



DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES

Shavige Malleshwara Hills, Kumaraswamy layout, Bengaluru

Policy Against Sexual Harassment of Women
at work place


PRINCIPAL
Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560020

Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout, Bengaluru-560078

INTERNAL COMPLAINTS COMMITTEE (ICC) to prevent Sexual Harassment of women at work place

As per the Supreme Court of India Directive, it is mandatory to ensure safety of women at workplace

POLICY AGAINST SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

I. Preamble

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto.

Educational institutions are also bound by the Supreme Court's directive and the Act. Dayananda Sagar College of Dental Sciences (DSCDS), Bengaluru is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the act DSCDS has constituted a committee called "Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace." The following policy has been made keeping in mind the above facts.

II. Objectives

The objectives of the Internal Complaint Committee is to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at the institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.


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III. Code of conduct for work place

Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the well being of all women employees at the work place the following code of conduct has been prescribed:-

1. It shall be the duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place.
2. Sexual harassment will include such unwelcome sexually determined behaviour by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:

Behaviour that constitute sexual harassment at the workplace:

- Making sexually suggestive remarks or innuendos.
- Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
- Offensive comments or jokes.
- Inappropriate questions, suggestions or remarks about a person's sex life.
- Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
- Intimidation, threats, blackmail around sexual favours.
- Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
- Unwelcome social invitations, with sexual overtones commonly understood as flirting.
- Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
- Physical contact such as touching or pinching.
- Caressing, kissing or fondling someone against her will (could be considered assault).
- Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- Persistently asking someone out, despite being turned down.
- Stalking an individual.
- Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
- Falsely accusing and undermining a person behind closed doors for sexual favours.
- Controlling a person's reputation by rumour-mongering about her private life.


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also apply to service providers and outsiders who may be within the territory of the DSCDS at time of commission of the act coming under the purview of the policy.

1. The policy would apply not only inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized by DSCDS, interviews/meeting with outside people and any other activity organized by DSCDS outside the campus including the period of travelling for such activity).
2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:
 - By a student against a member of the academic or non-teaching staff or a co-student or by a member of the academic or non-teaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
 - By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

In the above, the following definitions will apply:

Members of the IIPS include faculty (permanent and temporary), staff (permanent and temporary), research scholars/students (full time and part time) and any other visitors.

- **Faculty** refers to any person or the staff of the Institute who is appointed to a faculty position, whether full time/temporary/ad-hoc/ part-time/ visiting/ honorary or on special duty /deputation and shall also include faculty employed on a casual or project basis.
- **Staff** refers to any person in the Institute who is not included in the category of faculty. It shall also include contract workers and daily wagers.
- **Research scholars** refers to PhD scholars (full time and Part time).
- **Students** of the Institute include all BDS, MDS students.
- **Any other visitor** refers to any person visiting library / faculty members / any other place in campus; or appearing /participating in interview/ entrance tests /seminars/ workshops/conferences.
- **Campus** refers to all places of work and residence within the institute territory. It includes all administrative section, academic section, library & computer centre, project offices as well as hostel & mess, security cabin and public places, etc. within the DSCDS campus.

In order to implement the policy, a committee shall be appointed whose composition and mandate would be as described below.


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Behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

- Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
- Exclusion from group activities or assignments without a valid reason.
- Statements damaging a person's reputation or career.
- Removing areas of responsibility, unjustifiably.
- Inappropriately giving too little or too much work.
- Constantly overruling authority without just cause.
- Unjustifiably monitoring everything that is done.
- Blaming an individual constantly for errors without just cause.
- Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
- Insults or humiliations, repeated attempts to exclude or isolate a person.
- Systematically interfering with normal work conditions, sabotaging places or instruments of work.
- Humiliating a person in front of colleagues, engaging in smear campaigns.
- Arbitrarily taking disciplinary action against an employee.
- Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Behaviours that may not constitute sexual harassment:

- Following-up on work absences.
- Requiring performance to job standards.
- The normal exercise of management rights.
- Work-related stress e.g. meeting deadlines or quality standards.
- Conditions of works.
- Constructive feedback about the work mistake and not the person.

Forms of workplace sexual harassment

Generally workplace sexual harassment refers to two common forms of inappropriate behaviour:

- Quid Pro Quo (literally 'this for that') - Implied or explicit promise of preferential/detrimental treatment in employment - Implied or express threat about her present or future employment status
- Hostile Work Environment - Creating a hostile, intimidating or an offensive work environment - Humiliating treatment likely to affect her health or safety

IV. Jurisdiction

The policy and the rules & regulations would apply to all students, faculty and non-teaching staffs on active roles of DSCDS. The policy and the rules & regulations would


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V. Constitution of the Internal Committee

The Committee shall consist of following nine members, who shall be appointed by the Principal as under, namely:

1. A senior female Faculty member from the Institute, as the Chair person
2. Two faculty members (one female and one male)
3. Two staff members (one female and one male from Group 'B' & 'C')
4. Three student members - BDS, MDS, PhD (two females and one male)
5. One external female member (preferably lawyer by profession or from NGO committed to the cause of women or familiar with issues related to sexual harassment)
6. At least one of the members shall be a woman belonging to the scheduled castes or the scheduled tribes or the other backward classes or minority community notified by the Central Government, from time to time
7. The term of each member shall be of three years
8. The previous committee members will continue till the new committee is constituted at the end of three years term

VI. Disqualification

No person shall be appointed or continue to be a member of the Committee, if he/she is

1. Declared insolvent by the competent Court;
2. Lunatic or a person of unsound mind;
3. Convicted for an offence involving moral turpitude;
4. Involved in a misconduct amounting to immoral trafficking;
5. Convicted in any criminal offence/s;
6. Facing any inquiry relating to sexual harassment or found guilty of sexual harassment; punished for any misbehaviour or misconduct.

VII. Statutory Status

The Internal Committee to Prevent Sexual Harassment of Women at the Workplace is empowered to carry out the mandate of the policy and has statutory power as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

1. Summoning and enforcing the attendance of any person (COMPLAINANT /COMPLAINEE /WITNESS) and examining him/her on OATH and recording the statements
2. Requiring the discovery and production of valid documents
3. Any other matter which may be prescribed


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VIII. Power and Duties of the Committee:

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g. predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee.

A. Preventive

To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace. To publicise the policy and details of committee members in English, Kannada and Hindi widely, especially through notice boards and on the website.

B. Gender Sensitization

Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity. Sensitization and awareness will be a basic function of the committee formed. This can be achieved by means of seminars workshops, discussions etc.

C. Remedial

1. The mechanism for registering complaints should be safe, accessible, and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
3. To recommend disciplinary action for any complaint registered with the committee after the enquiry to the Principal/administration/or concerned authorities and to follow-up the action and monitor the same
4. To recommend to the institute to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
5. To recommend the institute to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
6. To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim if she so desires.


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Working Rules of ICC

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the rules framed there under, the institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing. Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
5. The committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
6. The committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.


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8. The committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
9. If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
10. The committee may direct the concerned to ensure the safety and protection of the aggrieved woman if and when required.
11. As an interim measure, ICC may recommend -
 - a) The transfer of the aggrieved woman or the respondent to another section or department as deemed fit by the committee.
 - b) Grant leave to the aggrieved woman up to a period of three months or restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - c) Grant such other relief to the aggrieved woman as the case may require.
12. The committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
13. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
14. The committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
15. The committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
16. The committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
17. The committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
18. The committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
19. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

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20. The committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
21. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
22. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the committee. However, if the committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the committee shall adjourn that particular meeting of the committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
23. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
24. If the aggrieved woman desires to tender any documents by way of evidence, the committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the committee shall supply true copies of such documents to the aggrieved woman.
25. In the event the committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the committee.
26. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the committee only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.


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27. The respondent/aggrieved woman may submit to the committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
28. Amicus Curie can be called for helping the committee if and when required.
29. After concluding its investigation, the committee shall submit a detailed reasoned report to the Institute.
30. If the committee finds no merit in the allegations, it shall report to the institute.
31. In the event the committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:
- a. A written apology
 - b. Warning
 - c. Reprimand or censure
 - d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Undergoing a counselling session
 - g. Carrying out of community service
 - h. Terminating the respondent from service
 - i. Any other punishment according to the service rules applicable to the respondent
32. When the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the institute to take action against such falsification.
33. Nothing precludes the institute authority from taking cognisance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate institute authorities.
34. If the allegation(s) is/are proved against the respondent, the committee may direct the institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:
- i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
 - ii. The loss of career opportunity due to the incident of sexual harassment.
 - iii. Medical expenses incurred by the victim for physical or psychiatric treatment
 - iv. The income and financial status of the respondent

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- v. Feasibility of such payment in lump sum or in instalments
35. The institute authorities will file a compliance report to the committee within 30 days of issuance of such recommendation.
36. ICC shall have the necessary powers to take suo motu notice of incidents of sexual harassment and/or gender injustice in the institute campus and act against the same in such manner as it deems appropriate.
37. The identity of the aggrieved woman, respondent, witnesses and proceedings of the committee and its recommendations and the action taken by the institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
38. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
39. The aggrieved woman or respondent may prefer an appeal to the competent authority.

***Punishment for false or malicious complaint and False Evidence**

Where the Internal committee of the campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the competent authority, to take action against the woman or the person who has made the complaint under, sub-section (2) of section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed.

Work Flow at a glance

Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyse all the facts to develop reasoning
- Arrive at the findings


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- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping

Timelines as per the Act

- **Submission of Complaint:** Within 3 months of the last incident
- **Notice to the Respondent:** Within 7 days of receiving copy of the complaint
- **Completion of Inquiry:** Within 90 days
- **Submission of Report by ICC to employer:** Within 10 days of completion of the inquiry
- **Implementation of Recommendations:** Within 60 days
- **Appeal:** Within 90 days of the recommendations

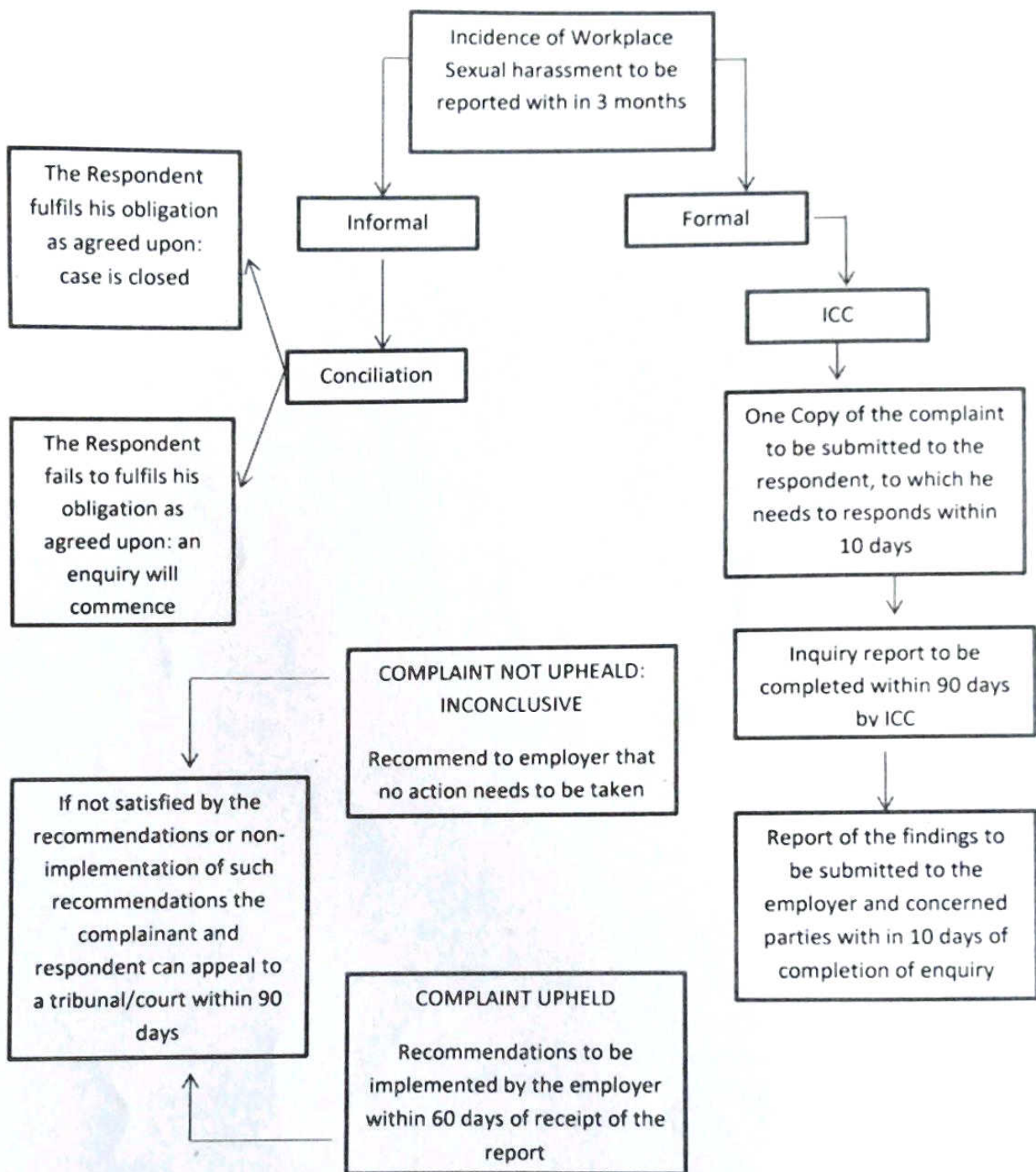
To report complaint

Mail to icc@dscds.edu.in

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Flow Chat of inquiry process



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November 15, 2017

Internal Complaints Committee

The Internal Complaint Committee (ICC) has been constituted to provide protection for women against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment at Dayananda Sagar College of Dental Sciences. The committee will have a tenure of 1 year. The committee will meet as and when required in case of any complaints. The composition of the committee is as follows:

S no.	Constitution	Name	Contact No.	Designation
1.	Presiding officer	Dr. Savita AM – Prof & HOD of Periodontics	9845433660	Chairperson
2.	Two Teaching Faculty	Dr. Shobha ES – Prof & HOD of Oral Surgery	9844035470	Member Secretary
		Dr. Pallavi N – Sr. Lecturer of Periodontics	9845609238	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Priyanka R – Dental Hygienist	9901024283	Member
4.	Student Members	Dr. Sharmada BK – Research Scholar	9743216677	Member
		Dr. Aparna K – 1 st Year PG Student	6362799107	Member
		Mr. Parikeerthan – 2 nd BDS student	7892021589	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Sri. Subramanya Prasad- Advocate	9741771679	

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November 16, 2018

Internal Complaints Committee

The Internal Complaint Committee (ICC) has been constituted to provide protection for women against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment at Dayananda Sagar College of Dental Sciences. The committee will have a tenure of 3 years. The committee will meet as and when required in case of any complaints. The composition of the committee is as follows:

S no.	Constitution	Name	Contact No.	Designation
1.	Presiding officer	Dr. Savita AM – Prof & HOD of Periodontics	9845433660	Chairperson
2.	Two Teaching Faculty	Dr. Nagesh.L – Prof & HOD of Public Health Dentistry	9844035470	Member Secretary
		Dr. Pallavi N – Sr. Lecturer of Periodontics	9845609238	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Priyanka R – Dental Hygienist	9901024283	Member
4.	Student Members	Dr. Sharmada BK – Research Scholar	9743216677	Member
		Dr. Prakruthi – 1 st Year PG Student	7406940737	Member
		Mr. Parikeerthan – 3 rd BDS student	7892021589	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation Sri. Subramanya Prasad- Advocate	9845331199 9741771679	External Members

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November 16, 2021

Internal Complaints Committee

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2.	Two Teaching Faculty	Dr. Nagesh.L – Prof & HOD of Public Health Dentistry	9844035470	Member Secretary
		Dr. Pallavi N – Sr. Lecturer of Periodontics	9845609238	Member
		Dr. Preeti Patil – Sr. Lecturer of Oral Medicine	9008369002	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Roopa KV – Office Assistant	9480185352	Member
4.	Student Members	Dr. Gargi S Murthy – Research Scholar	9743216677	Member
		Dr. Sindhu P – 1 st Year PG Student	7892144195	Member
		Mr. Preeti – 3 rd BDS student	7899622556	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Sri. Subramanya Prasad- Advocate	9741771679	

[Handwritten Signature]

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Bengaluru

DSCDS/Internal/00/2022/38

September 1, 2022

Internal Complaints Committee

The Internal Complaint Committee (ICC) has been reconstituted to provide protection for women against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment at Dayananda Sagar College of Dental Sciences. The committee will have a tenure of 3 years. The committee will meet as and when required in case of any complaints. The composition of the committee is as follows:

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2.	Two Teaching Faculty	Dr. Avinash J – Prof & HOD of Public Health Dentistry	9845200492	Member
		Dr. Preeti Patil – Sr. Lecturer of Oral Medicine	9008369002	Member Secretary
		Dr. Suchitra MP – Sr. Lecturer	8971797272	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Roopa KV – Office Assistant	9480185352	Member
4.	Student Members	Dr. Gargi S Murthy – Research Scholar	9743216677	Member
		Dr. Geetha V – 1 st Year PG Student	9739483453	Member
		Mr. Preeti – 3 rd BDS student	7899622556	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Sri. Subramanya Prasad- Advocate	9741771679	

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Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.



Dayananda Sagar College of Dental Sciences.
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru

DSCDS/Internal/OO/2023/041

June 16, 2023

Internal Complaints Committee

The Internal Complaint Committee (ICC) has been reconstituted to provide protection for women against sexual harassment at workplace and for the prevention and redressal of complaints of sexual harassment at Dayananda Sagar College of Dental Sciences. The committee will have a tenure of 3 years. The committee will meet as and when required in case of any complaints. The composition of the committee is as follows:

S no.	Constitution	Name	Contact No.	Designation
1.	Presiding officer	Dr. Savita AM – Prof & Associate Dean, HOD of Periodontics	9845433660	Chairperson
2.	Two Teaching Faculty	Dr. Avinash J – Prof & HOD of Public Health Dentistry	9845200492	Member
		Dr. Preeti Patil – Sr. Lecturer of Oral Medicine	9008369002	Member Secretary
		Dr. Pavithra P – Sr. Lecturer	6364354290	Member
	Two staff (Non-teaching)	Mr. Narasimha Murthy AV Librarian	9880453085	Member
		Mrs. Roopa KV – Office Assistant	9480185352	Member
4.	Student Members	Dr. Gargi S Murthy – Research Scholar	9743216677	Member
		Dr. Disha Shah – 1 st Year PG Student	9742973725	Member
		Ms. Meghana R Gaonkar – 3 rd BDS student	7338222252	Member
5.	NGO member/ Lawyer	Mrs. Divya - KVK Foundation	9845331199	External Members
		Smt. Priya Katkar - Advocate	7045415309	

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Dayananda Sagar College of Dental Sciences
Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore- 560078

DSCDS/ICC/2022-23/15

Sub: Internal Complaints committee meeting on 6-3-2023

Date and Time: 6-3-2023 at 2.30PM

Venue: Principal board room

The following member's attended the meeting

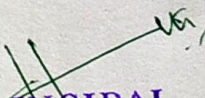
S no.	Name	Designation
1.	Dr. Savita AM – Prof & HOD of Periodontics	Chairperson
2.	Dr. Avinash J – Prof & HOD of Public Health Dentistry	Member
	Dr. Preeti Patil – Sr. Lecturer of OMR	Member Secretary
	Dr. Suchitra – Sr. Lecturer of Orthodontics	Member
3	Roopa K V- office assistant	Member
4	Dr Geetha V- 1 st yr PG	Member
5.	Mrs. Divya - KVK Foundation	External Member

Agenda and points discussed.

- The committee decided to conduct a lecture on '**Equal opportunities**' for 1st BDS students during their orientation program on 17th march 2023. The lecture would be conducted in heritage building seminar hall.
- Dr Kavita M, senior lecturer from Dept of Pedodontics would be the speaker.
- The members also reviewed for any complaints. None were recorded for till date.


Dr Preeti Patil
Member secretary


Dr Savita A M
Chairperson


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DSCDS/ICC/2023-24/16

Sub: Internal Complaints committee meeting on 17-6-2023

Date and Time: 17-6-2023 at 12.30pm

Venue: Office board room

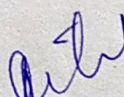
Agenda and points discussed.

1. Reconstitution of ICC committee:

The ICC committee was reconstituted and new members of the committee were welcomed and their duties were briefed. The details of the new committee member are listed below.

2. There were no complaints received by the committee

Sl no		Name
1	Presiding officer/ Chairperson	Dr Savita AM
2	Teaching Faculty	Dr Avinash J Dr Preeti Patil(Member secretary) Dr Pavitra Prabhakar
3	Non teaching faculty	Ms Roopa KV Mr Narasimhamurthy
4	Student members	Dr Gargi Murthy Dr Disha Shah Dr Meghana Gaonkar
5	NGO members	Mrs Divya K V K foundation
6	Lawyer	Priya K


Dr Preeti Patil
Member secretary


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Dr Savita A M
Chairperson



Dayananda Sagar College of Dental Sciences
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DSCDS/ICC/2023-24/17

Sub: Internal Complaints committee meeting on 27-10-2023

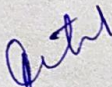
Date and Time: 27-10-2023 at 12.30pm

Venue: Office board room

Agenda and points discussed.

- ICC decided to conduct a talk on '**Gender Sensitization**' for the PG students during PG Orientation program on 3/11/2023
- The lecture would be taken by Dr Preeti Patil, Member Secretary of ICC committee.
- Following members attended the meeting:

Sl no		Name
1	Presiding officer/ Chairperson	Dr Savita AM
2	Teaching Faculty	Dr Avinash J Dr Preeti Patil(Member secretary) Dr Pavitra Prabhakar
3	Student members	Dr Disha Shah Dr Meghana Gaonkar
4	NGO members	Mrs Divya K V K foundation


Dr Preeti Patil
Member secretary


Dr Savita A M
Chairperson


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Bangalore



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Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore- 560078

DSCDS/ICC/2022-23/14

Sub: Internal Complaints committee meeting on 25-2-2023

Date and Time: 25-2-2023 at 11.30AM

Venue: Principal board room

The following member's attended the meeting

S no.	Name	Designation
1.	Dr. Savita AM – Prof & HOD of Periodontics	Chairperson
2.	Dr. Avinash J – Prof & HOD of Public Health Dentistry	Member
	Dr. Preeti Patil – Sr. Lecturer of OMR	Member Secretary
	Dr. Suchitra – Sr. Lecturer of Orthodontics	Member
3	Roopa K V- office assistant	Member
4	Dr Geetha V- 1 st yr PG	Member
5.	Mrs. Divya - KVK Foundation	External Member

Agenda and points discussed.

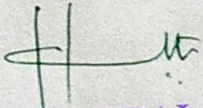
1. Planning of International Women's Day 2023 in the month of March:

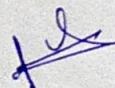
The ICC committee decided to conduct Workshop on 'Self-defence for Women' for all the female faculty and students of DSCDS on the occasion of International Women's Day 2023. It was decided to call Dr Shobha Rani VJ, IPS, Superintendent of Police, BMTF as the chief guest for the day.

It was finalized to call as Resource Person for the self defence workshop Dr Praveen Ranka and Dr Shashikala V from 'The Martial Arts Trust'. The workshop would be conducted in Architecture building hall on March 24th 2023.

2. The members also reviewed for any complaints. None were received till date.


Dr Preeti Patil
Member secretary


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Dr Savita A M
Chairperson



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DSCDS/ICC/2023-24/18

Sub: Internal Complaints committee meeting on 10-11-2023

Date and Time: 10-11-2023 at 11.30am

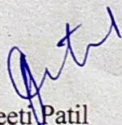
Venue: Office board room

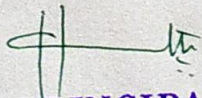
Agenda and points discussed.

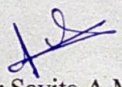
- ICC along with YWCA, Bangalore decided to conduct an awareness program on 'Sustainable Menstruation' for all the female students and teaching & non-teaching faculty on 21/11/2023
- Mrs Shobha Rander, who is an influencer, would be called for the speaker for the talk.
- The program would be conducted in heritage building seminar hall in the afternoon.
- The members also reviewed for any complaints. There were no complaints received.

Following members attended the meeting:

Sl no		Name
1	Presiding officer/ Chairperson	Dr Savita AM
2	Teaching Faculty	Dr Avinash J Dr Preeti Patil(Member secretary) Dr Pavitra Prabhakar
3	Student members	Dr Disha Shah Dr Meghana Gaonkar
4	NGO members	Mrs Divya K V K foundation


Dr Preeti Patil
Member secretary


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Dr Savita A M
Chairperson



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DSCDS/ICC/2023-24/19

Sub: Internal Complaints committee meeting on 26-2-2024

Date and Time: 26-2-2024 at 12.00pm

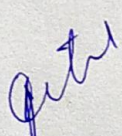
Venue: Dept of Periodontics

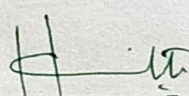
Agenda and points discussed.

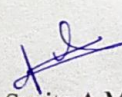
- ICC committee decided to conduct a program on International Women's Day 2024 on the topic '**Way to wealth- route 888**' for all its faculty and students on 9th March 2024 to help them become financially independent.
- The committee decided to call Mrs. Varalakshmi Balaji, Chartered Accountant Co-Founder, Qleaps Ventures & Advisors, Child esteem development coach and a Stock market research analyst as guest speaker.
- It was decided to conduct the program in heritage building seminar hall.

Following members attended the meeting:

Sl no		Name
1	Presiding officer/ Chairperson	Dr Savita AM
2	Teaching Faculty	Dr Avinash J Dr Preeti Patil(Member secretary) Dr Pavitra Prabhakar
3	Student members	Dr Disha Shah Dr Meghana Gaonkar


Dr Preeti Patil
Member secretary


PRINCIPAL
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Bangalore - 560 078


Dr Savita A M
Chairperson



Dayananda Sagar College of Dental Sciences
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DSCDS/ICC/2024/20

Sub: Internal Complaints committee meeting on 18-6-2024

Date and Time: 18-6-2024 at 12.00pm

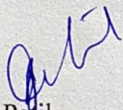
Venue: Dept of Periodontics

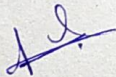
Agenda and points discussed.

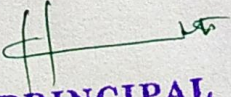
- ICC committee in association with Campus Konnect decided to conduct a program on Personality development for all its faculty and students on 22nd June 2024. It was decided to call Ms Shilpa Narayan from Teach India to give the talk.

Following members attended the meeting:

Sl no		Name
1	Chairperson	Dr Savita AM
2	Teaching Faculty	Dr Avinash J Dr Preeti Patil Dr Pavitra Prabhakar
3	Student members	Dr Disha Shah Dr Meghana Gaonkar


Dr Preeti Patil
Member secretary


Dr Savita A M
Chairperson


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Dayananda Sagar College of Dental Sciences

Policy Document

w.e.f July 2018

Welfare measures for Teaching and Non-teaching Staff


PRINCIPAL
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Bangalore - 560 033.



Dayananda Sagar College of Dental Sciences,
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru

FACULTY WELFARE POLICIES

Sl. No.	Description	Page. No.
1.	Leave policy	1
	• Casual leave	1
	• OOD / Special casual leave	1
	• Earned leave	1
	• Sick leave	1
	• Maternity leave	1
2	Policy for gratuity	2
3	Policy for EPF (Provident Fund)	2
4	Health benefits policy	2
5	Policy against sexual harassment of women at work place	2
6	ESI scheme	2
7	Policy for recognition of faculty for achievements	2

PRINCIPAL

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Kumaraswamy Layout,
Bangalore - 560 078.

Leave policy

Eligible employees have to follow the guidelines as per service rules, DSCDS before proceeding on any type of leave. For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

Casual leave

- Till the completion of one year of service CL @ 1 day per month will be carried forward.
- After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.

OOD /Special casual leave

Faculty members are granted OOD/ special casual leave for around 15 days annually to participate in FDPs, conferences, seminars and other value-added programs, examinership, Inspections.

Earned leave

- 20 days of earned leave can be availed annually.
- To avail earned leave, an employee must have completed one year of service, out of which at least he or she should have actually attended 260 days.
- Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.

Sick leave

- Employees are entitled sick leave of 10days per annum.
- Sick leave can be availed subject to the production of valid medical documents like admission/discharge/fitness certificate from a reputed hospital/nursing home. If not availed, this will be added to the earned leave.

Maternity leave

- Married lady employee who confirmed into grade, are only eligible.
- Maximum period of leave is 135 days (including all intermediate holidays and vacations) of which 90 days is paid leave.


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Bangalore - 560 078.

Policy for gratuity

- All those working continuously without break and on full-time basis for five (5) years are eligible for gratuity. The same is not payable to probationers, temporary for a particular period, part-timers, guest, reemployed and those on contract.
- For teaching employee, norms similar to KCSR gratuity norms is followed amended from time to time.
- For all others: As per Gratuity act, amended from time to time.

Policy for EPF (Provident fund)

All eligible employees as per statute are eligible for management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the Management share.

Policy for health benefits

A full-fledged medical and dental hospital is located within the campus with concession benefits for investigations and treatments.

Policy against sexual harassment of women at work place

Institution has a well-placed policy against sexual harassment of women at work place as per the Supreme court of India directive and sexual harassment of women at workplace (prevention, prohibition and redressal) Act 2013 with an actively functioning internal complaints committee and ensures a safe working environment for women.

ESI scheme

According to ESI Act 1948 that encompasses certain health related benefits are included for employees with less than Rs 21,000/- month salary

Policy for recognition

Faculty members are acknowledged for taking up positions in various forums, their outstanding contribution to various state & national organizations are conferred a certificate of appreciation.


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Dayananda Sagar College of Dental Sciences

Policy Document

Revised w.e.f August 2021

Welfare measures for Teaching and Non-teaching Staff


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Dayananda Sagar College of Dental Sciences
Kumaraśwamy Layout,
Bangalore - 560 078.



Dayananda Sagar College of Dental Sciences,
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru

FACULTY WELFARE POLICIES

Sl. No.	Description	Page. No.
1.	Leave policy	1
	• Casual leave	1
	• OOD / Special casual leave	1
	• Earned leave	1
	• Sick leave	1
	• Maternity leave	1
2	Policy for financial assistance	1
3	Policy for gratuity	2
4	Policy for EPF (Provident Fund)	2
5	Health benefits policy	2
6	Policy against sexual harassment of women at work place	2
7	ESI scheme	2
8	Policy for recognition of faculty for achievements	2


PRINCIPAL
Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.

Leave policy

Eligible employees have to follow the guidelines as per Service rules, DSCDS before proceeding on any type of leave. For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

Casual leave

- Till the completion of one year of service CL @ 1 day per month will be carried forward.
- After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.

OOD /Special casual leave

Faculty members are granted OOD/ special casual leave for around 15 days annually to participate in FDPs, conferences, seminars and other value-added programs, examinership and inspections.

Earned leave

- 20 days of earned leave can be availed annually.
- To avail earned leave, an employee must have completed one year of service, out of which at least he or she should have actually attended 260 days.
- Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.

Sick leave

- Employees are entitled sick leave of 10days per annum.
- Sick leave can be availed subject to the production of valid medical documents like admission/discharge/fitness certificate from a reputed hospital/nursing home. If not availed, this will be added to the earned leave.

Maternity leave

- Married lady employee who confirmed into grade, are only eligible.
- Leaves will be according to the norms of government/ statutory bodies.

Policy for financial assistance

- **Scientific publications:** Faculty members are provided with financial assistance towards publications in reputed/refereed journals.
- **National/International conferences:** Reimbursement of conference registration amount to the faculty for presenting poster/ papers at National/ International conferences is provided, limited to once in two years per faculty.

Policy for gratuity

- All those working continuously without break and on full-time basis for five (5) years are eligible for gratuity. The same is not payable to probationers, temporary for a particular period, part-timers, guest, reemployed and those on contract.
- For teaching employee, norms similar to KCSR gratuity norms is followed amended from time to time.
- For all others: As per Gratuity act, amended from time to time.

Policy for EPF (provident fund)

All eligible employees as per statute are eligible for management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the management share.

Policy for health benefits

A full-fledged medical and dental hospital is located within the campus with concession benefits for investigations and treatments.

Policy against sexual harassment of women at work place

Institution has a well-placed policy against sexual harassment of women at work place as per the Supreme court of India directive and sexual harassment of women at workplace (prevention, prohibition and redressal) Act 2013 with an actively functioning Internal complaints committee and ensures a safe working environment for women.

ESI scheme

According to ESI Act 1948 that encompasses certain health related benefits are included for employees with less than Rs 21,000/- month salary.

Policy for recognition

Faculty members are acknowledged for taking up positions in various forums, their outstanding contribution to various state & national organizations such stepOne, vaccination drive, etc and are conferred a certificate of appreciation.


PRINCIPAL
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Bangalore - 560 028



Dayananda Sagar College of Dental Sciences

Policy Document

Revised w.e.f July 2022

Welfare measures for Teaching and Non-teaching Staff

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Dayananda Sagar College of Dental Sciences
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Dayananda Sagar College of Dental Sciences,
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FACULTY WELFARE POLICIES

Sl. No.	Description	Page. No.
1.	Leave policy	1
	• Casual leave	1
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	• Earned leave	1
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	• Maternity leave	1
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5	Health benefits policy	2
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7	ESI scheme	3
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PRINCIPAL
Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.

Leave policy

Eligible employees have to follow the guidelines as per Service rules, DSCDS before proceeding on any type of leave. For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

Casual leave:

- Till the completion of one year of service CL @ 1 day per month will be carried forward.
- After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.

OOD /Special casual leave:

Faculty members are granted OOD/ special casual leave for around 15 days annually to participate in FDPs, conferences, seminars and other value-added programs, examinership, inspections.

Earned leave:

- 20 days of Earned Leave can be availed annually.
- To avail Earned leave, an employee must have completed one year of service, out of which at least he or she should have actually attended 260 days.
- Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.

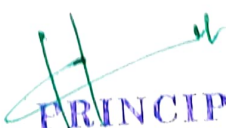
Sick leave:

- Employees are entitled Sick leave of 10 days per annum.
- Sick Leave can be availed subject to the production of valid medical documents like admission/discharge/fitness certificate from a reputed hospital/nursing home. If not availed, this will be added to the earned leave.

Maternity leave:

- Married lady Employee who confirmed into grade, are only eligible.
- Leaves will be according to the norms of government/ statutory bodies.

Paternity leave: 15 days leave can be availed.


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Policy for financial assistance

- **Scientific publications:** Faculty members are provided with financial assistance towards publications in reputed/refereed journals.
- **National/International conferences:** Reimbursement of conference registration amount to the faculty for presenting poster/ papers at National/ International conferences is provided, limited to once in two years per faculty.
- **Certificate courses/ Fellowships:** faculty members will be provided financial assistance for Certificate courses/Fellowships from recognized forums.
- **Intramural research fund:** To encourage faculty to pursue research, financial assistance by means of intra-mural funding is provided.
- **Concession in tuition fees** for children enrolled in Dayananda Sagar ICSE school is be provided for employees of DSCDS
- **Festival advance** for non-teaching staff

Policy for Gratuity

- All those working continuously without break and on Full-time basis for Five (5) years are eligible for gratuity. The same is not payable to probationers, Temporary for a particular period, part-timers, guest, Reemployed and those on contract.
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ESI scheme

According to ESI Act 1948 that encompasses certain health related benefits are included for employees with less than Rs 21,000/- month salary

Policy for recognition

Faculty members are acknowledged for taking up positions in various forums, their outstanding contribution to various state & national organizations such StepOne, vaccination drive, etc and for completion of advanced higher studies are conferred a certificate of appreciation.


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