

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

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CERTIFICATE OF THE HEAD OF INSTITUTION

Dr.S. ELANCHEZHIAN, M.D.S.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

**This is to certify that, the institution has effective welfare measures for teaching
and non-teaching staff**




PRINCIPAL
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POLICY DOCUMENT ON THE WELFARE MEASURES

JKKN DENTAL COLLEGE AND HOSPITAL

Faculty Welfare Policy

Abstract

Purpose: The purpose of the welfare schemes is to provide financial and other assistance to the teaching and non-teaching staff of the college.

Objectives: The objectives of the welfare schemes are to:

- Provide financial assistance to staff members in case of medical emergencies or other unforeseen circumstances.
- Provide housing assistance to staff members who are unable to afford to live on their own.
- Provide transportation assistance to staff members who need to travel to and from work..
- Provide recreational facilities and activities for staff members.

Responsibility: The responsibility for administering the welfare schemes lies with the college's Welfare Committee. The committee is responsible for:

- Identifying the needs of the staff.
- Developing and implementing welfare schemes.
- Monitoring the implementation of welfare schemes.

Definition: A welfare scheme is a plan or program that is designed to provide financial or other assistance to a particular group of people. In the context of JKKN Dental College and Hospital, Tamil Nadu, welfare schemes are designed to provide financial and other assistance to the teaching and non-teaching staff of the college.

Procedure: The procedure for availing the welfare schemes is as follows:

1. The staff member must apply to the Welfare Committee.
2. The application must be accompanied by supporting documentation, such as medical bills, rent receipts, or other expenses.
3. The Welfare Committee will review the application and decide whether to approve it.
4. If the application is approved, the staff member will receive the benefits as specified in the welfare scheme.

Faculty Welfare Policy

Our Welfare Policy embodies our deep commitment to the well-being and growth of every member of the JKKN Dental College and Hospital. By providing an array of facilities, incentives, and support, we create an environment that fosters excellence and caring. This policy serves as a cornerstone of our institution's values, promoting both individual flourishing and collective advancement.

Facilities and Amenities:

Library:

Access to national and international journals and online resources.
Digital library with 300 courses, 2000 online courses, e-books, and files.
Conducive atmosphere for research and study.

Medical Facilities:

Access to medical services at JKKN Dental College and Hospital.
Emergency medical services were available for employees.
24/7 medical facility and ambulance service on campus.

Canteen and Food Centre:

The mess facility is maintained by the Mess Committee.
Spacious canteen and fast-food center on premises.
Access to mess facility for faculties

Transport:

Regular college bus transportation facility available for staff free of cost.

Recreational activity :

Gym facilities were available for faculties free of cost.

Faculty Development Programs (FDP) Financial Support:

Financial support for faculty members to attend state, national, and international-level Faculty Development Programs (FDPs) is available as follows:

State-level FDPs: Faculty members are eligible for financial support of 75% of the total cost of the conference for attending FDPs conducted within the state.

National-level FDPs: Financial assistance of 80% from the total cost of the conference will be provided to faculty members participating in FDPs organized at the national level.

International-level FDPs: Faculty members seeking to attend international FDPs can avail financial support of 75% from the total cost of the conference.

Eligibility Criteria and Procedure:

The selection criteria may include the relevance of the FDP to the faculty member's field, potential impact on teaching and research, and alignment with institutional goals.

Faculty members should apply for FDP financial support through the designated application process.

Approved faculty members will receive financial assistance upon successful completion of the FDP, subject to submission of relevant documents as specified by the institution.

Research and Development (R&D) Support:

Work from Home:

Regular updates of work from home for research and innovation with approval from the Principal and Director.

Submission of published articles required.

Articles must be published and indexed in SCOPUS or Web of Science (WOS).

Casual Leave for Research:

Up to ten days of casual leave in an academic year, with exemptions on approval from the Principal and Director.

Cannot be combined with other leave types except special casual leave.

Holidays or Sundays during casual leave period not counted as casual leave

Incentives:

Financial assistance for faculty publishing research in reputed journals.

Incentives for sponsored research projects on a case-by-case basis.

Reimbursement :

Ph.D. Faculty should publish a minimum of 02 papers and other Faculty 01 papers in Category 1 or 2 in an academic year. { (Category 1: Web of Sciences - Reward points: 10000), (Category 2: Patent Publication - Reward points : 10000) }

Rewards will be granted only after submission of hard & soft copy of publication in the department/Central Library.

All the papers (to Journals or Conferences) are to be submitted after proper plagiarism check and language check through proper channel Viz., Dean R&D.

Affiliation of College name and address should be properly mentioned and Acknowledgement to the Institute should also be given.

SOP for Reimbursement:

<https://docs.google.com/document/d/10t5KEBKwWqku8WWJoaXM56w6F0z9K7fIPTFN5L4XKH8/edit?usp=sharing>

Excursion:

Apply for excursions through JKKNDCH's Excursion Form link.

Management's decision on contribution to expenses is based on circumstances.

Facilitators meeting JKKNDCH Facilitator Grading Benchmarks are eligible for management's expense contribution.

Allowances and Increments:

Allowances:

Financial benefits as per the governing body's decision, considering AICTE / affiliating University/ Government scales.

Increments:

Annual increments based on satisfactory performance and recommendations from department heads.

Increments may be withheld for unsatisfactory conduct or performance.

Incentives and Awards:

Awards for faculty and supporting staff based on academic performance, student feedback, and achievements.

Awards include cash rewards, appreciation letters, promotions, and increments.

Conclusion:

The JKKN Dental college and Hospital Welfare Policy reflects our dedication to nurturing a community where each individual thrives. Through this policy, we prioritise holistic well-being, growth, and excellence in all aspects of academic life. It stands as a testament to our enduring mission to create an inclusive and empowering environment for faculty and staff.



(Handwritten signature)

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JKKN DENTAL COLLEGE AND HOSPITALS

**CONFERENCE/ WORKSHOP/MEMBERSHIP REIMBURSEMENT APPLICATION
FORM**

1.NAME :

2.DESIGNATION:

3.DEPARTMENT:

4.DETAILS OF THE PROGRAM:

- CONFERENCE
- WORKSHOP
- MEMBERSHIP REIMBURSEMENT

5. NATURE OF THE PROGRAM:

- STATE LEVEL
- NATIONAL LEVEL
- INTERNATIONAL LEVEL

6. DATE AND DURATION OF THE PROGRAM :

7. RELEVANT DOCUMENTS:

(like participation certificate and fees receipt)

8. STAFF SIGNATURE:

9.PRINCIPAL SIGNATURE:

REQUISITION LETTER- SAMPLE FORMAT

FROM

Staff name-

Designation-

Department-

Employee number-

Phone number-

THROUGH

Chairperson of Scientific Academic forum

JKKN Dental College and Hospitals

Komarapalayam.

TO

The Principal

JKKN Dental College and Hospitals

Komarapalayam

Subject: Requisition for reimbursement of conference registration fees

Respected Sir

Kindly consider the request and give me permission to attend the conference/workshop/seminar. Herewith attached the details of the program and conferences for reimbursement

Name of the Conference/workshop-

Date and Duration-

Venue-

Registration fee details-

Details of scientific presentation: Paper/Poster/ Table clinic / Chairperson for session/ Guest speaker/Keynote speaker

Principal signature

Staff Signature

Scientific Chairperson signature




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