



MEGHNA INSTITUTE OF DENTAL SCIENCES

(Managed by : VELS EDUCATION SOCIETY)

Permitted by Govt. of India, Ministry of Health & F.W. (DE Section & DCI, New Delhi)

Affiliated to K.N.R. University of Health Sciences, Warangal (T.S)

Mallaram Vill., Varni Road, Nizamabad-503 003. (T.S) Ph : 9505445456

E-mail : info@meghnadentalcollege.ac.in Website : www.meghnadentalcollege.ac.in

POLICY DOCUMENT FOR STAFF WELFARE STAFFWELFARE



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Welfare measures:

- Aprons for teachers and complimentary uniforms for non-teaching personnel are provided by the institution.
- Faculty members offered with financial aid for attending seminars, workshops, and conferences.
- Financial support for each person is provided 3 times per year.
- For the state conferences below 1000 and for national conferences below 5000 and for international conferences above 5000 are giving for each staff member who are going to attend the conferences
- Paid maternity leave is offering to pregnant staff.
- Employer Provident Fund
- For faculty members, self-improvement and faculty development programmes, including interdisciplinary CDE, ISPRP, national level conferences, etc., are organized.
- For staff who were affected by the Covid shutdown, the institution paid their full salaries during sick absence as well.
- The institution offers free lodging and meals in dormitories.
- When needed, employees and their families can take use of discounted medical services at our hospitals.
- Provided a 50% tuition discount for the children's college expenses.
- There are creche facilities available.
- Overtime compensation is offered as leave time.
- Cafeteria: available to all at subsidized cost.
- Staff members have access to free Wi-Fi services.

Pratap

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- Family-friendly, low-cost medical and dental treatment.
- Free college bus transportation for faculties.
- Employees who are female are entitled to three months of maternity leave.
- Annually offered 10-day vacations.
- There are three hourly permissions issued without loss of salary and two casual leave opportunities available each month.
- A once-per-year, interest-free salary advance is available.
- Periodically, non-teaching staff members can take clinical skill development courses to improve their abilities in the workplace.
- Refreshment: To provide employees the energy boost they require, refreshment beverages (such as tea or coffee) are offered to them gratis. Investigations Free 50%
Treatments Free 50%

ATTENDANCE AND LATE COMING:

- The teaching faculty's working hours are from 8.30am to 4:00 p.m.
- During the regular working hours given to them, all institution workers are required to be present at their assigned work location.
- Any employee who is discovered to be away from his or her place of employment during working hours without providing a sufficient excuse or permission will be considered absent for the entire day after documenting their attendance in the attendance register or via a biometric.
- No employee may leave the workplace during working hours without the prior consent of the department head or another person having the authority to do so.

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CODE OF CONDUCT OF STAFF:

Dress code:

- All doctors are required to put on the hospital-provided white apron.
- There should be a strict dress code for the faculties.
- On college campuses, identity cards are required for all faculty personnel.
- Identity card losses must be notified to management.
- Dental Welfare Employees Dependents Registration Free Free OP Consultation Free

ACT OF MISCONDUCT:

- The institute is adamantly against the use of tobacco, alcohol, illegal drugs and gambling of any kind on the grounds.
- The governing council may take disciplinary action, including suspension or termination, for any act of disobedience, property damage to the institute, dishonesty, or violence towards students, guests, or staff.
- In the event of major problems, an inquiry committee will be established, and it will provide its findings for consideration by the relevant authorities.

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Misconduct

MINOR MISCONDUCT

- Regular incidents of absence or late coming
- Failure to comply with Absence Notification
- Unconcerned work and poor effort at work
- Petty breach of safety/hygiene/security rules
- Prolonged tea and meal breaks
- Failure to maintain a tidy and safe working environment
- Misuse of telephone
- Excessive time away from the job
- Failure to wear any protective clothing/equipment provided (if any)
- Failure to complete time/stock or worksheets as instructed (if any)

MAJOR MISCONDUCT

- Negligence causing damage to or loss of the institute or other employee's property/equipment/tools
- Serious neglect of safety/hygiene/security rules
- Use/carrying any form of tobacco or intoxicants inside the campus
- Entry into any unauthorized areas

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- Intentional or excessive wastage of material
- Use of verbal abuse
- Wagering on the premises
- Rebelliousness

GROSS MISCONDUCT

- Embezzlement practices
- Physical violence
- Leaving the area without authorization
- Wilfully disobeying security, hygiene, and safety regulations in order to put oneself or others in danger.
- Explicit conduct
- Drunkenness brought on by alcohol or narcotics
- Revealing confidential matters to a third party
- Intentional damage to or gross negligence of the institute or other employee's Property
- Undertaking work in competition with own Institution

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- Fabrication of records
- Unauthorized use of Institution's property
- Misuse of Institution 's official system, the Disciplinary Action will be taken by a Disciplinary Committee appointed for this purpose.

An Employee may file an appeal to the Vice Chancellor, KNR University of Health Sciences, which has internal complaints committee for sexual harassment under the act SEXUALHARASSMENT OF WOMEN AT WORKPLACE, 2013.

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