

# M.A. RANGOONWALA COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE, PUNE



- i) Recognized by the Government of India
- ii) Affiliated to the Maharashtra University of Health Sciences, Nashik.

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POLICY FOR STAFF WELFARE		
1.	Administrative Policy Number (APN): INT/2019/01	Functional Area: Welfare measures for employee empowerment.
2.	Brief Description of the Policy:	Purpose: Formulation of faculty empowerment strategies as leave rules, concessions, grants and other benefits. Audience: All stakeholders of the organization.
3.	Policy Applies to:	All academic, teaching and non-teaching employees in the organization
4.	Effective from the Date:	1 <sup>st</sup> June 2001
5.	Superseding authority:	Local Managing Committee (LMC)
6.	Approved by:	Principal
7.	Responsible Authority:	Principal
8.	Last Reviewed/ Updated:	1 <sup>st</sup> January 2019
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	MUHS/DCI

## INTRODUCTION

M. A. Rangoonwala College of Dental Sciences and Research Centre has effective, meticulously planned welfare measures for both teaching and non-teaching staff, clearly defined in the Policy for Staff Welfare, approved by Local Managing Committee of the college in the year 2001 and later amended in 2019.



## **POLICY STATEMENT**

The college remains committed towards welfare of the organization and employees with continuous improvement in academics, administration and governance.

## **OBJECTIVE**

Formulation of faculty empowerment strategies as leave rules, concessions, grants and other benefits.

## **PROCEDURE**

### **LEAVE RULES**

**General Leave Rules for Teaching and Non Teaching Staff are as follows.**

1. Leave application should be submitted in advance failing which absence from duty may be taken as leave without pay.
2. Leave cannot be claimed as a matter of right. Grant of leave to a teacher shall depend upon the exigencies of service and shall be at discretion of the leave sanctioning authority.
3. The staff who desires to obtain leave of absence shall apply online/ in writing to the leave sanctioning authority in advance.
4. In urgent cases or unforeseen circumstances when it is not possible to do so, an application for leave other than casual or medical leave shall be made verbally on phone, which is accepted under special circumstances.
5. The sanctioning authority can call the staff who has been sanctioned leave, if his/her services are essentially required. The unavailed leave shall automatically stand cancelled and be credited to his/her leave account.
6. When a staff has no leave of any kind balance in his /her account, the management may consider granting leave without pay in special circumstances.
7. If a staff, whose leave has been approved, desires to cancel it later, he/she should apply to the sanctioning authority regarding the cancellation of sanctioned leave. The sanctioning authority shall consider such application.
8. The leave year shall be recognized from January to December (calendar year).



9. A leave record of all sanctioned leaves shall be maintained in a register and leave card.
10. Every staff shall have access to his/her leave record, showing the current leave balance.
11. Leave cannot be adjusted with the notice period after resignation.
12. Holidays falling during the period of leave without pay (LWP) will be considered as LWP.

## **LEAVE RULES FOR NON-TEACHING STAFF**

### **Casual Leave**

1. Every confirmed employee, including probationer, shall be entitled to 12 days of casual leave every year.
2. Casual leave shall be non-cumulative and no leave of any kind shall be combined with casual leave.
3. Casual leave cannot be availed for more than 3 days at a time.
4. Ordinarily previous permission is to be obtained from sanctioning authority before proceeding on casual leave. When this is not possible, the authority is to be informed in writing or orally through any person regarding absence from work and the probable duration of absence.
5. For three late arrivals, one casual leave will be deducted.

### **Medical Leave**

1. Every permanent employee including probationer shall be entitled to 10 days medical leave during the year.
2. If such leave is availed for a period of less than 3 days with intimation, a medical certificate is not essential.
3. Medical leave of more than 2 days shall be sanctioned only on presentation of a medical certificate from a registered medical practitioner.
4. Medical leave of upto 30 days can be accumulated. Accumulated medical leave of more than 30 days lapses if not availed.
5. Holidays including weekly holidays falling within the period of availed medical leave shall be considered as medical leave.



### **Maternity/Paternity Leave**

1. After one year of service, a lady staff, with not more than two living children, shall be entitled to maternity leave for a maximum period of six months, subject to production of medical certificate.
2. In case of a miscarriage or abortion, including medical termination of pregnancy, the lady staff shall be entitled to maternity leave for a maximum period of three weeks.
3. Paternity leave can be availed for a period of 15 days.

### **Earned Leave**

1. Earned leave can be availed only after completion of one year of service. The employee who has worked for not less than 240 days in a year shall be permitted to avail earned leave.
2. A non-teaching employee is entitled to 30 days of earned leave per year. Such leave can be accumulated for a maximum period of 90 days.
3. Earned leave cannot be availed for less than two days at a time.
4. Holidays and weekly holidays can be either prefixed or suffixed.

### **LEAVE RULES FOR TEACHING STAFF**

#### **Casual Leave**

1. Every confirmed teacher including probationer shall be entitled to 12 days of casual leave every year.
2. Casual leave shall be non-cumulative and no leave of any kind shall be combined with casual leave.
3. Casual leave cannot be availed for more than 3 days at a time.
4. Ordinarily previous permission is to be obtained from sanctioning authority before proceeding on casual leave. When this is not possible, the authority shall be informed in writing or orally through any person regarding absence from work and the probable duration of absence.
5. For three late arrivals, one casual leave will be deducted.

#### **Medical Leave**



1. Every confirmed teacher including probationer shall be entitled to 10 days medical leave during the year.
2. If such leave is availed for a period of less than 3 days with intimation, a medical certificate is not essential.
3. Medical leave of more than 2 days shall be sanctioned only on presentation of a medical certificate from a registered medical practitioner.
4. Medical leave of upto 30 days can be accumulated. Accumulated medical leave of more than 30 days lapses if not availed.
5. Holidays including weekly holidays falling within the period of availed medical leave shall be considered as sick leave, but can be prefixed or suffixed.

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

1. After one year of service, a lady staff, with not more than two living children, shall be entitled to maternity leave, for a maximum period of six months, subject to production of medical certificate.
2. In case of a miscarriage or abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for a maximum period of three weeks.
3. Paternity leave can be availed for a period of 15 days.

#### **Vacation/Earned Leave**

1. The teachers are entitled to avail vacations as prescribed by MUHS, Nashik from time to time.
2. Vacation can be availed only after completion of one year of service.
3. If a teacher is required to work during vacation, he/she shall be entitled to a proportionate earned leave (the total allowed vacation period is equivalent to 30 days of earned leave) for the period he is required to work.
4. Maximum 90 days of earned leave can be accumulated.
5. Earned leave cannot be availed for less than two days at a time.
6. Holidays and weekly holidays can either be prefixed or suffixed with the leave.

#### **Special Leave/Duty Leave/Compensatory Leave**



1. Teacher attending a meeting/conference/seminar/any other official business of MUHS/DCI//college/other concerned bodies, for which prior sanction has been obtained, thereof shall be treated on duty.
2. The teacher attending such business of other university/central/state government bodies/other statutory bodies in India or abroad, shall be entitled to duty leave not exceeding 15 days in a year.
3. The teacher attending examination work of the university shall be treated to be on duty leave.
4. The teacher who is deputed/sponsored by the university/college for any special training/teaching/academic visit to other places of country/countries shall be treated on special leave for the period of his absence from duty.
5. A teacher is entitled to compensatory leave in lieu of academic/examination/any other extra-curricular duties performed on holidays.

<b>Nature of leave</b>	<b>Number per year</b>	<b>With/without pay</b>	<b>Accumulation</b>	<b>Remarks</b>
<b>Casual</b>	12 days	With pay	Non-accumulative	
<b>Medical</b>	10 days	With pay	Accumulative	Accumulative upto 30 days, beyond which it lapses
<b>Earned</b>	07 days for teaching/30 days for non-teaching staff	With pay	Accumulative	Accumulative upto a period of 90 days
<b>Duty</b>	15 days	With pay	Non-accumulative	
<b>Special leave</b>	Unlimited	With pay	Non-accumulative	
<b>Compensatory</b>	In lieu of	With pay	Non-	-



	work on holidays		accumulative	
<b>Maternity/Paternity</b>	6 months/15 days	With pay	Non-accumulative	Miscarriage/abortion-entitled to 3 weeks of leave
<b>Study leave</b>	Duration of the course	Without pay	-	-

### **POLICY FOR FUNDING PROFESSIONAL/ SKILL DEVELOPMENT OF STAFF**

1. Regular employees of M. A. Rangoonwala College of Dental Sciences and Research Centre, who have completed one year of service are eligible.
2. Faculty development programmes, workshops, seminars and conferences or any other activity that assists in enhancement of knowledge and skills relevant to employee's duties and professional advancement may be considered for funding.
3. Such activities must be offered by recognized universities, colleges and associations involved in training and career development.
4. Professional fees, training for minimum qualification required for a post and courses of general learning will not be considered for funding.
5. Eligible employees can avail funds upto Rs. 10,000 per financial year (April to March), for attending faculty development programmes, workshops, seminars and conferences or any other activity that assists in enhancement of relevant knowledge and skills.
6. Maximum funding limits are reviewed every three years.
7. Approved funds for a specific activity will not be carried forward to next financial year.
8. Prior approval of financial requests is solicited, *ex post facto* applications will be rejected.



9. Request for funds must be applied at least two weeks prior to the event.
10. Permission for grant of leave to participate in the activity should be sought from the Principal, through respective heads of department.
11. An employee can withdraw their application or approved funding, by writing a request to the Principal, after approval from the Head of Department.
12. Funds approved for an event cannot be used for another activity.
13. Funds are disbursed after the event on submission of receipts and certificate of participation.

### **PROVIDENT FUND**

Non-teaching employees are eligible for provident fund as per government welfare schemes and measures mentioned in the Employees Provident Fund and the miscellaneous provisions Act, 1952 or any amendments thereof, implemented by the college in year 2002.

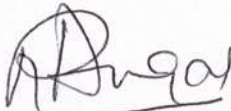
### **DENTAL TREATMENT BENEFITS**

Concession in dental treatment is provided to entire staff and their dependents. Consultation and registration for treatment are free for the staff. Percentage of concession depends on the type of case and treatment. Only the actual cost of materials is charged for an implant or other aesthetic treatments. Radiographic tests and hematological reports are free of cost for all the employees.

### **MISCELLANEOUS BENEFITS**

1. A well-equipped gymnasium and a guest house are available for use and accommodation on demand.
2. Preference in faculty recruitment is given to both graduate and post graduate alumni of the college.
3. Yearly incentive of salary hike is given to all employees.
4. Non-teaching staff is provided advance payment during festivals.
5. Fee concession is given to wards of non-teaching staff.
6. Uniforms/aprons are provided free of cost to all employees.
7. Preference in employment is given to dependents of non-teaching staff.



  
**PRINCIPAL**  
**M.A. RANGOONWALA COLLEGE OF DENTAL**  
**SCIENCES & RESEARCH CENTRE, PUNE**