



# SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL

(A unit of VELS Group, Pallavaram)

NAAC ACCREDITED



Approved by Govt. of Tamil Nadu (Lr. No. TN35013/MCA-2/2003; dt. 7.9.2006 Approved by Dental Council of India, New Delhi  
Approved by Govt. of India Vide. F. No. V.12017/3/2003-DE, dt.14.07.2007 & dt.08.11.2011, Ministry of Health & Family Welfare  
Affiliated to The Tamil Nadu Dr. MGR Medical University

## POLICY DOCUMENT FOR STAFF WELFARE

PRINCIPAL


SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL  
OFF. OMR NEAR - NAVALUR  
THALAMBUR, CHENNAI-600 130.

## STAFF WELFARE

- **Welfare measures**

- The Institution provides aprons for teaching staff and uniforms for non teaching staffs at free of cost
- Faculty members provides financial assistance for attending conferences, workshops, seminars, and also for higher education.
- Employment Provident Fund
- Self-development programs and faculty development programs such as interdisciplinary CDE, ISPRP, National level conferences etc. are organized for faculty members.
- The Institution provided full salary in Covid lockdown period and also provided Sick leave with full salary for covid affected employees.
- The Institution provides accommodation with food in hostels for free of cost
- Employees and their families can avail the medical facilities at our hospitals at a subsidized cost as and when required.
- Provided Concession on school / college fees upto 50% for the childrens
- Creche facilities are made available
- Compensatory leaves are provided for working over time.
- Cafeteria: available to all at subsidized cost
- Free Wi-Fi facilities are provided to the staff members.
- Concessional/subsidized medical and dental care for family.
- Free Transportation for faculties by college bus
- The female employees are entitled to 3 months maternity leave
- Vacation leave of 10 days provided yearly.
- There is two casual leave available every month and three hourly permissions granted without loss of pay.
- Interest free, Salary advance can be availed once in a year.
- Clinical Skill development courses are organized for non- teaching staff periodically to enhance their skills in the work environment.
- Refreshment: Employees are provided refreshment drinks (tea or coffee) to provide them the boost of energy they need at free of cost.

Medical / Dental Welfare	Employees	Dependents
Registration	Free	Free
OP Consultation	Free	Free

  
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Investigations	Free	50%
Treatments	Free	50%

**ATTENDANCE AND LATE COMING:**

- The working hours for the teaching faculty is between 8.30 am to 3.00pm
- All employees of the institute shall be present at their work -spot during the usual working hours assigned to them.
- Any employee after recording the attendance in the attendance register/ through access card is found absent from his I her place of work during the working hours without assigning any valid reason I permission n shall be treated as absent for the whole day.
- No employee shall be allowed to leave the work place during the working hours without prior permission of head of the department or any other person authorized to grant permission.
- CODE OF CONDUCT OF STAFF
- Dress code:
- All doctor's are requested to wear coat provided by the hospital.
- The faculties should be a complete formal dressing code.
- All faculty members are expected to wear identity card within the college campus. Loss of ID cards must be reported to the Management.



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- **ACT OF MISCONDUCT:**

The institute holds a strong opposition to tobacco, alcohol, drug abuse and gambling in any form inside the premises.

- Any act of breach of discipline, damage to institute 's property, dishonesty and harassment or violence against students, visitors or staff will lead to disciplinary action, including suspension or termination will be decided by the governing body

- In occasion of serious issues, Enquiry committee will be formed and they will submit the reports to the authorities concerned to act on.

**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)



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**PRINCESS DENTIST DENTAL COLLEGE & HOSPITAL  
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- Failure to complete time/stock or work sheets 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
- Intentional or excessive wastage of material
- Use of verbal abuse
- Wagering on the premises
- Rebelliousness

### **GROSS MISCONDUCT**

- Embezzlement activities
- Physical abuse
- Leaving the premises or site without permission
- Intentionally ignoring safety/hygiene/security rules and thereby endangering one's own or another's physical well-being or safety
- Explicit behavior
- Intoxication induced by alcohol or drugs

  
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- 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
- 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, TN MGR MEDICAL UNIVERSITY , Which has internal complaints committee for sexual harassment under the act SEXUAL HARASSMENT OF WOMEN AT WORKPLACE, 2013.



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