



AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)
RUN BY NOORUL ISLAM TRUST
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605
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Date

Date: 14-06-2018

HUMAN RESOURCE POLICY

OBJECTIVES

1. **Academic Staff Development:** Utilize industry best practices to recruit, evaluate, support, and advance academic staff.
2. **Faculty Enhancement:** Increase the quality of the faculty by providing training and encouraging the majority of academic staff to engage in research.
3. **Student and Faculty Assistance:** Devise and implement a specific structure to provide support for the goals of both students and faculty.
4. **Professional Growth:** Concentrate on the development of the institution by supporting them in achieving professional or comparable qualifications.
5. **Employee Development Opportunities:** Enable faculty and staff to attend external seminars, conferences, workshops, and speaker events to further their professional development.
6. **Opportunities for Cross-Training:** Offer staff the opportunity to cross-train in other roles and responsibilities, with allotted complementary work time to apply what was learned in seminars or training sessions.

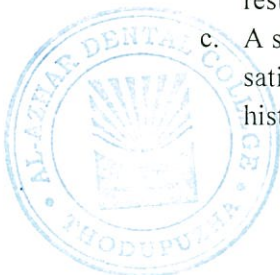
1. RULES AND REGULATIONS

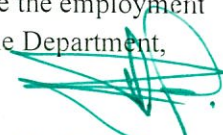
1.1 RECRUITMENT

- a. The institution will use a legitimate, impartial channel to appoint staff members.
- b. The candidates are selected based on two rounds. The preliminary round will be conducted by Principal, Administrative Officer and experts in the concerned subject.
- c. Final selection will be done by the governing body - Chairman/Managing director, and Administrative officer and Academic Dean of Al Azhar group of institutions
- d. The candidate must consent to the Institution's norms and regulations before accepting the position.

1.2 PROBATION

- a. Each candidate who is chosen for a designated post must serve a one-year probationary term beginning on the day of their employment.
- b. During this time, any misconduct, rule violation, or subpar performance of duties will result in immediate dismissal from the institution without prior notice.
- c. A screening committee must provide its approval before probation is considered satisfactorily completed. The committee will carefully examine the employment history and the suggestions of the direct supervisor, Head of the Department,




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Principal, and Managing Director before making a recommendation to the Chairman, who will determine the appropriate pay scale.

- d. If the screening committee issues an unsatisfactory report of an employee, the reasons for the same must be specified and informed to the employee. The committee will recommend suitable remedial measures, such as extending the probationary period, enforcing the most suitable penalty, or termination.

1.3 WORKING SCHEDULE

- a. College hours are from 8 am to 3 pm from Monday to Saturday.
- b. All staff members are to work on full time basis ie, six days a week.
- c. All staff members may have a 20-minute tea break without interfering with class or clinic activities.

1.4 LEAVE

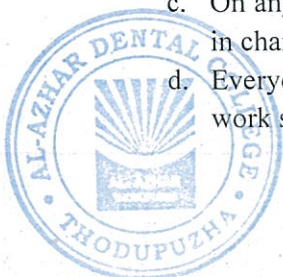
- a. All full-time employees are subject to the leave policies.
- b. 20 days of paid casual leave will be permitted per year.
- c. The period of time that counts as leave is from January 1 to December 31.
- d. The sanctioning authority must receive a leave request in the required format at least two days in advance. An incomplete application won't be considered.
- e. Any leave taken without permission will be considered as unauthorised absence and will result in loss of pay.
- f. In case of an emergency, a leave request can be issued over the phone as soon as possible, allowing for the creation of an appropriate backup plan. However, requests that surpass six times in a calendar year are not permitted to use this resource.
- g. Sick leave and maternity leave will be sanctioned by the Management for genuine cases.
- h. Examination duty, other University assignments, Office duties etc. shall be treated as on duty.

1.5 CONFERENCE ATTENDANCE

- a. Any staff member wishing to attend a conference, workshop, seminar, etc. must obtain prior authorization and at their own expense
- b. A full-time faculty member is entitled to six days of special casual leave each year to attend the national or state conference for their area of expertise.
- c. Prior authorization must be obtained, and an attendance certificate must be turned in.

1.6 DUTY

- a. All staff members must strictly adhere to their duty schedule.
- b. No clinic or class shall be left unattended during working hours.
- c. On any given day, the senior most staff member available in any Department shall be in charge of the Department's affairs.
- d. Everyone is expected to complete any additional assignments that go beyond the daily work schedule when necessary.




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I.7 CLOSED HOLIDAYS

The college will be closed on the following days: Bakrid, Ramzan, Thiruvonam, Christmas, Good Friday, and Vishu.

I.8 DISCIPLINE

- a. Punctuality must be meticulously upheld.
- b. Without fail, every employee must sign their names in the attendance book and confirm their attendance through the Biometric finger print registration system at the time of their arrival and departure, respectively. Only information obtained from the biometric attendance registration system will be used to confirm the arrival and departure times.
- c. The signatures in the attendance register should be signed separately for morning and afternoon sessions.
- d. Failure to report for work on time, leaving early, leaving the institution for more than 30 minutes without permission from the appropriate authority, etc. will lead to penalty.
- e. One casual leave will be taken away for every three such defaults in a month.

I.9 UNIFORM

During duty hours, every staff member must be dressed the appropriately and wear ID Cards at all times. If a violation occurs, disciplinary action will be taken.

I.10 PROMOTION

As soon as a staff member meets the requirements for promotion to a higher post, the screening committee will recommend that they may be promoted to the post for which they are qualified. The screening committee will assess the candidate's work in the Departments, including their academic and clinical performance, punctuality, attitude towards students, patients, and institution staff, contribution to quality enhancement, and more. The screening committee includes the Chairman/MD, Principal, Administrative Officer, and HOD of the concerned Department.

The newly promoted employee will be qualified for pay under the subsidiary scale if there is already a staff member employed in that cadre in accordance with DCI requirements.

I.11 RESIGNATION

Faculty members should notify the management well in advance if they intend to leave the institution for any reason (three months in advance for Professors and Readers, and one month in advance for senior and junior lectures).



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I.12 TERMINATION

Service of any permanent employee may be terminated by the management on reasonable grounds by giving 1-month notice. The reasons for the same must be specified and informed to the employee.

II. EMPLOYEE'S CODE OF CONDUCT

Every AADC employee is expected to act professionally while at work, and maintain punctuality, regularity and faithfulness in their respective duties.

II.1 DRESS CODE

The official dress code for our institution is FORMAL DRESSING. Employees are expected to keep their workspace tidy and clean and refrain from wearing casual attire, such as gym clothes, T-shirts, or shorts or chappals.

II.2 CYBER SECURITY AND DIGITAL DEVICES

In order to ensure ethical usage and safeguard the institution's property, these rules apply to the use of all digital devices, including tablets, laptops, and mobile devices.

II.3 INTERNET USAGE

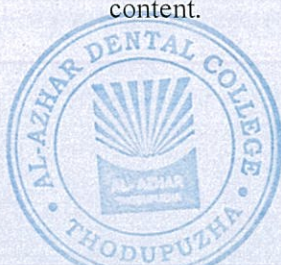
The institution only uses its internet connection for institutional purposes. No employee shall download or upload any pornographic or illegal material using our computers or internet connection.

- a. b. Obtaining any unauthorised access to confidential information.
- b. Download or post pirated digital entertainment files.
- c. Uploading any malware or viruses that could jeopardise the institution's security network.
- d. Use of the dark web or hacking, which can result in severe legal repercussions.

II.4 MOBILES

It is acceptable to use mobile at work. A few straightforward rules are expected of the employee:

- a. The mobile phone may be used in a way that will be helpful for their jobs (professional calls, Embase attendance marking, calendars etc.).
- b. While on call, use an empty meeting room and keep personal calls brief in order to avoid disturbing coworkers or patients.
- c. Not to use phone to record confidential matters.
- d. Not to use the institution's internet network to access inappropriate, illegal, or offensive content.



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II.5 INSTITUTIONAL EMAIL

The employees should use their institutional email primarily for professional purposes.

- a. Use for professional purposes.
The staff members are allowed to use their emails for work-related purposes. For instance, they can subscribe to online services, newsletters, and subscriptions that will support their professional development.
- b. Private use.

Not accepted

A few guidelines must be strictly adhered to while employees use their email:

1. It is forbidden to sign up for services or websites that are illegal, shady, unreliable, or otherwise suspected.
2. It is against the law to send messages or content that is derogatory or discriminatory.

II.6 SOCIAL MEDIA

When speaking on behalf of the institution on social media, employees are

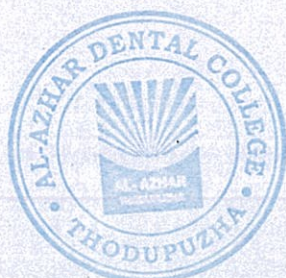
- a. expected to uphold the Institution's reputation
- b. expected to handle social media accounts responsibly.
- c. They should specifically show patience, respect, and consideration.
- d. Whenever possible, refrain from speaking about topics outside of their area of expertise.
- e. Uphold privacy and data protection guidelines.
- f. Remove any false or misleading information as soon as possible.

II.7 EMPLOYEE RELATIONSHIPS

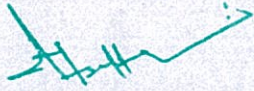
- a. It's crucial to make sure that relationships between coworkers are appropriate, cordial, and harmonious.
- b. The staff members must always act in a disciplined and professional manner.

CODE OF SECRECY

During the course of their employment, staff have access to confidential information and are to maintain such information in confidence and refrain from misuse of the same keeping in mind the larger interests and sanctity of their offices / institution. Any breach of the above shall be dealt as per the rules and regulations of the institution.



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