






**EDUCARE
INSTITUTE OF
DENTAL SCIENCES**

Kiliyamannil Campus, Chattiparamba, Malappuram - 676 504
Tel: 0483 2705602 / 2705603 / 2708353/ Fax: 0483 2706707
E-mail: admin@educareinstitute.in website: www.educareinstitute.in
An ISO 9001:2015 certified institution

HUMAN RESOURCES (HR) POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
EIDS/IQAC/POLICY/016	01/01	10/06/2022	2026

PREPARED BY	VERIFIED BY	APPROVED BY
		
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HR POLICY

The Educare Institute of Dental Sciences' governing body develops policy statements on a regular basis and conveys them to staff members through the institutional head. The Human Resource Policy is intended for internal use only, and the data is authenticated at the time of publication and until an updated Human Resource Policy is distributed.

For long-term viable growth, institutional effectiveness, and employee satisfaction, it is essential to have a steady set of human resource policies that are dynamic and accommodating in creating a conducive working environment where employees can work and benefit in accordance with the institution's mission, vision, objectives, and quality policies. The institution encourages its employees to think, express, and communicate their views in order to facilitate choices and operations through collaborative contribution, which is a noble method in acknowledgment of the staff member. The institution recognizes that culture, values, loyalty, motivation, involvement, and development are the harbingers of glory for both the institution and the employees and felt it necessary to nurture them.

Focuses on:

- Building staff capacity through SDPs, FDPs, seminars, and professional associations
- opportunity for a career
- Sharing personal and professional issues
- Culture, values, loyalty, commitment, dedication, discipline, and devotion to promote the entire growth of its human resources

I. Management

Society: The Educare Society was established in 2007 with the long-held purpose of advancing and distributing knowledge in the field of dental professional education. With this goal in mind, this association established the Educare Institute of Dental Science on this campus.

Managing Director





Mr. Nasser Kiliyamannil, MD, is an AMU Alighar graduate with a technical background and extensive administrative expertise, he envisions establishing a highly professional institution and guiding it to become a center of excellence.

Powers and Functions of the Governing Body

EIDS's governing body is made up of guidelines. It has the following abilities and functions:

- Create and fill various positions based on the needs of the institution's head, while adhering to the affiliating university and DCI credentials, experience, and pay ranges.
- Budget recommendations for infrastructure and academic development must be approved.
- Approval of the institution's action plans for the introduction of new courses and increased enrollment in existing courses Originate, develop, deliver, and review the operation of various committees in the administration of the institution
- Approve the institution's short- and long-term goals for increasing Teaching Learning Process quality.
- Appointments made by the institution are ratified by selection boards that are formed from time to time.
- Review, monitor, and take appropriate steps in the implementation of plans and schemes.
- Assist the Head of the Institute with administration and give required directions.

2. Vision, Mission and core values:

Vision

Serving as India's leading center for dental education and uplifting people's oral and overall health through the provision of high-quality dental services.

Mission

To transmit the knowledge, competency, and positive outlook required for ethical dental practice.





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To provide the infrastructure and educational resources required occasionally to satisfy the world's educational standards and advances.

To provide basic dental services and education to all society groups, regardless of race or religion.

Create chances for academics and students to collaborate in order to foster the development of socially conscious individuals who will serve mankind.

To introduce research information, abilities, and technology in the fields of oral health care to students and faculty.

3. HR Management

Working Days and Working Hours:

- The institution works six days a week (i.e., Monday through Saturday). Working hours are 8:00 a.m. to 4:00 p.m., with a 40-minute lunch break in between. For some positions, the job demands extra time, and the employees must be loyal enough to discharge their duties and responsibilities and will be compensated at the discretion of the head of the institution, which may vary from time to time depending on the employee's grade.
- Public holidays: Sundays and public holidays declared by the KUHS (affiliating university) shall be observed as closed days.

Job Responsibilities:

- The responsibilities of various faculty roles are designed in accordance with DCI and KUHS rules as well as the institution's vision and mission.

The institution's Organogram demonstrates active participative management with decentralization to coordinate administrative and academic functions.

The Governing Body contributes to the assessment of the institution's direction, strategy, and progress. The governing council monitors and directs the formulation and implementation of institutional policy choices by the Principal, who is aided by Human Resources and Services, as well as Department Heads.





Various committees have been created to ensure the smooth and effective operation of the institution, each of which is led by a senior faculty member and well represented by faculty and student representatives. These committees oversee the institution's day-to-day activities and meet on a regular basis to discuss and revise its policies.

HODs also manage UG/PG course schedules, conduct university theory and practical examinations at the college, coordinate NIRF, NAAC, DCI and KUHS inspections, oversee staff recruitment, Faculty and student development and welfare programmes, procurement of consumables and non-consumables, supervision of OPD and patient-related services.

The decision-making process is evaluated and executed at various levels of governance, with the results assessed and recommended to the governing body for approval.

Professors, Readers, Lecturers, and Tutors of medical and dentistry departments/units direct and ensure that academic, research, and clinical programmes for undergraduate and postgraduate students are executed in their respective departments. Medical and dental technicians, dental hygienists, nurses, and group D workers actively contribute to the departments' smooth functioning. These are further monitored by the department heads.

The administrators consist of the Registrar, Administrative Officer, Finance Officer, Human Resources, Receptionist, and Clerks. Staff competently help the principal in the institution's everyday operations and initiatives.

Engineer, Hostel Wardens, Electricians, Mechanic, IT technician, Security guards, housekeeping staff, and Gardeners diligently fulfil their respective duties.

The combined contribution of decentralized and active participatory management has enabled the institution to meet its set aims and achievements.

Academic:

- Classroom instruction using current technology.
- Evaluation and assessment of students
- Participation in academic and extracurricular activities
- Student counselling, personality development, and overall character development
- To prepare, provide, develop, and share knowledge for students' interests.
- Career development through professional associations, knowledge, and skills





- Research activities through projects and research guidance
- Planning, designing, and implementing new programmes and promotional activities
- Mobilizing resources for the institution
- Administration and management of institutional facilities both at departmental and institutional levels
- Monitoring and evaluation of academic and scientific activity
- Participation in policy development for the advancement of dental education
- Design, create, update, and maintain MIS implementation.
- Maintain your accountability.—
- Conduct performance evaluations
- Guiding the students in overall character development
- Extension services by interacting with society and community through NSS and KUHS
- Providing technical support in areas of social advancement
- Providing oral health education and health care services for the community's benefit
- Dissemination of knowledge

Salary and Disbursement

The compensation will be determined by the UGC rules based on the staff member's qualifications and experience. Annual raises are given to all staff employees in general after one successful academic year and satisfactory conduct. As per the institution's policy, all staff employees' paychecks will be directly credited to their respective SB accounts at the Federal Bank of Malappuram Branch. If any statutory deductions are made during the disbursement process, they will be paid into the corresponding bank accounts of the government departments responsible.

The Process of Teaching and Learning:

All faculty members must prepare their academic teaching schedules well in advance of the semester or year's start. Regardless of the subject, the following are some of the contents of learning modules:

- Course materials





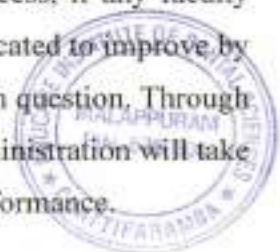
- Lesson and Micro Plans
- Additional topics and assignments
- Provision for midterm tests and script distribution
- Delivery and instruction sheets
- PPTs
- Course & Lesson Materials
- Downloads from the Internet
- Case studies
- Self-Learning Resources
- E-Learning Resources from the Digital Library
- Expert/Guest Lectures

Feedback Evaluation:

Twice a year, the students evaluate the teachers handling their respective subjects, covering various aspects of student-teacher interaction through a structured format.

- Dimensions of the teaching process include: teacher timeliness and regularity; teacher control and conduct of the class; understandability of lectures; discussion of class tests; tutorials and assignments; curriculum covering; clinical skills and patient's management.
- The college & hospital atmosphere, infection control, cleanliness and sanitation, hospital waste disposal, library facilities, canteen water supply, games and sports, transportation, the HOD's attitude toward problem resolution, the principal's response to grievances, and overall management assistance were all assessed.

Absolute secrecy and confidentiality are maintained in order to avoid revealing the name of the particular student assessor. Following the completion of the review process, if any faculty member is deemed to be poor, he or she is counselled, instructed, and educated to improve by an advisory committee comprised of professors and the department head in question. Through gratitude letters, additional increments, or promotion, the institutional administration will take the required efforts to promote and recognize teachers for exceptional performance.





4. Service Requirements:

These are known as the "EIDS-Employee Service and Conduct Rules."

Staff Cadres:

The following categories comprise up the staff:

I. Teaching Faculty:

S. No	Designation
1	Principal
2	HOD's
3	Professors
4	Readers
5	Senior Lecturers
6	Tutors

II. Supporting Staff (Technical):

S. No	Designation
1	Computer Programmers
2	System Administrators
3	Dental Technicians
4	Dental Hygienists
5	OP Assistants
6	Nurses





III. Supporting Staff (Non-Technical):

No	Designation
1	Registrar
2	Administrative Officer
3	Finance Officer
4	PRO
5	Steno's
6	Gardeners
7	Attenders

Qualifications and Experience:

The credentials and experience required for candidates to occupy various positions shall be as stipulated by the DCI, KUHS (associated university), and state government.

Pay, Allowances, and Increments:

- The governing council shall determine the pay scales, allowances, and other financial incentives for various kinds of personnel, taking into account the scales provided by DCI, the affiliate university (KUHS), and the government.
- The managing director will award annual raises based on the employee's good performance and the recommendations of the principal and department head or section in-charge.
- Management should be permitted to withhold an increment as a disciplinary punishment for a specified length of time if there are sufficient and valid grounds and the employee has been given a fair chance to defend himself/herself.

Selection and Recruitment:

- Faculty members are recruited and selected depending on necessity and workload.
- Employee selection rules must be followed as defined by DCI, the university, and the Kerala government from time to time.
- A personnel selection committee will be formed.





- To fill a post, the governing body may direct recruitment by open advertisement or promotion from among qualified and suitable internal candidates.
- Candidates for Readers and Senior Lecturers must present a demo lecture and be interviewed by a selection committee before being questioned one-on-one by the Principal or MD.
- Non-teaching candidates are selected based on a practical test provided by the departmental selection committee and, if necessary, a final round of one-on-one interviews conducted by the Principal.

Authority for Appointment:

The principal makes all appointments with the MD's consent, based on the suggestions of various committees constituted from time to time for such purposes.

Reporting:

When the staff member receives the offer letter from the institution, he or she must provide his or her approval in principle to join the institution on or before the final day notified for reporting. When reporting for duty, the staff member must make an undertaking saying that he or she will serve the institute and follow its norms of conduct. He/she must also produce original certificate copies, as well as two photographs, as proof of age, qualification, experience, and most recent pay.

Probation:

- All appointees in the institution will be on probation for the first year of their service, and upon completion of the probation period, they will be considered regular unless expressly advised otherwise.
- During the probation term, no application for employment elsewhere by the employee shall be forwarded.
- Any candidate appointed on a temporary or contract basis can have their services terminated at any time, with no notice or explanation.

Resignation, Relieve, and Termination





Relieve and Resignation:

All employees of the institution who wish to resign willingly should provide the following notice:

No	Category	Notice Period
1	HOD's & Professors	Three month notice or salary in lieu of notice at the discretion of Principal
2	Teaching faculty	Three month notice or salary in lieu of notice at the discretion of Principal
3	Technical staff	Three month notice or salary in lieu of notice at the discretion of Principal
4	Administrative staff	Three month notice or salary in lieu of notice at the discretion of Principal

If applications for outside employment or further study are submitted through the institution, management may impose reasonable conditions for relieving the employee as and when the employee is selected, so that the academic programme at the college is not affected.

Termination:

In circumstances of underperformance, misbehavior, and so on, the institution reserves the right to terminate an employee's services without notice or assigning any cause.

5. Awards and incentives:

Awards are given to both faculty and support employees. In the case of faculty members, criteria analyzed include academic success as judged by student feedback, student pass percentage, student grades or marks received, and the number of top university rankings secured by students in their respective fields. These awards take the shape of cash, gratitude letters, commendation letters, promotions, raises, interest-free computer loans, and so on. Fee





exemptions, merit scholarships, attendance prizes, and year- and program-wise institution and university rankers in any subject and/or year are available as institutional incentives for bright and meritorious students.

Faculty Development Programs and Service Initiatives:

Because institutional growth is a result of developed faculty and student organizations, the institution expands its efforts in this direction and offers faculty incentives, some of which are monetary as per the institutional research promotion policy.

6. Leave Rule and Policy

General:

- A leave of absence from work cannot be claimed as a right. When work demands it, the sanctioning authority has complete ability to refuse or revoke any type of leave.
- Leaves of any kind may be taken only after they have been approved by the appropriate authorities. Even for CLs, communication by phone, SMS, or email to the head of the department or institution is required if prior sanction cannot be obtained for justifiable reasons.
- All staff members' leave accounts are kept at the principal's office.
- The principal of the institution is the sanctioning authority for all types of leaves granted to all students. The principal may transfer this competence to heads or in charges for administrative convenience. The Managing Director of the College has the ability to approve the Principal's leave.
- The total number of leaves taken in an academic year will be evaluated in the annual performance evaluation. All employees, particularly those in positions of authority, are required to use absences based on their requirements rather than with the goal of exhausting all of the leaves given for under the policy.

Casual Leave (CL):

Casual Leave is meant for personal emergencies that may arise casually. All employees who are eligible to avail paid leave and employees under probation will be eligible for **12 days Casual Leave in a Calendar year**. Employees cannot take more than 2 casual leave in a





month. Employees under probation can avail only 1 Casual Leave in a month till Six months from the date of joining. In case of New Staff joining the Institution during the calendar year, the no of casual leave shall be prorated. Casual Leave can be clubbed with other eligible leave. Casual leave (CL) is not a right of the employee. Sanctioning of CL is the discretion of the sanctioning authority. Casual leave at credit of an employee at the end of a calendar year cannot be carried over to the next year.

Earned Leave:

It is a paid leave. All full time staff members on permanent basis will be eligible for Earned Leave for 19 days in a year which will be accrued and availed only on completion of twelve months' service. The Earned Leave will be calculated on pro rata basis after completion of twelve months service. But for the sake of administrative convenience the leave will be credited to the account of the incumbent as on 1st January every year. Availing of this leave in a single stretch is not encouraged. This leave can be clubbed with other leave. Earned Leave at credit of an employee will be carried over to the next year. Sanctioning of Earned Leave is the discretion of the sanctioning authority.

Loss of Pay Leave:

Employees who do not have any eligible paid leave at his/her credit can avail Loss of Pay Leave on prior approval from the authorities. Pay for the days corresponding to the number of days of leave will be lost in this case.

Compensatory Leave:

Also called Compensatory Off. It is the Leave granted in lieu of overtime pay for the duties performed on holidays, over and above normal office hours. It will be granted by the leave sanctioning authority concerned, taking into consideration the odd hours of duty performed. Biometric attendance to be recorded. Compensatory Off should be availed within one month from the date of overtime duty, provided that availing of the same is not affected the routine functioning of the department. However, sanctioning of this leave after the month, in deserving





cases, will be as per the decision of authorities. This leave cannot be availed for more than 5 days at a stretch. It can be clubbed with other eligible leave. A maximum of 5 Compensatory Off can be availed in a calendar month. Sanctioning of compensatory off beyond 5 days will be under the discretion of the sanctioning authority.

Duty Off:

It is the leave admissible for performing a full day (24 hours) continuous duty at a stretch and can normally be availed on completion of duty. This is generally applicable in the case of Security staff. One day off (paid leave) is permissible for one days' full work. No leave application is required for availing this kind of leave. However, the employee will be permitted to sign the register for the days of his off-duty. Sanctioning of change of duty or Duty Off will be at the discretion of the leave sanctioning authority.

Academic Leave:

This leave is eligible for Faculties and PG students for attending official conferences, delivering speeches as guest lecture, etc (as resource person) and working as resource persons for academic programs, etc. It is sanctioned for chairing a scientific session. Academic Leave is sanctioned only upon the recommendations of the Head of the Department concerned. In this case, the HoDs should ensure that the faculties produce duty certificate.

Number of Academic Leave permissible will be as follows:

Professors	- 6
Readers	- 4
Senior Lectures	- 2

Duty Leave:

This will be granted for the staff members including Faculty members for performing duties as Examiner for university examinations, for attending DCI Inspections, KUHS workshops, Govt. meetings, Court hearings, or any other duty officially assigned at sites other than the college campus. This leave will be granted for the days of duty actually performed. It will also be





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granted for the days of actual transportation if the venue of duty is 300 KM or more away from the campus.

Duty Leave will also be granted to the faculties for attending as External examiner in recognized colleges outside the state subject to the ceiling of 15 days a year

Maternity Leave:

Women employees are entitled to avail maternity leave not exceeding 3 months on producing medical certificate. They can avail paid leave during this period subject to availability of E.L at their leave account. Extension can be permitted only after producing the request application.

7. Administrative Procedures

Personnel Files:

Basic employee data will be gathered and maintained by the institution's PA-Head in separate staff personal files. All original certificates with photocopies as proof of age, qualification, experience, and most recent pay withdrawn will be in the personal file, along with any incentives, promotions, or increments given, as well as any appreciation or commendation letters written by the institution's head.

Custody and Maintenance of Attendance Registers:

The attendance record is maintained in such a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e., the first time at 8 a.m. on arrival and the second time at 4 p.m. on departure). The custody of the attendance register will be with the head of the institution; any deviations call for the permission of the head of the institution. Primarily, the attendance registers will be with the heads of the departments up until 8.15 a.m. every day, and then they will be submitted to the head of the institution, and the same will be drawn again by HODs at 4 p.m. to make it convenient for the employees to sign.

Punctuality:

The institution takes seriously its responsibility to enforce timeliness through its department leaders, who carefully review the attendance records. The institution's leader also writes ad hoc







checks. All staff members from all departments have access to a specific, limited provision that allows them to request early departure and late arrival permissions, which are granted at the institution's head's discretion.

Performance Appraisal

It's important for institutions to conduct performance appraisals fairly, transparently, and consistently to ensure employees are motivated, engaged, and aligned with organizational goals. Additionally, regular communication and feedback between managers and employees outside of the formal appraisal process can further support continuous improvement and development. Annual performance appraisals are conducted by this institution to evaluate the performance of the employees over a specific period, typically a year. These appraisals serve multiple purposes, including providing feedback to employees, identifying areas for improvement, giving trainings, setting goals for the upcoming year, and making decisions related to promotions, bonuses, and raises.

The employees are evaluated based on their job knowledge, Accuracy, Dependability, Punctuality, Team work, commitment to organization, pro activeness, attitude and grooming.

Purpose:

To provide structured guidelines for performance appraisal and to create a good assessment tools for further development. To align the individual employee's goals and objectives with the organizational goals and objectives.

Scope:

Performance appraisal policy is applicable to all employees with all cadres, come under permanent and temporary employments.

Process of Appraisal:

Performance appraisal form is given to the employees and asked to fill the self-appraisal in the attached format along with the proofs of their performance in the organization. The filled appraisal form evaluated by the immediate supervisor/HOD based on the roles and responsibilities of the employee. Based on that evaluation the supervisor/HOD provide the





scoring/Rating. (Rating: Excellent=4, Good=3, Average=2, Poor=1). After that the appraisal comes to HR department. The HR Head will forward the appraisal (With Score) of the employee to the management for further execution.

Based on this performance review the increment, revision, training, promotion, transfer or termination will be executed.

The appraisal will also identify:

- The required training needed for the employee
- To overcome stress and other elements stopping the individual from performing
- Individual comfort zone
- Job security
- Technical skill required
- Expectation from management.

Plan for Feedback and Suggestions:

In order to fulfil its purpose, vision, mission, objectives, goals, and quality policy, the institute encourages both open and close participation and involvement from all of its staff, students, and parents, as well as from academics, industrialists, professional experts, alumni, employers of alumni, and other stakeholders. Any employee or student may voluntarily submit comments orally or in writing in a sealed envelope to the suggestion box placed in the administrative office without disclosing his or her identify. The institution does, however, have a mechanism to gather recommendations and input from staff and students twice a year. These recommendations and comments will all be looked at to ensure.

Employee Welfare Measures for teaching and non-teaching staff

Our objectives of employee welfare in Educare institute of dental sciences is to improve the quality of life of the Employee and to bring about holistic development of the staffs' personality which enables the Employees to perform their work in an efficient and favorable ambience.





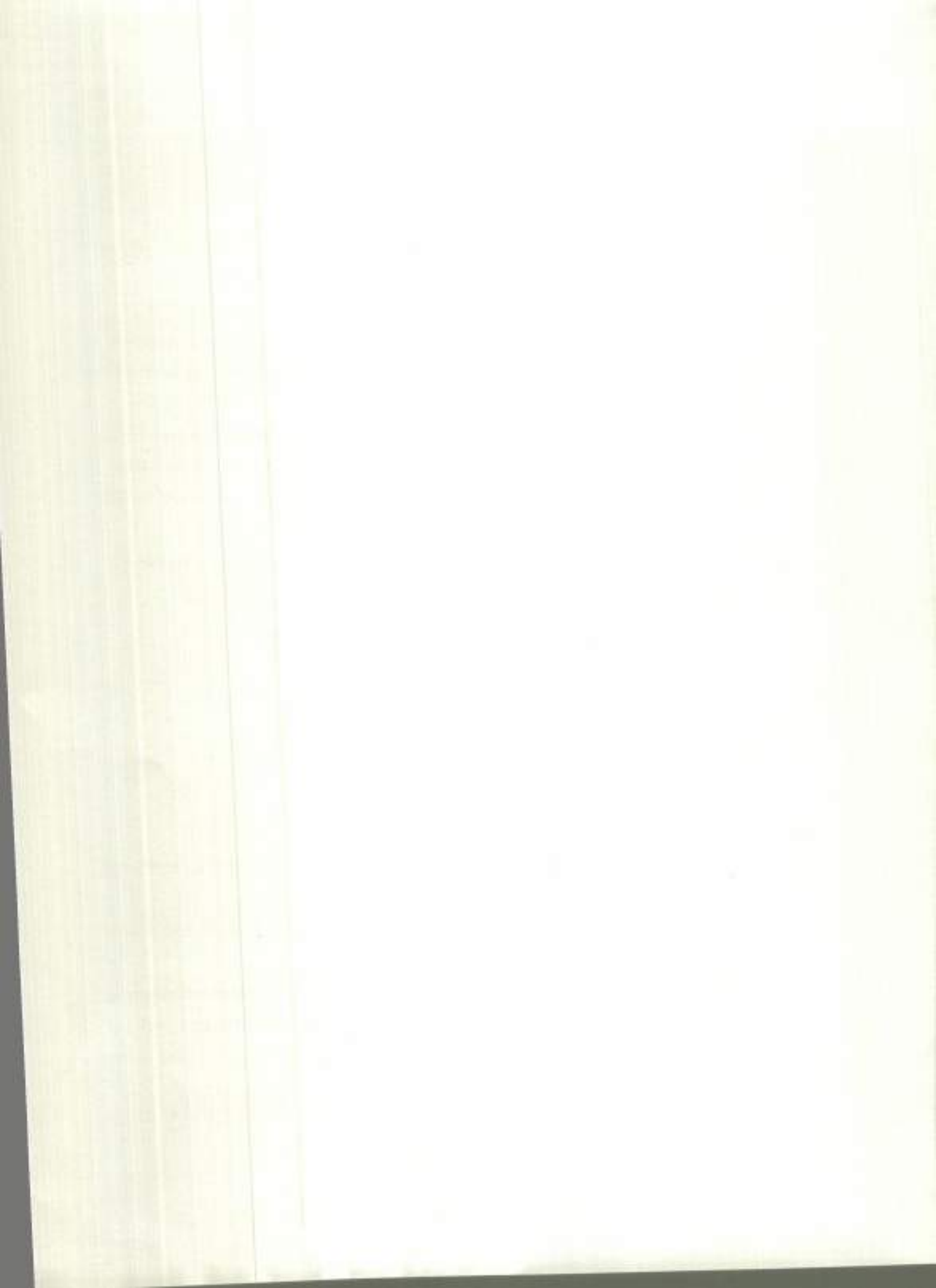
Teaching staff:

- The faculty of Educare institute of dental sciences are eligible for availing 12 days casual leave per year and 19 days earned leave after completion of one year probation period.
- Providing academic leaves for attending official conferences, delivering speeches as guest lecture, etc (as resource person) and working as resource persons for academic programs, etc
- Compensatory Leave (COL) can be availed if any faculty in respective departments have performed / assigned (Exam /Practical / Sunday duty etc.). Permission for 1 hour, 2 times in a month and late attendance maximum 2 times per month is allowed for all faculties, half day leave permitted.
- Financial support for research work, attending conferences, seminars, workshops, patency & copyrights.
- Providing Uniforms
- Providing staff quarters who ever required.
- Maternity leave for ladies' staff,
- Providing leave for higher studies.
- Salary increments for all staff who is completed particular year in college.

Non-Teaching:

- Employee State Insurance Corporation and Provident Fund are eligible for all the permanent Employees.
- Regularly Skill development Programs (Language improvement Skills & Soft Skills) are given to Employees.
- This training helps the employees stay equipped with the new developments happening in their fields and to get updated with current trends. Pre- Employee Health Check Up
- Every Employee will undergo Health Check-up and vaccination once in a year at free of Cost.







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- Maternity Leave Benefit: All female employees are entitled for Maternity Leave. (6 months) and those Employees coming under ESI Eligibility will also avail ESI benefits as per ESI policy/facility.
- Two sets of uniforms are provided for all employees per year.
- Sports, Games, Cultural Events, Festivals, fitness program and Celebrations are organized for all employees across all departments to keep the Employee stress free, active, and competitive.; matches & Competitions are organized among different departmental teams, within organizations, Institute's and Hospital.
- PF for non-teaching staff will be provided.
- The non-teaching staff of Educare institute of dental sciences are eligible for availing 12 days casual leave per year and 19 days Earned leave after completion of one year probation period.
- Permission for 1 hour, 2 times in a month and late attendance maximum 2 times per month is allowed and half day leave permitted.
- Complimentary momentos /achievement awards /gift who completed 10 years in the institution.
- Salary increments given.
- Gratuity for non-teaching staff.

8. Facilities and Amenities:

Library:

- The institution offers an exceptional library facility with a treasure trove of knowledge relevant to various disciplines, as well as subscriptions to national and international, physical and online journal accessibility, to stimulate and develop a research atmosphere.
- The institution offers a fantastic digital library with its own server, storage space, internet, UPS, and LAN connection.







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Canteen and Fast Food Center:

- The canteen is housed in a wide, well-planned facility to meet the demands of students and staff, and it is well-equipped with modern cooking equipment.
- For the convenience of patients, doctors, and students, the hospital block features a fast food center.

Sports and Fitness:

The Physical Director provides athletic facilities to the institution's employees. When they have leisure time, the staff and students participate in physical fitness activities (cross-fit, gym), indoor activities (chess, caroms, table tennis), and outdoor sports (volleyball, throw ball, cricket, and football). Aside from that, competitions for the staff are held as part of VIBES (the institution's annual day celebrations). Prizes are given to the winners and runners-up.

Computer Resources:

The institution provides a good number of computing facilities for both students and faculty members, allowing them to download all academic development material while restricting access to specified sites due to constitutional sanctions.

