



**SHIVTEJ AROGYA SEVA SANSTHA'S
YOGITA DENTAL COLLEGE AND
HOSPITAL, KHED**

Policy Document Human Resource

SHIVTEJ AROGYA SEVA SANSTHA'S



YOGITA DENTAL COLLEGE AND HOSPITAL

REGD.NO.MAH/F/-1588/RATNAGIRI

(Recognized by Dental Council of India, New Delhi & Affiliated to Maharashtra University of Health Science, Nashik)

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VERSION CONTROL

Version	Change Description	Modified By	Year
Version I	None	-	2008

DISTRIBUTION AND APPROVALS

Name	Role	Approval	Signature
Mr. Siddhesh Ramdas Kadam	Vice President	Yes	
Dr. Hemangi Pol	Chief Executive Officer	Yes	
Dr. Varsha Jadhav	Principal	Yes	

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OVERVIEW

The purpose of this HR Policy document is to outline the policies and procedures that will be followed by the Human Resources department of Shivtej Arogya Seva Sanstha's Yogita Dental College. The HR policies are designed to ensure the fair treatment of all employees, compliance with all applicable laws and regulations, and the smooth functioning of the organization.

Recruitment and Selection:

- All job vacancies will be advertised internally and externally, and candidates will be selected based on their qualifications, experience, and suitability for the position.
- The selection process will be fair and transparent, and all candidates will be assessed using the same criteria.
- The college will not discriminate against any candidate on the basis of their race, religion, gender, age, sexual orientation, or any other protected characteristic.
- The college will conduct pre-employment checks on all candidates, including reference checks, criminal record checks, and verification of qualifications.
- The college will provide equal opportunities to persons with disabilities in all aspects of employment, including recruitment and selection.

Probation and Confirmation:

- All newly appointed employees will be on probation for a period of six months, during which their performance will be assessed.
- Employees will be confirmed in their positions after successful completion of the probation period.
- Employees who do not meet the performance standards during the probation period may have their employment terminated.

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ii) It is incumbent on the part of the HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.

iii) A review committee formed by the college shall review the performance of every faculty member and recommend annual increment, and career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the management would take appropriate action including termination of his/her service.

Career Advancement Scheme (CAS) for faculty

For all the teaching faculty career advancement schemes (CAS), the promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and others academic staff in universities and colleges and measures for the maintenance of standards in Higher Education 2010" (Published in the Gazette of India, September 18, 2010) with a minimum duration of service and API Score.

Financial support to Faculty:

Faculty attending or presenting at international and national conferences and workshops are encouraged through financial assistance. Membership fees to professional bodies are also met by the institution as per the policy norms. Assistance extends to registration fees and TA/DA allowance.

- **Promotion of Non-Teaching Staff (Administrative and technical staff)**
Career advancement scheme (CAS) is provided for the administrative and technical category subject to the condition that they should have satisfactory performance as evaluated by an appropriate review committee/authority.

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Employee Development:

- The college will provide employees with opportunities for professional development and training.
- The college will encourage employees to pursue continuing education and professional certifications.
- The college will provide employees with opportunities to attend conferences and workshops related to their job responsibilities.
- Employees who demonstrate a commitment to their professional development may be eligible for promotions within the college.

Disciplinary and Grievance Procedures:

- The college will have clearly defined procedures for handling disciplinary and grievance issues.
- The college will ensure that all employees are aware of the procedures for raising grievances or complaints.
- The college will investigate all complaints and grievances in a timely and impartial manner.
- The college will take appropriate disciplinary action against employees who violate college policies or engage in misconduct.

Conclusion:

The HR policies outlined in this document are designed to promote a fair and inclusive work environment for all employees of Shivtej Arogya Seva Sanstha's Yogita Dental College and Hospital, Khed. The college will ensure compliance with all applicable laws and regulations and will periodically review these policies to ensure they remain relevant and effective

**PERFORMANCE
APPRAISAL FORM**



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APPRAISAL FORM FOR TEACHERS

General Information

1.	Full Name	:	
2.	Address	:	
3.	Phone No.	:	
4.	Date of Birth/Age	:	
5.	Qualification/Specialization	:	
6.	Designation/ Department	:	
7.	Date of Joining	:	
8.	University Approval	:	
9.	Honors Conferred	:	

10. Your brief current daily Job Responsibilities:

S.N.	Work/job responsibility	Percentage of timely work completion
1		
2		
3		
4		

11. Assessment of work done during last year:

S.N	Activity	Details	Remark
A.	Academics		
1.	Approval Status (University)		
2.	Thesis-guided Sponsored/Synopsis/dissertation/in college- workshop		
3.	Seminar guided		
4.	Library use – hours /day Others/National/International journals- Books		
5.	Students co- ordination		
6.	Research work is undertaken by professor & associate professor		
7.	Patients Relation and Treatment		
8.	Efforts taken for increase patients flow		
9.	Contribution for Departmental Record Maintenance		
10.	Care taken for Clinical Material Utilization		
11.	Extra duty		

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B	Curriculum	Details	Remark
1.	Arranged Guest/ expert lecture with your own contacts		
2.	Organized academic visit		
3.	Value added courses conducted – AS		
4.	Organized workshop/seminar/conferences – AS a		
5.	Paper presented		
6.	Papers/ books published		
7.	Seminar/conference/workshop attended		
8.	Teachers Training Program attended		
9.	University work undergone		

C	Co-Curricular	Details	Remarks
1.	Financial assistance received for your proposal from university/UGC/DCI/ DMER (Professor & Associate professor)		
2.	Duties assigned by principal/HOD to subordinate staff		
3.	Participation in cultural activity		
4.	Lectures delivered outside the institution by professor & Asso. Professor		
5.	Contribution to the society		
6.	Participation in sports activity		
7.	Contribution at the college level for report preparation and submission – university /DMER/DCI/NBA/NAAC etc by professor & Asso. professor		

12. Academics :

Sr. No	Class	Assigned per week		Taught in the year		Any additional efforts taken for improvement of slow learner's performance
		Lectures	Practical/ Clinics	Lectures	Practical/ Clinics	

Signature of the staff member

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Comments/Remarks from Dean.

Signature of Dean

Comments/Remarks from CEO.

Signature of CEO

Comments/Remarks from Secretary.

Signature of Secretary

Yearly increment to be Released

Not to be released

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APPRAISAL FORM FOR NON- TEACHING FACULTY

General Information			
1.	Full Name of Employee		
2.	Designation	Department	
3.	Date of Joining		
4.	Date of Birth		
5.	Permanent Address		
6.	Contact No.	Residence	
8.	Computer Knowledge		
9.	Typing course		

10. Strength:

Sr No	Assessment	Remark
1.	Do you know what is expected of you at work?	
2.	Do you have the materials and equipment you need to do your work right?	
3.	Does your senior, or someone at work, seem to care about you as a person?	
4.	Do you know Vision & Mission of the Trust?	

11. Your brief current Job Responsibilities:

SN	Activity	To be filled by Head of Department
1.	Do you reach duty on time? And also reach your workplace on time?	
	Do you know the rules, regulations, policies & procedures of the Institution?	
	Do you take leave only with the prior permission of your HOD?	
	When unplanned leave is taken do you inform your HOD or Administrator?	
	Overall observations of HOD/ Reporting Officer (Very Good, Good, Fair, Average and below average)	
2.	Are you cooperative to the needs of your colleagues?	
	Are you receptive to the needs of your colleagues?	
	Are you sincere to the needs of your colleagues?	
	Overall observations of HOD (Very Good, Good, Fair, Average, and below average)	
3.	Are you cooperative to the needs of the?	
	Are you cheerful when you meet public, Patients?	
	Overall observations of HOD/ Reporting Officer (Very Good, Good, Fair, Average and below average)	
4.	Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?	
	Do you have the ability to engage, motivate, supervise, and effectively work in the interest of students?	
	Overall observations of HOD/ Reporting Officer (Very Good, Good, Fair, Average and below average)	
5.	Do you carry through your tasks/ areas of management assigned to you in a responsible manner?	
	Overall observations of HOD/ Reporting Officer (Very Good, Good, Fair, Average and below average)	

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12. Job Responsibility:

S.N.	Work/job responsibility	Verification by HOD (Yes/No)

Date :

Name of Employee

Signature of Employee

Comments/Remarks from Dean.

Signature of Dean

Comments/Remarks from CEO.

Signature of CEO

Comments/Remarks from Secretary.

Signature of Secretary

Yearly increment to be Released

Not to be released