# 1. POLICY DOCUMENT FOR RESOURCE

## MOBILISATION

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### POLICY DOCUMENT FOR RESOURCE MOBILISATION

This policy outlines the strategies and activities employed by the institution to secure new and additional financial, human, and material resources essential for its growth and sustainability.

Effective resource mobilisation is fundamental to achieving organisational sustainability. It involves not only the acquisition of new resources but also the efficient utilisation and optimisation of existing ones to support institutional goals.

#### Sources of Income

- The institution operates on a self-financed model, with the primary source of income derived from tuition fees paid by students.
- Additional revenue is generated through dental clinics and laboratory services.
- Philanthropic contributions from charitable organisations provide supplementary financial support.

#### Strategies for Additional Resource Mobilisation

- Launching fellowship programs and expanding the range of skill enhancement courses to attract more students and professionals.
- Improving revenue from dental clinics by increasing patient flow through
   awareness campaigns and the delivery of enhanced patient care services.
- Apply for research grants from government bodies (e.g., ICMR, DST, UGC).
- fundraising initiatives through a formal alumni network by organising alumni engagement events, donor drives, or sponsorship campaigns.
- Collaborate with companies that provide Corporate Social Responsibility (CSR)
   funding for research projects, instrumentation or extension activities.
- Partner with industries for joint projects or infrastructure support.

#### Strategies for Faculty Mobilisation

- Provide structured career progression paths.
- Provide opportunities for paper presentations and conference participation in national and state-level conferences.
- To attend workshops and seminars to connect with potential faculty.
- Conduct faculty development programs to support lifelong learning.
- Offer industry-aligned salaries and timely increments.

# 2.POLICY DOCUMENT FOR CONDUCTING INTERNAL EXAMINATIONS (IAE) & MID-COURSE IMPROVEMENT OF PERFORMANCE (MIP)

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## POLICY DOCUMENT FOR CONDUCTING INTERNAL EXAMINATIONS (IAE) & MID-COURSE IMPROVEMENT OF PERFORMANCE (MIP)

#### **1. SCHEDULING OF INTERNAL EXAMINATIONS**

#### a) Advance Scheduling:

The college prepares examination schedules well in advance.

#### b) Student Notification:

Students are informed of the schedules at the beginning of the academic year through the academic calendar.

#### c) **Publication Method**:

The academic calendar is published on the institutional website for easy access.

#### d) Preparation Time for Students:

This advance notice helps students plan and prepare for examinations without any surprises.

#### e) Internal Examination Standards:

Internal examinations are conducted strictly as per the university's guidelines.

#### f) Regular Scrutiny:

Examination processes are regularly monitored and scrutinised for quality and fairness.

#### g) Malpractice Prevention:

Measures are in place to prevent malpractice during examinations.

#### h) Confidentiality Maintenance:

Sealed question paper envelopes are submitted to the examination cell well in advance to ensure confidentiality.

#### i) Invigilation Assignment:

The Examination cell appoints invigilators for different subjects.

#### j) Adherence to Rules:

Invigilators are instructed to strictly follow the rules and regulations during the conduct of examinations.

#### 2. VALUATION OF PAPERS & DISTRIBUTION

- Answer sheets are sealed by the invigilators and submitted to the Examination Cell to ensure confidentiality. Sealed answer sheets are then delivered to the respective departments for evaluation.
- $\circ$  Evaluation is completed within 7–10 working days.
- Evaluated answer sheets are distributed to students after the assessment.
- Grievances or errors in valuation are addressed and resolved promptly.
- The final list of marks is displayed on the notice boards for transparency.
- Suggestions for improvement are given to students during the distribution of evaluated papers.

#### 3.MID-COURSE IMPROVEMENT OF PERFORMANCE

- 1. Remedial Classes
  - Special sessions should be conducted for students struggling in specific subjects to clarify doubts and strengthen foundational concepts.
- 2. Mentoring and Academic Counselling
  - One-on-one guidance by mentors to help students identify weaknesses and create personalised study plans
  - High-performing students should be encouraged to help low performers
  - Students should be allowed to interact with their seniors and visa-vee during the Mentor-Mentee program regarding techniques, exam preparation
- 3. Supplementary Assignments
  - Additional assignments or projects should be offered to compensate for low performance in tests or regular coursework.
- 4. Skill Development Workshops
  - Sessions on time management, stress management, study techniques, and exam preparation should be provided to improve academic habits.
- 5. Performance Review Meetings
  - Periodic reviews involving students, faculty, and parents to track progress and suggest corrective actions.
- 6. Use of Learning Management Systems (LMS)

 Access to recorded lectures, quizzes, and additional learning resources should be provided online to facilitate self-paced learning.



## 3. POLICY DOCUMENT FOR PREVENTIVE

## **IMMUNISATION**

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### POLICY DOCUMENT FOR PREVENTIVE IMMUNISATION

#### **HEPATITIS B VACCINATION POLICY**

Healthcare workers (HCWs) are at increased risk of exposure to the Hepatitis B virus (HBV). Research indicates that Anti-HBs antibody levels may decline over time, even in individuals who have been previously vaccinated. Studies reveal that approximately 30% of vaccinated HCWs have Anti-HBs titers below 10 mIU/mL, which may not provide adequate protection.

In response to this, St. Joseph Dental College has implemented a periodic Hepatitis B immunisation program to safeguard the health and well-being of its students and staff. Under applicable legislative requirements and institutional policies, Hepatitis B vaccination is mandatory for all students and employees. All three doses of the vaccine are provided free of cost to eligible individuals.

#### TARGET GROUP

- Teaching Faculty
- Undergraduate Students
- Postgraduate Students
- Interns
- Nursing Staff
- Non-Teaching Staff

#### VACCINATION PROCEDURE

- As part of the standard protocol, all First-year BDS and MDS students are offered the vaccine at the beginning of every academic year.
- The vaccination schedule includes three doses, administered at 0, 1, and 6 months.
- A religious exemption may be granted under exceptional circumstances if a student or employee objects to vaccination based on sincere religious beliefs.
   A written request must be submitted to the Principal for consideration.
- In the event of a public health emergency or disease outbreak, as declared by the Ministry of Health, religious exemptions will not be permitted.

## 4. E-GOVERNANCE POLICY

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### **E-GOVERNANCE POLICY**

#### SCOPE

The scope of this policy extends to the following areas:

- Academic Planning
- Administration
- Accounts and Finance
- Student Admission & Support
- Examinations
- Library
- ICT Infrastructure

#### **OBJECTIVES**

- E-governance will be implemented in every aspect of the institution's operations to create a more straightforward and effective system of governance.
- To promote transparency and responsibility in all college operations.
- To facilitate rapid and simple information access.
- To set up our classrooms with smart boards, projectors, desktops, laptops, and other ICT tools.
- To establish a fully automated Library.

#### ACADEMIC PLANNING

- Enhance the use of Information and Communication Technology (ICT) to create transparent, accountable, and data-driven educational environments.
- Encourage the use of digital platforms to collect feedback from stakeholders.
- Use of digital systems to allocate and balance teaching loads.
- Monitor research and academic output.
- The college will establish a website to serve as an information hub, providing details about the institution, its various activities, essential announcements, and the courses available. The college will engage a dedicated service provider or web designer to accomplish this. Additionally, the technical staff will receive training to ensure they can update the website.

#### LIBRARY

To support academic excellence, the library will be continuously updated with essential resources and new e-learning tools based on student and faculty input. The library will be equipped with an advanced Library Management System (LMS) featuring:

- A user-friendly graphical interface and Unicode support.
- Comprehensive reporting capabilities.
- Online Public Access Catalogue (OPAC) for easy search and retrieval of resources.
- Circulation module to manage lending, reminders, and member records.
- Database maintenance tools for efficient cataloguing and record-keeping.
- Access to plagiarism detection tools to promote academic integrity.
- Subscription to the affiliated health university's e-consortium, with login access and training provided to faculty and students.

#### ELECTRONIC HEALTH RECORD MANAGEMENT

- By using Electronic Health Records, the College can provide precise, current, and comprehensive patient information at the point of care. Compared to paperbased patient records, electronic health record management (EHRM) offers several benefits, including enhanced accessibility, lower costs, fewer errors, and a more refined and dependable foundation for outcome management and decision support. For this reason, separate hardware technicians will be hired.
- All clinical students, instructors, and clinic assistants will receive training on how
  to use the software quickly and correctly.
- It is necessary to implement suitable security measures to preserve the confidentiality of the transactions.
- Regular training of current employees and software updates are imperative.

#### **STUDENT ADMISSION & SUPPORT**

**Admissions:** The Admission Portal, developed by Health University, is used in an open and transparent manner for the admissions process. The university releases its prospectus, which can be found on the website along with instructions for applying. For the purpose of being admitted to the college, students must submit a separate

online application form, and the associated university will use an online application tool for this purpose.

**Examination:** The University controls the examination process; therefore, the University's e-governance policy (Medhas) should be implemented in this respect.

#### ALUMNI

To enhance our alumni relations, a distinct alumni portal will be established on the website, offering features such as registration, prominent alumni from the college, feedback, and numerous other aspects. For database management and regular updates, the alumni association will be consulted

#### INFRASTRUCTURE

The college will ensure the availability of sufficient computing resources, including:

- Desktops and printers for staff and student use.
- Multimedia equipment such as projectors in auditoriums, classrooms, and seminar halls.
- Additional tools such as scanners, networking devices, interactive whiteboards, and smart boards to enhance teaching, learning, and administrative functions.

## 5. POLICY FOR FEEDBACK ON CURRICULUM

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#### POLICY FOR FEEDBACK ON CURRICULUM

#### Introduction

Clear learning outcomes form the basis for assessing an institution's overall performance. To evaluate the quality of education provided, a robust feedback mechanism is essential. Consequently, the institution has established a policy that enables diverse stakeholders to assess academic performance through structured feedback forms.

#### Purpose and Scope

- By quickly collecting, analysing, and sharing student feedback on educational experiences, teachers can evaluate and enhance various aspects of student learning.
- Involving students and stakeholders in the continuous improvement of study
   programs by ensuring timely and meaningful feedback opportunities

#### **Stakeholders**

The following stakeholders are included in the feedback mechanism:

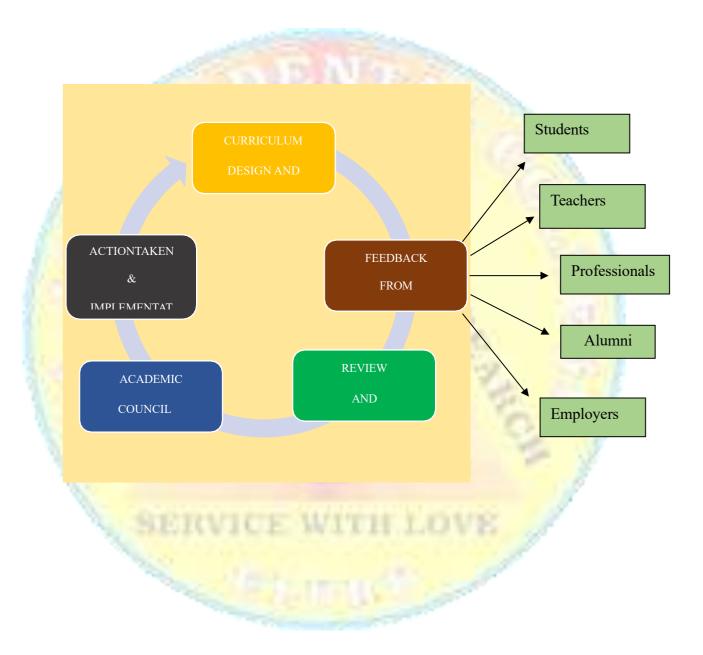
- Students
- Alumni
- Teachers
- Professionals
- Employers

#### Feedback Mechanism

Feedback on the curriculum is gathered annually from the stakeholders using a structured format. The completed forms are then analysed and submitted to the appropriate authority for further review and action.

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#### STRUCTURED FEEDBACK SYSTEM



# 6.POLICY DOCUMENT ON WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

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### POLICYDOCUMENTONWELFAREMEASURESFORTEACHINGANDN ON-TEACHING STAFF

St. Joseph Dental College (SJDC) has implemented comprehensive welfare measures for both teaching and non-teaching staff. The institution recognises that a supportive organisational environment is essential for employees to perform effectively and contribute to the achievement of institutional goals. To promote employee wellbeing and enhance their quality of life, SJDC has established a well-defined Welfare Policy.

#### **Objectives:**

The welfare schemes are designed to achieve the following objectives:

- Offer financial support to staff members during medical emergencies or other unexpected situations.
- Provide housing assistance to employees facing financial hardship.
- Ensure transportation facilities for employees commuting to and from the workplace.
- Facilitate access to recreational resources and opportunities for employees.

#### **Regulatorybody:**

The Staff Welfare Committee of the college is responsible for managing the administration of welfare programs. It is tasked with identifying staff needs, implementing appropriate welfare initiatives, and overseeing their effective execution and monitoring.

#### WELFAREMEASURESFORTEACHINGSTAFF

#### Immunisation of teaching staff

As part of staff welfare measures, employees at risk of contracting Hepatitis B due to their professional responsibilities are provided with the Hepatitis B vaccination.

#### Free Accommodation

In-campus housing is offered to select teaching staff members as a part of the college's support initiatives.

#### **Rewards & Recognition**

To motivate and acknowledge exceptional performance, the institution has a system in place to reward individual faculty members or teams who significantly contribute to the organization's goals.

#### Salaryadvance

Faculty members in need may access a salary advance facility as part of the college's financial support provisions.

#### Leave policy

All categories of staff are entitled to 40 days of leave annually. Additionally, 10 days of special leave may be granted for attending conferences. Female teaching staff are eligible for three months of maternity leave. Special leave is also approved for personal or children's marriage ceremonies.

#### **Dental treatments**

SJDC provides teaching staff with up to 100% concession on all dental treatments, excluding cosmetic and implant procedures.

#### **DentalEducationforchildren**

Children of teaching staff enrolled in BDS or MDS programs at SJDC are eligible for annual tuition fee concessions.

#### Health andfitness

SJDC offers free gym access to all teaching staff. The institution also conducts regular yoga and wellness programs to promote physical and mental well-being among faculty members. In addition, both indoor and outdoor sports facilities are available for staff use. Spiritual support is also provided on campus to foster holistic well-being.

#### Library

All staff members have access to the library resources, supporting their academic and professional development. SJDC also provides free access to Digital library and e-books.

#### Canteenand Food Centre

All faculty members have access to the mess and canteen services at subsidized rates, ensuring affordable and convenient dining options on campus.

#### FacultyDevelopmentPrograms (FDP)FinancialSupport

SJDC conducts in-house Faculty Development Programs (FDP's) annually to strengthen the clinical and technical competencies of the staff. Additionally, financial assistance is provided to faculty members for participation in conferences, workshops,

seminars, and Continuing Dental Education (CDE) programs at the state, national, and international levels.

#### **Transport facility**

Freetransportfacilityfornon-teachingstafffrompredestinedplacesisprovided. Apartfromforementionedwelfareschemestheteachingandnon-teachingstaffare provided with timely promotion, increments and incentives.

### WELFAREMEASURESFOR NON-TEACHINGSTAFF

#### PF & other insurance schemes

All non-teaching staff are entitled to welfare benefits such as the Contributory Provident Fund, gratuity, Employees' State Insurance (ESI), and other applicable insurance schemes by legal provisions.

#### Immunization of Non-teaching staff

Employees at risk of contracting Hepatitis B due to their duties are provided with the Hepatitis B vaccine as a welfare measure.

#### **FreeAccommodation**

Certain teaching staff members are offered in-campus accommodation.

#### Salaryadvance

Faculty members in need can avail themselves of the salary advance facility.

#### Leave policy

Non-teaching staff are entitled to 12 casual leaves and 12 sick leaves annually. Additionally, maternity leave for up to three months is available, and special leave is granted for personal or children's marriages.

#### Dental treatments

SJDC offers up to 100% concession on all dental treatments for teaching staff, excluding cosmetic and implant procedures.

#### DentalEducationforChildren

Children of teaching staff studying at SJDC are eligible for concessions on the annual fees for BDS and MDS courses.

Canteenand FoodCentre:

All faculty members have access to the mess and canteen services at subsidized rates, ensuring affordable and convenient dining options on campus.

#### **Health and fitness**

SJDC offers free gym access to all non-teaching staff. The institution also conducts regular yoga and wellness programs to promote physical and mental well-being among faculty members. In addition, both indoor and outdoor sports facilities are available for staff use. Spiritual support is also provided on campus to foster holistic well-being.

#### **Transport Facility**

Free transportation is provided for non-teaching staff from designated pick-up locations.

#### Additional Welfare Measures

In addition to the aforementioned welfare schemes, both teaching and non-teaching staff are assured of timely promotions, salary increments, and performance-based incentives.

#### **CONCLUSION**

The SJDC staff welfare policy reflects our strong commitment to prioritizing the overall health, development, and excellence of our staff in all aspects of their academic and professional lives.

## 7. FEE CONCESSION POLICY

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### FEE CONCESSION POLICY

#### OBJECTIVE

The Institute is committed to ensuring that financial hardship does not prevent any student from continuing their education. To achieve this, the Institute offers fee concessions to needy and underprivileged students. As an academic institution with a dual mission to fulfil its social responsibility and make higher education accessible to all, the college administration has established a process for students to apply for tuition fee concessions. This initiative allows deserving but financially disadvantaged students to receive institutional support to fulfil their academic aspirations.

#### ELIGIBILITY CRITERIA

#### **Economic Background:**

Students enrolled in any academic program from economically disadvantaged families, regardless of gender or category (General/Reserved), are eligible to apply for fee concessions. The concession is granted solely based on the student's financial situation, and approval is required from the Fee Concession Committee according to the established protocol.

#### Children of Non-Teaching Staff:

Children of non-teaching staff members of the college are automatically eligible for a fee concession. However, they can also apply for additional concessions under this policy if needed.

#### **Special Cases:**

The following students are inherently qualified for this policy:

- Students who achieve top scores in university examinations.
- Students with life-threatening and incurable illnesses.
- Students who excel in sports or cultural pursuits.
- Students who have suffered from accidents.

#### Students with Disabilities:

Students with physical disabilities automatically qualify for fee concessions under this policy.

# PROCEDURE TO APPLY FOR FEE CONCESSIONSTHROUGH THE CORRESPONDENT

- 1. Students must submit a formal written application to the Correspondent requesting a fee concession.
- 2. Students should apply and appear for an interview with the Correspondent, presenting documents supporting their economic background and academic records.
- 3. If the Correspondent is satisfied with the application, the fee concession may be granted.
- 4. The application and interview process aim to determine a fair and equitable fee that aligns with the family's financial ability to pay.
- 5. Once the fee concession is granted, students are expected to pay the agreedupon fees on time before the due date. If there is any issue with meeting the deadline, a letter of explanation must be sent to the Correspondent.
- 6. The fee concession is valid for one academic year, and students must reapply annually to receive continued fee reductions.

### PROCEDURE FOR APPLICATION FOR FEE CONCESSIONS THROUGH THE PRINCIPAL'S OFFICE

- Students must submit a completed application, along with any relevant documents, to the Principal or Head of the Institution. All documents should be duly forwarded or attested by a competent authority.
- The application will be forwarded to the Finance Committee, which will review the credentials and financial situation of the applicant.
- The Committee will discuss and make recommendations regarding the eligibility of the applicant for a tuition fee waiver. These recommendations are then forwarded to the Principal for final consideration.
- The Fee Concession Committee serves as the intermediary for all applications related to fee concessions or waivers.

#### **DISCRETIONARY AUTHORITY**

In exceptional cases, the Principal may exercise discretionary authority to grant fee waivers, ensuring the college's compassionate approach to supporting students in need.



# 8. POLICY ON FINANCIAL ASSISTANCE TO TEACHERS FOR CONFERENCE SPONSORSHIPS AND PUBLICATION

## **INCENTIVES**

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### POLICY ON FINANCIAL ASSISTANCE TO TEACHERS FOR CONFERENCE SPONSORSHIPS AND PUBLICATION INCENTIVES

#### **Policy Statement**

This policy intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to teaching faculty and encouraging them to attend conferences/workshops, etc. This would aid in sharing knowledge, fostering academic growth and increasing collaborations.

#### Policy Guidelines:

- The Institution provides registration fee (Full/Partial) for faculty members to attend conferences/workshops / FDP and Symposia to improve their intellectual capacities.
- The Institution provides additional incentives to teaching faculty by providing reimbursement towards publication charges of research papers published in SCOPUS / Pubmed / Web of Science / UGC CARE-indexed journals.

#### Procedure of Availing the Financial Support:

The faculty should submit the details in the prescribed application form to the principal for availing the reimbursement.