. Lecturer	By Promotion from the cadre of Lecturer Provided that if no suitable person is eligible for promotion by direct recruitment.
5	Lecturer	By direct recruitment

### MEDICAL STREAM

SL.NO .	CATEGORY OF POST	MODE OF RECRUITMENT
1.	Professor	By Promotion from the cadre of Assistant Professor. Provided that if no suitable person is eligible for promotion by direct recruitment
2.	Assistant Professor	By Promotion from the cadre of Lecturer. Provided that if no suitable person is eligible for promotion by direct recruitment
3.	Lecturer	By direct recruitment

**MINIMUM WORKING HOURS FOR EACH SUBJECT OF STUDY IN BDS COURSE  
MEDICAL AND DENTAL STREAM**

Sl. No.	Subject	Hours of Lectures	Total		Grand Total
			Practical and Clinical Hours		
			Practical	Clinical	
1	General Human Anatomy	100	175	--	275
2	General Human Physiology and Biochemistry	120 70	60 60	--	180 130
3	Dental Materials	80	240	--	320
4	General Pathology and Microbiology	55 65	55 50	--	110 115
5	Dental Pharmacology and Therapeutics	70	20	--	90
6	Dental Anatomy Embryology and Oral Histology	105	250	--	355
7	General Medicine	60	--	90	150
8	General Surgery	60	--	90	150
9	Oral Pathology and Microbiology	145	130	--	275
10	Orthodontics and Dental Orthopaedics	50	--	200	250
11	Periodontology	80	--	200	280
12	Oral Medicine and Radiology	65	--	200	265
13	Prosthodontics and Crown and Bridge	135	300	460	895
14	Conservative Dentistry & Endodontics	135	200	460	795
15	Oral and Maxillofacial Surgery	70	--	360	430
16	Public Health Dentistry	60	--	290	350
17	Pediatric and Preventive Dentistry	65	--	200	265

**Minimum teaching days for each academic year – 240.**



**Appendix -IV**  
**(Rule - 35 (1))**  
**DELEGATION OF POWERS**

Sl. No.	Description of Power	Organization level	College level	Department level
		1. Chairman 2. Executive Director	1. Purchase Committee 2. Principal	Head of the Department.
(1)	(2)	(3)	(4)	(5)
<b>ADMINISTRATIVE</b>				
1.	Promotion, permanent or officiating and other arrangements	Full Power	Recommends	Recommends
2.	Permission to the staff to carry out research work in the institution under grants provided by the DCI and Government of India.	Full Power	Full Power	--
3.	Appointment of part time Lecturers in the Vacant posts	Full powers	Full powers	--
4.	Appointment of Staff for Special coaching Classes	Full powers	Full powers	--
<b>PERMISSION</b>				
5.	Sanction to the acceptance of remuneration by employees to work as examiners for various examinations of Universities	Full powers	Full powers	--
<b>LEAVE</b>				
6.	Sanction of Maternity Leave	Full Powers	Recommends	Recommends
<b>TA &amp; DA</b>				
7.	Sanction of TA to employees for attending meetings	Full powers	Recommends	Recommends
8.	Sanction of conveyance allowance for office related work	Full powers	Full Powers	Recommends
9.	Authorization of employees to proceed on duty within the state	Full Powers	Recommends	Recommends
10.	Authorization of the employees to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends
11.	Sanction in exceptional cases, road mileage both ways for road journeys made by employees between places connected by rail.	Full Powers	Recommends	Recommends

12.	Sanction of daily allowance for halts on tour exceeding 10 days at a place.	Full Powers	Recommends	Recommends
<b>FINANCIAL</b>				
13	Sanction arrears claims	Full Powers	Recommends	Recommends
14.	Prescription of security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules.	Full Powers	--	--
15.	Sanction of permanent advances for contingent expenditure to Principals and HODs	Full Powers	--	--
16.	Sanction of expenditure for publication	Full Powers	Recommends	Recommends
17.	Permission in special circumstances the remittance of pay, traveling allowance and contingencies of the employees outside the headquarters.	Full Powers	Recommends	Recommends
18.	Grant of administrative approval to works against funds provided in the budget.	Full Powers	--	--
19.	Counter signature of the bills for payment	Full Powers	Recommends	Recommends
<b>REFUND/REIMBURSEMENT</b>				
20.	Sanction of refunds of fees, fines, etc.,	Full Powers	Recommends	Recommends
21.	Refund of fees paid by the students who have been awarded free ship	Full Powers	Recommends	Recommends
22.	Sanction of Study Tour Programme	Full Powers	Recommends	Recommends
23	Arrangement of Free Dental Campus for Dental Health Care System from time to time	Full Powers	Full Powers	Recommends



**WRITE OFF/WAIVER**

24.	Sanction to the write off of Irrecoverable charges relating to breakages, value of books lost or missing from libraries found to be irrecoverable subject to the condition that the loss is not attributable by negligence of any staff.	Full Powers	Recommends	Recommends
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**EXHIBITIONS/EDUCATIONAL FAIR**

25.	Sanction of expenditure for participating in Exhibitions and fair	Full Powers	Recommends	Recommends
26.	Sanction of expenditure for participating in exhibitions and educational fair in abroad.	Full Powers	Recommends	Recommends

**STORES AND PURCHASE**

27.	Declaration of stores as obsolete, surplus or unserviceable and disposal of them subject to fixing responsibility for the loss where they have become obsolete, surplus, or unserviceable on the concerned.	Full Powers	Recommends	Recommends
28.	Sanction of purchase of Furniture	Full Powers	Recommends	Recommends
29.	Sanction of Purchase of equipments, Medicines and Drugs consumables, peripherals , chemicals, articles etc.,	Full Powers	Recommends	Recommends
30.	Sanction of payments of premiums of insurance on special goods scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport	Full Powers	Recommends	Recommends
31.	Sanction of local purchase of stationary articles.	Full Powers	Recommends	Recommends
32.	Sanction to the casual and emergent purchases	Full Powers	Recommends	Recommends
33.	Acceptance of tenders for purchase of stores after negotiation on the recommendation of the Purchase Committee.	Full Powers	Recommends	Recommends

34.	Sanction to the direct purchase of the following: (a). Medicine and Drugs, Chemical and other consumables. (b). Dentures, Apparatus and other articles of Laboratories equipment. (c). Equipment Tools, plant and articles in the laboratory. (d). Chemicals, books, Electric tubes and bulbs apparatus etc., at the scheduled rates.	Full Powers	Recommends	Recommends
35.	Sanction of purchase of Hostel Utensils, Furniture and equipments	Full Powers	--	--
36.	Sanction of (a) Contracts for running cycle stands, canteen, etc, (b) Auction sales of grass etc, in the premises of building.	Full Powers	--	--
<b>MAINTENANCE</b>				
37.	Sanction for payment of charges for repairs to College vehicles	Full Powers	--	--
38.	Sanction for payment of repairs of furniture, equipments and other articles.	Full Powers	Recommends	Recommends
39.	Sanction for payment of Rent and the charges for shifting telephones.	Full Powers	Recommends	Recommends
40.	Sanction for payment of Rent and the charges for shifting telephones.	Full Powers	Recommends	Recommends



41.	Sanction for payment towards repairs of buildings and other facilities in the campus.	53 Full Powers	Recommends	Recommends
42.	Sanction to the payment of charges for repairs to computer, printers, duplicators, Xerox machine, Fax, Projectors etc.,	Full Powers	Recommends	Recommends
43.	Sanction towards expenditure on (a) Major overhauls of vehicles (b) Minor overhauls of vehicles (c) Petty repairs including replacement of missing or worn out parts, tyres and tubes	Full Powers	--	--
44.	Sanction towards expenditure on (1) Repairs of equipments, apparatus, instruments, plants and other laboratory equipments. (2) Erection and installation of equipment, plant and machinery.	Full Powers	Recommends	Recommends

#### LIBRARY

45.	Sanction to the purchase of books of reference in relation to the special work of particular departments including periodicals like magazines, journals, books.	Full Powers	Recommends	Recommends
46.	Sanction to the purchase of books, reports and other publications of Government of Karnataka, Government of India, University and DCI.	Full Powers	Recommends	Recommends
47.	Sanction to the payment of charges for photo copying / Xeroxing	Full Powers	Full Powers	Full Powers
48.	Sanction for the payment of charges in connection with the publications of hand books and leaflets.	Full Powers	Recommends	Recommends
49.	Sanction to the payment of Subscription to the periodicals and journals for each Department	Full Powers	Recommends	Recommends

50.	Sanction to the advance payment for the supply of magazines and journals	Full Powers	Recommends	Recommends
51.	Sanction to the payment of book binding charges for old and worn - out library books.	Full Powers	Full Powers	Full Powers



## Appendix – V

### Rule 38 (1)

#### Personal Profile

1	Name of the Faculty	
2	Designation of the post held	
3	Department	
4	Age and Date of Birth	_____ years / ____ / ____
5	Qualification at the time of Appointment at The Oxford Dental College	
6	Additional/Further Qualification acquired subsequent to appointment at The Oxford Dental College	
7	Orientation course and refresher courses attended and during which period	
8	Any other programmes attended	
9	Present Gross Salary drawn	
10	Vacation and Leave availed during last academic year	
11	No of hours of engaging the classes and practicals/clinical	

#### Target and Achievements

Sl.No	Description of the academic and allied activities	Achievement
1	Percentage of the results in the subject taught in BDS/MDS during the last 3 academic years (Annual/Semester Wise)	BDS MDS
2	<b><u>Publications</u></b> (a) In National Journals (b) In Inter-National Journals (c) In State Journals (d) Magazines (e) Books	
3	<b><u>Authorship</u></b> (a) Text books (b) Study Material (c) Articles on Website	
4	<b><u>Presentation</u></b> (a) In National Seminars/Workshops/Conferences (b) In Inter-National Seminars/Workshops/Conferences	

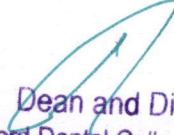
	(c) In State Seminars/Workshops/Conferences (d) Research Oriented Papers on any other occasion.	
5	<b><u>Personality</u></b> (a) Methodology of teaching (b) Command over the subject (c) Communicative Skills (d) Appreciation of Talent of Students (e) Clearance of doubts of students (f) Voice (g) Guidance to the students (h) Involvement in In-house projects, research activity and meetings for improvement of academic quality (i) Contribution to the books or policy papers (j) Introduction of education innovation (k) Design of new curricula (l) Restructure of the course of study. (m) Revamping the syllabus. (n) Introduction of technology mediated teaching-learning process. (o) Remedial Teaching (p) Any other	
6	<b><u>Contribution</u></b> (a) Admission of students (b) Upgradation and strengthening of the infrastructure (c) Improvement of Library through E-Devices (d) Overall personality development of students (e) Improvement of the academic skills of the average students with respect to the language and subject. (f) Guiding the students for preparation of dissertation.	
7	<b><u>Academic</u></b> (a) Improvement of attendance of students (b) Preparation of lesson plans (c) Maintenance of work dairy (d) Conduct of Internal assessment marks register (e) Redressal of students grievances	



	<ul style="list-style-type: none"> <li>(f) Conduct of Seminar, Conferences, symposiums and Workshops for the students</li> <li>(g) Involvement in co-curricular, extra-curricular activities, beyond syllabus activities and extension activities</li> <li>(h) Supervision of the labs attached to the departments and clinical training</li> </ul>	
8	<p><b><u>Smart Campus</u></b></p> <ul style="list-style-type: none"> <li>(a) Suggestions for preparation of modules</li> <li>(b) Strict enforcement of idea envisaged in each module</li> <li>(c) Updation of data as per manual</li> </ul>	
9	<p><b><u>Students Discipline</u></b></p> <ul style="list-style-type: none"> <li>(a) Enforcement of discipline among the students</li> <li>(b) Measures to prevent ragging</li> <li>(c) Proper utilization of the non functional hours of the students</li> <li>(d) Creation of awareness among the students in relation to attendance, attending library, Group discussions and Language Lab.</li> <li>(e) Encouraging students to involve in sports activities.</li> <li>(f) Students welfare activities</li> </ul>	
10	<p><b><u>Consultancy Services</u></b></p> <ul style="list-style-type: none"> <li>(a) Undertaking external projects</li> <li>(b) Mobilization of financial resources of the college through consultancies</li> <li>(c) Undertaking research projects from funding agencies like UGC, GOI, State Government and DCI.</li> <li>(d) Undertaking in-house/internal projects.</li> </ul>	

**Appendix – VI**  
**Rule 39 (1)**

Sl.No	Criteria/ Factors
1	Regularity, Discipline, Punctuality in the attendance and ethical standard.
2	Academic qualification held and subsequent improvement in the qualification.
3	Quality in the nature of duties and functions.
4	Inclination to take over the responsibility.
5	Commitment and dedication to discharge their duties.
6	Relationship with the students and colleagues.
7	Contribution to the institution for improvement of admission of students.
8	Simplification of procedure and cutting down the delays.
9	Subordination and obedience character.
10	Evaluation of overall performance disenable from self appraisal report especially the targets and achievements.
11	Involvement in the examination exams and duties
12	Any other contribution for the improvement of academic and administrative functions of the college.

  
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