



# **D Y PATIL DENTAL SCHOOL**

**Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105**

*Affiliated to Maharashtra University of Health Sciences, Nashik*

*Recognized by Dental Council of India*



## **SELF STUDY REPORT (CYCLE 1) 2018-2023**

**Criteria 6: Governance, Leadership and Management**

**Key Indicator: 6.3 Faculty Empowerment Strategies**

**Metric: 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops towards membership fee of during last five years.**

## **Policy Documents**



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**Ref No: DYPDS/ 084**

**Date: 15/02/2017**

### **POLICY DOCUMENT ON WELFARE MEASURES FOR TEACHING AND NON TEACHING STAFF**

All employees of D Y Patil Dental School Pune shall benefit from the below mentioned welfare measures as per Regulations from the Government of Maharashtra.

#### **1. RESIDENTIAL ACCOMMODATION**

Staff quarters within the campus are to provide accommodation for teaching as well as non teaching staff. House rent allowance is provided monthly to employees who do not avail this accommodation facility.

#### **2. TRAVEL ALLOWANCE FACILITIES**

All employees are to get travel allowance as part of their salary.

#### **3. LEAVES**

##### Casual Leave :

During casual leave, staff members are not to be regarded as absent from duty, and their pay should remain uninterrupted. The maximum numbers of casual leaves in a calendar year are 12 days excluding Government Holidays for teaching and non teaching staff.

##### Earned Leaves:

Teaching staff are to get 15 earned leaves per year and non teaching staff is to get 30 earned leaves per year. Earned leaves which are not used in the current year will be carried forward to the next year. The earned leaves can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HOD. The earned leaves get collected and on superannuation, they can be monetized to the maximum 300 days. An employee can accumulate a maximum of 300 earned leaves, exceeding which the additional leaves will be lapsed. Medical Leave Up to 20 days (half pay) or 10 days (full pay) medical leave per year for teaching / non-teaching staff can be



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granted / availed in case of hospitalization or getting operated due to serious illness, accident of employee. Proper documentary evidence is required to avail this leave. These leaves are to be carried forward to the next year if not utilized.

### **Special Leave:**

Teaching faculty can avail up to 15 days per year. It is a full pay leave availed when one is not regarded as being on duty but it is under special circumstances such as, invited for conducting DCI inspection, allowed to attend conferences, workshops, faculty development programme, , allowed to be absent for sponsored research and other instances as per Maharashtra University of Health University, Nashik policy for this type of leave.

### **Maternity Leave / Paternity Leave**

Permanent female employees of the college granted paid maternity leave for a period of 6 months for the first two children. Male employees are also entitled to 15 days paternity leave.

### **Winter / Summer Vacation**

Winter / summer vacation shall be given to the entire teaching, on rotation basis without causing any academic disturbance as directed by the Maharashtra University of Health Sciences, Nashik and should be recommended by HOD.

### **4, HEALTH CARE FACILITIES:**

All permanent employees can select health care facilities according to their wish/requirement through TATA AIG INSURANCE (Group Medicare Policy)

D Y Patil Dental School, Pune shall ensure, and make provision for vaccinations for all staff (Covid-19 vaccination). The facility for Basic blood investigations (Oral Pathology Dept) shall be made available by D Y Patil Dental School itself.

Teaching and non-teaching staff including students receive 25% concession on treatment. Treatment of scaling and extractions is free for all.



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### **5 FINANCIAL SUPPORT:**

Salary is to be laid to all employees based on pay scale as per norms of D Y Patil Dental School.

#### **Provident Fund:**

The following scheme will be prevalent in this category as applicable:

1. **Employees' Provident Fund**
2. **Annual increments and Dearness allowance** are to be given as per D Y Patil Dental School policy. Gratuity and Leave encashment are some of the financial benefits to be availed after retirement.
3. **Group insurance Scheme (GI)** to support the employee's unforeseen circumstances for Non teaching staff.
4. **Irrespective of registration charges Staff members** are entitled to receive a **remuneration in cash** for participating in conferences and workshops.

### **6. RECREATION FACILITIES :**

There is an Auditorium for conducting scientific activity

There is a Mess in campus - Girls and Boys Hostel.

There is a Cafeteria in the institute.

Sports facilities such as Badminton, Table tennis, Carom etc are also available to the students and faculty.



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### **7. RESEARCH AND TRAINING OPPORTUNITIES :**

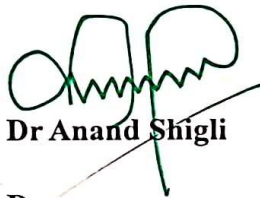
A central Library will be accessible to all faculties. There is a computer laboratory with 10 computers. The Central library will have subscriptions and access to e-journals.

Each department will be conduct CDE programs for upgradation of knowledge and skills of faculty. The college administration will ensure the professional development of the staff by keeping liaison with the training institutes, by holding training workshops, seminars, and by encouraging them to attend orientation programmes, refresher courses, faculty development programmes.

### **8. MISCELLANEOUS SUPPORT FACILITIES:**

Emergency medical kit to be available with the Department of Oral Surgery for Faculty, students and non-teaching staff

Parking facility to be provided for all staff in the premises of D Y Patil Dental School, Pune. Aprons to be provided for the teaching staff. Uniforms for non-teaching staff. Diwali bonus and annual increment in salary for non-teaching staff

  
Dr Anand Shigli

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