



**INDIRA GANDHI  
INSTITUTE OF  
DENTAL SCIENCES**

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Affiliated to Kerala University of Health Sciences, Thrissur  
Recognized by Ministry of Health and Family Welfare,  
Govt. of India & Dental Council of India, New Delhi

## **CODE OF CONDUCT FOR STUDENTS**



INDIRA GANDHI  
INSTITUTE OF  
DENTAL SCIENCES

Academic  
Calendar  
2022-'23



Dr. Sanu Tom Abraham, MDS  
PRINCIPAL  
Indira Gandhi Institute of Dental Sciences  
Nellikuzhi P.O., Kothamangalam  
Kerala-686691



## ...Important Telephone Numbers...

1.	Dental College	9605400034, 9847478700
2.	Polytechnic & Engineering College	9072330510
3.	Arts College	8281791384
4.	KMP College of Pharmacy	9048122228
5.	KMP Polytechnic College	9072212206
6.	Office - IGIDS	9847478700
7.	IGIDS - Clinic Registration	9605400034, 35
8.	KUHS	0487 2206770- 6790
9.	M.G. University	0481 2731050, 2731065
10.	Hostel Warden Mrs. Mariam T.V.	9947925455
11.	Police Station	2862328, 9497980473
12.	Fire Station	0485 2822420
13.	Railway Station, Aluva	0484 2630141
14.	Railway Station, Ernakulam Town	0484 2390920
15.	Railway Station, Ernakulam Jn.	0484 2376131
16.	Cochin International Airport	0484 2610115/2611322
17.	KSRTC Kothamangalam	0485 2862202
18.	Hotel - Mariya	0485 2822015
19.	Hotel - Kavery	0485 2862847, 2250070
20.	Govt. Hospital	0485 2822603
21.	MBMM Hospital	0485 2522963
22.	KSEB, Kothamangalam	0485 2822313
23.	SBI, Kothamangalam	0485 2822234
24.	Academic Queries	9847478700
25.	Fee Enquiry	9605400034, 35

## ...Aims and Objectives of BDS Course...

**AIMS:**

To create a graduate in Dental Science who has adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues. The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country.

**OBJECTIVES:**

The objectives are dealt under three headings namely (a) knowledge and understanding (b) skills and (c) attitudes.

**(a) Knowledge and understanding**

The student should acquire the following during the period of training.

1. Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and should be able to evaluate and analyze scientifically various established facts and data.
2. Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.
3. Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry.
4. Adequate clinical experience required for general dental practice
5. Adequate knowledge of biological function and behavior of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.

**(b) Skills**

A graduate should be able to demonstrate the following skills necessary for practice of dentistry:



1. Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.
2. Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.
3. Possess skill to carry out required investigative procedures and ability to interpret laboratory findings.
4. Promote oral health and help to prevent oral diseases wherever possible.
5. Competent in control of pain and anxiety during dental treatment.

#### (c) Attitudes

A graduate should develop during the training period the following attitudes.

1. Willing to apply current knowledge of dentistry in the best interest of the patients and the community.
2. Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.
3. Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.
4. Willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.
5. To help and to participate in the implementation of national health programmes.

### ... MENTOR MENTEE GUIDELINES...

Mentoring is a valuable strategy to provide students with the emotional and academic support. This is needed to achieve the goals of the institution. Mentoring program is conducted to help the students to strengthen their various capabilities and build better personal relationship between faculty and students.

#### General guidelines

- Identification of students who lack in their preclinical and clinical work is done by the respective staff in the department and will be informed to the mentor. If required professional counseling sessions will be organized by the mentor.

- All the leave forms should be approved through the mentor and forwarded to HOD/ Principal, so that mentor will be able to identify the frequent absentees. If needed the mentor will communicate about the same with parents. This will help to increase the over all attendance of the ward.
- Mentor should meet their allotted mentees on the second week of every month and the report of the same should be forwarded to the principal.

#### Duties of Mentor

- Take the initiative in the relationship but allow the mentee to take responsibility for their growth and development, and career planning.
- Commits to a meeting with the mentee on a regular basis (not normally during the mentee's work time)
- Actively listen to mentee
- Provides frank, honest and constructive feedback
- Maintains confidentiality.
- Recognizes and works through conflicts in caring ways, invites maintain discussion on difference with the mentee and arrange for a third party to assist, if necessary.
- Maintain a professional relationship.

#### Duties of a Mentee

- Respond to mentor's request meet
- Share information about your background, needs, values and your aspirations.
- Discuss goals to achieve your needs and aspirations.
- Set goals for yourself and follow through on them. Don't be afraid to raise your expectations or redefine your goals as part of the ongoing process
- With your mentor, decide what steps will need to be taken to achieve your goals
- Remember to both listen and talk.
- Be respective to feed back and coaching
- Feedback should be perceived as an opportunity for growth.
- Encourage the weak students to perform well by the special care towards them
- Maintain a log book and update regularly.



### ...Rules and discipline to be followed in college...

- Strict discipline need to be followed within and outside the campus.
- Students are requested not to leave the campus during working hours without prior permission
- Use of intoxicating materials / smoking is strictly prohibited in the campus.
- Use of Mobile phones by the students with in the college premises is strictly prohibited.
- Any student involved/ accused in criminal cases or any police cases will be restricted from extra-curricular/ co-curricular activities.

#### **Rules pertaining to college discipline with focus on dress code, department timings, leave protocol, mobile phone usage, code of conduct**

##### **1. Dress code:**

The committee decided to formulate the revised elaborate guidelines regarding the dress code of male and female students and interns. The guidelines are as follows:

- 1.1. The college has specific dress code.
- 1.2. The dress code is to ensure that the students and interns should dress in a way, which suits the noble profession.
- 1.3. Students are expected to adhere to prescribed dress code while attending College, lectures, Clinics, labs, examinations, or any formal functions of the institute. They should be well groomed and decently dressed always.
  - 1.3.1. Dress code for males
    - 1.3.1a Hair must be groomed well
    - 1.3.1b Face must be neatly shaven.
    - 1.3.1c Full or half sleeve formal shirts and full-length pants to be worn.
    - 1.3.1d First button of the shirt must not be left open.
    - 1.3.1e No bracelets/watches/rings should be worn while treating patients.
    - 1.3.1f Formal, neatly polished shoes and socks are permitted. No slippers should be worn.

1.3.1g Jeans/Shorts/Casual wear/T-Shirt are not permitted.

1.3.1h Nails should be cut and kept clean

1.3.2. Dress code for females

1.3.2a Hair should not be left loose but should be well groomed and put up. Head caps need to be worn while treating patients.

1.3.2b Salwar or churidhar tops and full length bottom wear permitted.

1.3.2c Sleeveless tops/ Jeans / Shorts / T-Shirts are prohibited.

1.3.2d No bracelets/bangles/watches/rings/flowers should be worn while treating patients.

1.3.2e Nails should be cut and kept clean

1.3.2f Formal footwear permitted

1.3.3. Apron and scrub hygiene

1.3.1a All students and interns must wear apron/scrub inside the college premises.

1.3.1b The apron/scrub should be clean and neatly ironed.

1.3.1c The apron/scrub must be washed regularly and maintained neatly.

1.3.1d The aprons must be worn during all times except for theory examinations.

1.3.4. Students not adhering to the above guidelines will not be permitted in classes/laboratories/clinics.

1.3.5. Any special permission/relaxation pertaining to dress code shall be addressed to the Chairperson, Disciplinary committee through the mentor and the respective Head of the Department for consideration only under genuine circumstances.

## 2. Department timings

All students and interns are strictly instructed to abide by the college/department timings throughout their course.

2.1. All students/interns are instructed to report to the lectures/clinics/laboratories at the specified time without any delay.

2.2. A break time not exceeding 20 minutes per person per day during the clinical postings is permissible on permission from the concerned faculty. The break can be availed only once during a day.

2.3. All movements outside the department for any purpose needs to be entered in the movement register maintained in each department. The movement register must include the name of the student/intern, exit



time, entry time, purpose, signature of student/intern and the signature of the faculty.

- 2.4. An unauthorized absence exceeding 20 minutes will be considered as half day leave.

### **3. Leave protocol**

- 3.1. Apart from the official leave no leave will be granted on the college days except on genuine grounds
- 3.2. Leaves are to be taken with prior permission of the concerned department faculty.
- 3.3. Unauthorised absence other than for emergency reasons not permitted and will be liable for appropriate disciplinary action.
- 3.4. All leave requests with supporting documents are to be forwarded through the respective mentor to the concerned head of the department/s or department in-charge/s and then to the Principal for sanction.

### **4. Use of mobile phones**

- 4.1. Mobile phone usage is banned in the institutional premises.
- 4.2. Mobile phones can be used only under the directions of the faculty or with prior permission for genuine reasons.
- 4.3. Unauthorised usage of phones will result in confiscation of the mobile phone by the office and will be liable for appropriate disciplinary action. The phone will be returned only upon receiving a written apology letter from the parent/guardian regarding the unauthorised usage.

### **5. Action against usage and possession of intoxicating materials**

- 5.1. The students are strictly instructed to refrain from possession or usage of banned and intoxicating substances.
- 5.2. The disciplinary committee has the power to question the student/intern or inspect their premises in case of suspicious circumstances.
- 5.3. Any accused or convicted students/interns will not be permitted to involve in any activities pertaining to the institution.

### **Functioning of disciplinary committee**

All discipline related actions will be taken by the disciplinary committee.

All discipline related issues that cannot be addressed at the department

level can be forwarded to the discipline committee for redressal.

The discipline committee will routinely meet once every 3 months.

● **Attendance requirement shall be as follows:**

- a. 80% in theory and 80% in Practical/clinical, in each subject in each year. (Candidates should satisfy this attendance requirement by physical presence in all the subjects for which university examination is held for the year of study. Leave even on medical grounds including maternity leave will not be counted for attendance.)
- b. In case of subjects in which the instructional programme extend through more than one academic year and when there is no university examination in the subject for a particular year (i.e. non-exam going subjects), the attendance requirement shall not be less than 70% in Lectures and Practical/ Clinical in the non-exam year. However, at the time of appearing for the professional examination in the subject, the candidate should satisfy the condition specified in (a).
- c. Failed candidates shall put in a minimum of 75% attendance and the subjects of failure to be eligible to appear for the subsequent examination.
- d. In case of unaccounted illness or other contingencies, if a candidate cannot satisfy the condition specified in (a) and if the attendance % is not less than 75%, then he/she can apply for a condonation, once during the entire course of study (ie 4½ years).
- e. **Attendance for all examinations are mandatory and no requests will be entertained under any circumstances.**
- f. Internal examinations once fixed will not be changed at any circumstances.
- g. If any holiday or harthal falls on a date of examination, that examination will be conducted on the very next day of the last examination.

● **The students will be evaluated by**

**Internal Assessment Examinations**

The internal assessment examination will be held at least 3 times in a particular year with the third as the model examination. The average of the marks scored in the model examination and best of the first and second internals will be sent to the university as the final internal assessment marks.



### University Examinations

University Examination will be conducted by the university at the end of the specified academic year.

- Malpractice of any kind with regard to Examination, Practical & Clinical records or anything of that sort will attract fine, along with debarring from internal/university examinations or expulsion from the institution and it may even attract prosecution under criminal law.
- For list of books, instruments and materials please consult the concerned departments
- It is compulsory for the students to take prior permission before taking leave from classes. Leave without prior permission from the concerned authorities will attract fine (refer leave rules).
- If a student is failing to report back to the respective class/ department on the starting day he/she will have to reregister, by giving a fine of Rs.2500/-
- All students are requested to adhere to the rules and regulations of the college. Indiscipline/ Misbehaviors will attract disciplinary action.
- Any incidence of Ragging / Misbehaviour should be reported to the concerned authorities.(refer anti-ragging committee page)
- It is mandatory for all students to go through the NOTICE BOARDS regularly for periodic notifications/ circulars.
- Strict discipline needs to be followed within and outside the campus.
- Students are requested not to leave the campus during working hours without prior permission.
- Library facilities are available on all working days. It is advisable for the students to use the library facilities to the maximum.
- **Certificates**

Necessary number of photostat copies of all original certificates need to be taken and kept in hand before submitting original certificates in the college office. Request for issuing originals for taking photostat copies will not be entertained in the office and in unavoidable circumstances Rs.250/- (Rupees two hundred and fifty only) will be levied for temporary release of certificates. Any delayed return will attract a minimum fine of Rs.500/- (Rupees five hundred only) for 10 days and additional fine of Rs. 20/day will be levied there after.

### ● Leave Rules

There is no eligible leave for the students. For unforeseen emergencies and medical grounds leave will be granted based on leave application there after leave application should be submitted to the office of Principal with the recommendation of HOD.

**It is mandatory for parent's to register their contact no. in the office. Any correspondence to the college office should be done from the registered number only. The exclusive number for parent's correspondence is 98 47 47 87 00.**

Departments must keep a photostat copy of the sanctioned leave request form or a leave register in which enter all the details furnished in the leave application.

Students are also warned not to take leave without prior permission. Leave application should be submitted, with the remarks of warden/guardian recommendation of the head/ in-charge of department as assigned for each batch, to the Principal's office.

When leave/absent period exceed 5 days, also when leave is taken immediately before and after public holiday and weekends without prior permission a fine of Rs. 500/ day will be imposed for granting permission to attend further classes.

All students are instructed to obey the above leave rules strictly.

### V University Examination scheme

The scheme of examination for B.D.S. Course shall be divided into 1st B.D.S. examination at the end of the first, 2nd B.D.S. examination at the end of second, 3<sup>rd</sup> B.D.S. examination at the end of third and Final BDS Part I examination at the end of fourth academic year. The Final B.D.S part II examination will be held on completing six months of the fifth academic year. The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules governing the institution/University.

The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time. Any candidate who does not clear the I BDS examination completely in four attempts will not be permitted to continue the course and shall be discharged from the institution. The entire BDS course should be completed within a period of maximum 9 (double the course duration) academic years from the date of joining.



**V Compulsory rotating internship programme**

After passing the Final BDS part II Degree Examination the candidate has to undergo Compulsory Paid Rotating Internship programme for Twelve months (i.e. 365 days) in the same institution. During this period the candidates will be posted in all the clinical departments of the institution. The Degree will be awarded only after successful completion of the Internship programme. During this training period they will have to attend to the routine clinical activities of the department under the supervision of faculty members. The interns will also be posted in the Dental Casualty for attending to the emergency services of the institution and may also include rural postings.

**VI Liquidated Damages**

- a. Levying amount towards liquidated damages from candidates discontinuing their studies after last allotment of CEE

As per KEAM 2022 prospectus if a admitted student discontinue after the last allotment within one year he is liable to pay liquidated damages of Rs. 5 Lakh for BDS course irrespective of annual family income/ reservations.

- b. On discontinuance of a course after the first academic year, liquidated damages shall be collected in the following manner.

Liquidated damages shall be levied for Rs. 5 Lakh or fees for remaining years whichever is higher, irrespective of annual family income / nativity / reservation status. (CEE Prospectus - Clause 12.2.4(a)(ii)1 & 2(b)).

**..Hostel rules and regulations...**

A student pursuing his or her studies in Indira Gandhi group of institution may reside in hostel owned and maintained by Indira Gandhi group of institutions during the studentship of academic programme. Indira Gandhi group of institutions will provide hostel at its campuses.

The rules and regulations are framed to ensure that the student studying in the hostel is comfortable in conducive environment for healthy living and discipline is maintained among inmates and the hostel property is protected.

**Administration**

General administration of the hostel shall be by the hostel committee consist of the following members.

1. CEO
2. Principal
3. COO
4. Chief Warden
5. Warden

**1. Admission and termination****1.1 Admission**

Admission to a hostel is provisional and will be confirmed only after approval from the concerned Principal and payment of fees, as given below.

**1.2 Mandatory accommodation**

For all residential campuses hostel accommodation is mandatory. The hostel is treated as an extension of Indira Gandhi Group of Institutions and observance of rules and regulation of hostel is compulsory for all the students.

**1.3 Room Allotment/ Shifting**

Room allotment is done by warden in consultation with the AO. Each room can accommodate 3 to 4 students depending on the room size. Students shall not interchange their room with another student or shift to a vacant room or bed without prior intimation from the warden. The warden has the right to shift any student from his or her room to another room in the hostel. An amount of Rs.500/- would be charged for room shifting. However, students who had payed the hostel fees as single instalment at the beginning of the academic year, need not pay this amount for room shift.

**1.4 Guest Accommodation**

Guest accommodation including the mess facility will be provided for all students of Indira Gandhi Group of Institutions subject to availability of room/bed for a fixed minimal fee of Rs: 375/\*- only per day.

\*Subject to terms and conditions

**1.5 Re-allotment of Hostel Accommodation**

Provision of hostel accommodation at the time of admission does not automatically ensure its continuation in the subsequent years. Readmission need to be taken before the commencement of each academic year. Re allotment of rooms in subsequent years may be rejected to students those indulged in act of indiscipline.



### **1.6 Local Guardian**

The student needs to register details of local guardian duly signed by parent. A copy of hostel rules needs to be signed by the local Guardian/ Parent & Student. If shouldn't not having local guardian will be required to get an email from Parent for going out from hostel.

### **1.7 Safety and Personal Belongings**

Student is responsible for the safety of their valuables and it should be kept securely in the Drawer/ Suitcase/ Bag/ under lock and student should not leave mobile, ornaments or any another valuables at room. College will not be responsible for any loss.

### **1.8 Furniture and Fixtures**

The student shall not bring any extra furniture or fixtures in the room. All furniture and fixtures in the room allotted to the student must be cared properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless negligent handling. The student will also be required to pay twice the charge of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.

A) In charge of furniture fixture: Students are prohibited from changing any furniture fixture from one point or location in the hostel to another, besides a penal recovery will be imposed by the warden. Students involved in such activity may be expelled from the hostel without notice.

B) Assets in common areas or corridors: Theft or damage to hostel assets in common areas or corridors will be recovered from all students of that floor.

### **1.9 Electricity restrictions**

Electric appliances shall not be permitted in the room. The lights in the bathroom should be used only as and when necessary and shall be switched off when the bathroom is not in use. While leaving the room student should take care to switch off the lights and fan. Table lamps can be used for study purpose after light out times.

### **1.10 Water wise habit**

Using water in a wise manner in order to save it from being waste is important. To save water we have to,

1) Do not leave taps running while brushing teeth, washing cloths etc.

Clean, bountiful water is one of the most important resources around

the World. With the current world population reaching towards 7.4 billion people, our rapidly growing use of water for industry, agriculture, sanitation and drinking has led to fresh water consumption tripling over the last 50 Year. With added consideration of seasonal variability and accessibility water is often not where we need it when we need it. No matter where you are in the world, you can do your part to conserve water by both saving water from being wasted.

### **1.11 Room Checking**

The principal, hostel wardens or any other officials of Indira Gandhi group of institutions along with the security guards or warden may inspect or check the room of the student and belongings in their presence at any time of the day or night if required.

### **1.12 Use of Vehicles**

Students who have 2 Wheeler or 4 wheeler shall get due sanction from Principal or Administrative Officer by submitting a copy of registration papers and driving license for using it inside the campus. Vehicle speed is limited inside the campus; all inmates need to obey security person's directions for the same.

### **1.13 Expulsion from Hostel**

Indira Gandhi group of institution management, principals or warden reserve the right to terminate the temporary permission of students to stay in hostel for any wilful disobedience causing damage to person or property / if violate hostel rules and such inmates will be recommended for expulsion from Indira Gandhi group hostel and not any kind of hostel fee will be refunded in such cases.

### **1.14 Hostel Fee**

The hostel fee should be paid in advance for 1 year.

Part payments are allowed for financially poor students only.

If part payment opted an establishment fee may be levied additionally.

Students those who are having grant should pay the additional amount before admission.

## **2. Attendance, Timings, Leave and Visitors**

### **2.1 Attendance Register**

Attendance is taken by the warden between 06:00 PM and 06:30 PM every day, each inmate has to personally sign on the register or biometric



attendance record everyday between 06:00 PM and 06:30 PM after such prescribed time the student is not allowed to go out of the hostel. Going out and will lead to disciplinary action.

Girl's hostel will be closed at 6:00 PM.

All the inmates should reach the hostel before 6:00 PM after which the gate will be closed, the gates will reopen at 6:00 AM the next day. Latecomers will have to make an entry in the register kept in the hostel which will be informed to his/her parents or local Guardian or principal. Late coming will lead to cancellation of permission to stay in hostel and fee will not be refunded and the same shall be informed to his or her parents or local Guardian.

## 2.2 Going for outside competitions

The students are permitted to go outstation for participation in various competitions only after submitting proof and application along with the parents' consent to the jury and getting permission from the Principal.

## 2.3 Celebration of Festival and Birthdays

The student shall take prior permission of the principal or warden for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one or 2 hours preferably between 8:00 PM and 10:00 PM. There should not be any kind of discomfort to other students. Outside friends of any kind will not be allowed.

## 2.4 Identity Card

The students should always carry their identity cards provided by Indira Gandhi Group of Institutions with them when moving out of the campus so that in case of emergency or accident the Indira Gandhi group of institutions can be contacted and informed. The Students should cooperate with the security personal. Students not carrying identity card with him or her will be reported to the Principal for action.

## 2.5 Visitors

Visitors or parents are allowed to visit the student only at the visitors lobby, between 9:00 AM to 5:00 PM only. No students are allowed to take any Visitor to her or his room. Personal servant/ domestic help are not allowed inside the room. The parents should corporate with the hostel authorities and should be always available on call.

## 3. Mess and Dining Facility

### 3.1 Mess

The Hostel fee need to be paid for one year in advance at the time of admission to the hostel.

### 3.2 Mess Timings

Food as per fixed menu will be served to the inmates as per following schedule

- Breakfast 7:30 AM to 8:30 AM
- Lunch 1:00 PM to 3:00 PM
- Evening tea 4:00 PM to 5:15 PM
- Dinner 7:00 PM to 8:15 PM
- Sunday Breakfast 8.30 AM to 9.30 AM\*

\*Subject to terms and conditions.

### 3.3 Mess Employees

The inmates should not interact with the hostel and mess employees directly in any case. At any time any complaint regarding employees should be reported the chief warden only.

### 3.4 Lodging only facility

Lodging alone will not be permitted under any circumstances to the hostel inmates.

## 4. General Rules

### 4.1 Dress Code

The student should be decently dressed when they're out of room.

### 4.2 Silence

Strict silence shall be observed in hostel from 10:00 PM to 6:00 AM. Care shall be taken at all times to ensure that music or loud talking is not audible outside the room. Any celebrations or voice making celebrations which cost disturbance to other inmates in the hostel premises will not be allowed. Recreation facilities will be turned off at 9:00 PM.

### 4.3 Cleanliness

All inmates shall keep their rooms, veranda and surroundings neat and clean all the times and shall not throw anything including trash dental materials in such places.

**4.4 House Keeping**

Housekeeping will be normally done between 9 AM to 4 PM.

**5. Strictly Prohibited activities****a. Ragging**

Ragging in any form whatever is strictly banned & it is cognizable offence and violation will invite action as per law of the land In addition to expulsion from the Indira Gandhi group of institutions. Being a silent spectator and not reporting or stopping others energy in ragging is also an offence and will invite similar disciplinary action.

**b. Alcohol drugs or smoking**

Consumption of alcohol or intoxicating drug or substances of any kind is strictly prohibited. Disciplinary action leading to expulsion from Hostel/ College will be followed if noted.

**c. Gambling**

No gambling of any kind shall not be allowed on the premises of the hostel/in rooms, any violation will invite action as per law of the land In addition to expulsion from the college.

**d. Misuse of Internet and online social media**

Usage of social media or online platforms against the institute or any other person of organization will invite disciplinary action. Student indulging such act of violating the code of internet usage will be punished/or expelled from hostel or college.

**e. Political or communal activity**

Student shall not indulge in any particular communal activity which is determinable to the law and order and or against the government. Student should not carry any propaganda of publicity of any nature whatever in respect to any of any political or commercial matters.

**f. Information to media**

Prior written permission of the warden or Principal for giving any information or interview regarding hostel to any member of press, print media or radio television or any other media or before making any speech containing any information regarding the hostel.

**g. Firearms**

Any type of storage of explosives and inflammable goods on the premises of hostel strictly prohibited. Violation of the same will lead to expulsion from hostel and Indira Gandhi group of institutions.

**h. Pets**

Bringing or keep pampering any pets in the hostel premises or college campus is not allowed. Offering food to stray dog is banned.

**Violation of hostel rules****Disciplinary action**

In addition to penalties, punishment and fine provided in this rules disciplinary action as per law of Indira Gandhi group of institutions & code of conduct shall be taken against student violating this hostel rules and regulations.

**Recovery of damage or losses to property**

If any common properties are lost or damaged the loss will be recovered from the students in equal share who are responsible for the damage or loss. In general use of property in case the damage loss cannot be pinpointed to students then collective fine to recover the lost will be levied by the warden. Suggestions and complaints should be either deposited in suggestion box or extended in suggestion register kept in the hostel office.

**Grievance Redressal**

All Grievances related to hostel should be addressed to Chief Warden, if the complaint is found not rectified within 7 days same can be brought to the notice of Principal through COO.

**Grievance Redressal Committee**

1. Dr. Eldho T. Paul, Vice Principal
2. Mr. Bijesh P.K., Chief Operating Officer
3. Dr. Nimmy Sabu, Reader, Dept. of Pedodontics
4. Ms. Mariam T.V., Warden
5. Ms. Satyaja S., Office Staff
6. Ms. Sheeja Jobin, Office Staff

Committee reserve the right to amend add or remove any of the rules as and when found necessary.



**IGIDS IS A  
RAGGING FREE  
CAMPUS**

Act of ragging would  
invite punishment under  
the UGC Regulations &  
Penal Law. Students in  
distress owing to ragging  
related incident can  
access toll free help line  
**1800 180 5522**  
**98473 95555**



**INDIRA GANDHI  
INSTITUTE OF  
DENTAL SCIENCES**

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**INDIRA GANDHI  
INSTITUTE OF  
DENTAL SCIENCES**

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Affiliated to Kerala University of Health Sciences, Thrissur  
Recognized by Ministry of Health and Family Welfare,  
Govt. of India & Dental Council of India, New Delhi

## **CODE OF CONDUCT FOR STAFF**

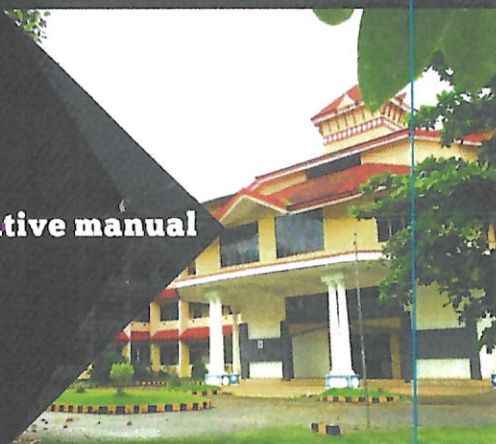




IGGIS

Indira Gandhi  
Institute of Dental Sciences

**administrative manual**



  
Dr. Sanu Tom Abraham, MDS  
PRINCIPAL

Indira Gandhi Institute of Dental Sciences  
Nellikuzhi P O, Kothamangalam  
Kerala-686691



### OFFICIAL PRAYER SONG - IGGIS

കാരുണ്യം കോലുന്ന സ്നേഹ സ്വരൂപാ നിൻ  
കാലിണ കൈ വണങ്ങുന്നു ഞങ്ങൾ  
വായുവും വെള്ളവും മണ്ണുമാകാശവും  
തീയും ഹാ നിന്റെ അനുഗ്രഹങ്ങൾ.

നല്ലതേ തോന്നാവൂ നല്ലതേ ചെയ്യാവൂ  
നല്ലതേ ചൊല്ലാവൂ നിൻ കൃപയാൽ  
എന്നുമതിനുള്ള ബുദ്ധിയും ശക്തിയും  
തന്നരുളേണമേ തമ്പുരാനേ.

പ്രാണനും ബുദ്ധിയും സ്നേഹവും ശക്തിയും  
പ്രാണനിൽ പ്രാണനാം നിന്റെയല്ലോ  
എന്തിനും ഭിതേ വിളങ്ങട്ടെ ദൈവമേ  
നിൻ തീരുമാനവും കാരുണ്യവും.

കാരുണ്യം കോലുന്ന സ്നേഹ സ്വരൂപാ നിൻ  
കാലിണ കൈ വണങ്ങുന്നു ഞങ്ങൾ ...



## CONTENTS

1. Administrative Setup Chart.
2. Management Committee.
3. Work Distribution details and Telephone numbers of non-teaching staff.
4. Leave Rules.
5. List of Holidays for College.
6. List of Holidays for Clinic.

K M Pareeth	Chairman	9447136101
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Dr. Shiyas K P	Gen.Secretary	9446034201
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K P Shibu	Director	9447749530
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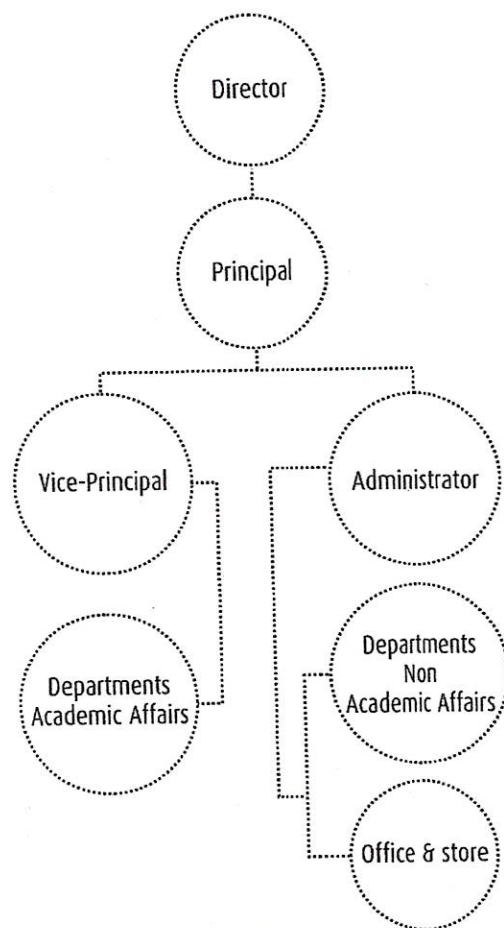
Dr. Siyad K P	CEO	9847459999
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Dr. Romel Joseph	Principal	9847220702
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Dr. Eldho T Paul	Registrar	9847543371
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P K Bijesh	Administrator	9744092311
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## ADMINISTRATIVE SETUP CHART



## Management Committee.

K.M. Pareeth	Chairman	9447136101
N.M. Nabeesa	Trustee	9746122926
K.P. Shaji	Trustee	9447743439
K.P. Sairaj	Trustee	9447030135
K.P. Shiyas	Gen.Secretary	9446034201
K.P. Shibu	Trustee	9447749530
K.P. Siyad	Trustee	9847459999
P.U. Shereena	Treasurer	9495943439
A. Shuhaina	Trustee	9495934201
K. Suhana	Trustee	9495949530



**Work Distribution details &  
Telephone numbers of  
Non-teaching staff**

**A - Section**

Mrs. Lincy P.V. (Cashier)  
Extension No. 103

- ☐ Cash transactions.
- ☐ Collection of Tuition fees, other fees, Hostel fees etc.
- ☐ Custodian of Cheque books & Cheque issue register.
- ☐ Maintenance of fees collection logbook, receipts and payments register and Preparation of Demand and collection Register and its proper watching.
- ☐ Maintenance of income tax recovery and TAN records.
- ☐ Preparation of D.D. Register.
- ☐ Preparation of Daily Statements.
- ☐ Collection of fine.
- ☐ Online updation and maintenance of fee module in S/W.

**B - Section**

Mr. Ajikumar K.S. (Head Clerk)  
Extension No. 162  
Mobile No. : 9947957969

- ☐ Admission of students through C.E.E and admission of all the students.
- ☐ Admission register entry and maintenance
- ☐ Anti-Ragging Activities - Constitution of committees, Squads -Minutes preparation etc.
- ☐ Appointment, Promotion and posting of Teaching staff.
- ☐ Arrangements for conduct of University exam and other internal exams, collection of various materials for exams, honorarium, D.A etc. for examiners.
- ☐ Safe custody of Answer sheet - Keeping issue registers
- ☐ Correspondence with D.C.I & CEE, University and all connected matters: - Recognition, Affiliation, Inspection etc..
- ☐ Scholarship to SC/ST/ OEC/Muslim Minority and Merit students.
- ☐ Keeping original Certificates of students.

- ☐ Management of Alcohol Licences and procurement of spirit.
- ☐ Petitions & related matters
- ☐ Preparation & issue of Transfer Certificate of Students.
- ☐ Preparation and Keeping of personal file of the Teaching staff.
- ☐ Preparation of application for Faculty ID Card.
- ☐ Preparation of Consolidated list of faculty and appendix-I
- ☐ Preparation of Details for Fee Regulatory Committee
- ☐ Preparation of Form-16
- ☐ Preparation of Income Tax. remittance accounts
- ☐ Remittance of various fees in University and Liaison works.
- ☐ Minority status applications.
- ☐ Files related to cases in Honorable Supreme Court, High Court, other Court and Fee regulatory committee.
- ☐ Software online updation & maintenance of admission module.

## C - Section

Mrs. Sheeja Jobin (PA to Principal)

Extension No. 162

Mobile No. : 9745652852

- ☐ Allotment of rooms in Men's & Women's Hostel and all hostel related matters.
- ☐ Arrangement and conduct of study tour and Arts & Sports competitions
- ☐ Arrangements for PTA meetings
- ☐ General Statistics preparation and Important Correspondence
- ☐ Convening of Meeting & Preparation of minutes of Faculty Selection Committee and follow up action.
- ☐ New Schemes & Projects
- ☐ Purchase of Library Books and Journals.
- ☐ Collection and Remittance of Professional Tax.
- ☐ Custodian of syllabus, timetable.
- ☐ Keeping mark and attendance record of students.
- ☐ Students amenities.
- ☐ Despatch and outward register.
- ☐ Leave Application of Students.



- ☐ Collection of Fine.
- ☐ Festivals, celebrations.
- ☐ Pollution control.
- ☐ X-ray License.
- ☐ Keeping mark and attendance record of students.
- ☐ Students amenities.
- ☐ Leave Application of Students.
- ☐ Software online updation & maintenance of academic module.

## D - Section

Mrs. Jisha Radhakrishnan (Clerk)

Extension No. 105

Mobile No. : 9946351365

- ☐ Preparation and keeping of Acquittance for salary payment-DCI
- ☐ Trust Board meeting and minutes.
- ☐ Appointment of Teaching & Non-Teaching staff.
- ☐ Employees Provident Fund.
- ☐ Updating records of publications by faculties.
- ☐ Keeping photos , copy of ID cards, Pan Cards, Passports of all directors.
- ☐ Keeping Up dated CV files for all appointments.
- ☐ All Kerala Self Financing Dental College Management Consortium Meetings
- ☐ Safe custodian of land documents and keeping of Trust documents including Trust deed, Audited statements , TDS, Profiles etc.
- ☐ Dental camp arrangements.
- ☐ Arranging extra work for Teaching Faculty.
- ☐ House keeping.
- ☐ Self-Assessment report and write ups.

- ☐ Acquaintance roll of Dental & Medical faculties-Submission.
- ☐ Monthly statement-submission.
- ☐ Public Relations matters
- ☐ Conveyance arrangements – faculties & students
- ☐ Supervision of menial staff
- ☐ Miscellaneous and unclassified subjects.
- ☐ Parent communication - Students' affair.
- ☐ Doctors' monthly assignments & appointment schedule.

### **E - Section**

**Mrs. Smitha Ashok (Store Keeper)**  
Extension No. 109  
Mobile No. : 9605666936

- ☐ Collection and processing of indent from office, clinic and labs.
- ☐ Issue of Purchase orders for consumable items, Dental materials, Equipments, Lab items and Medicines.
- ☐ Keeping of Files related to Purchases.
- ☐ Printing works for Office, Clinic and Labs.
- ☐ Printing and distribution of Record Books.
- ☐ Numbering and coding of all assets/ asset management.

### **F - Section**

**Mrs. Mercy George (Clerk)**  
Extension No. 109  
Mobile No. : 9947112980

- ☐ Custody of Stock Registers
- ☐ Entry of all items purchased in the connected stock register.
- ☐ Purchase and issue of stationary items, consumable items and other materials on demand.
- ☐ Purchase of stationary items for office use.
- ☐ Purchase of Rubber stamps and distribution.
- ☐ Receipt and verification of Articles purchased.
- ☐ Repair works to equipments

### **G - Section**

**Ms. Indu P R (Clerk)**  
Extension No. 104

- ☐ Application of students for certificate of fee remittance, Bank loan, course and conduct etc. and keeping copies.
- ☐ Audit related works.
- ☐ Custodian of Cash book, Ledgers, Vouchers, Receipt book etc
- ☐ Custody of Attendance registers of Teaching and Non Teaching staff and its maintenance.



- ☐ Bank account numbers of all Doctors.
- ☐ Checking all vouchers and receipts.
- ☐ Daily Cash book preparation.
- ☐ Data Entry to Tally & print out.
- ☐ Educational Loan to Students.
- ☐ Employees State Insurance.
- ☐ Issue of certificate to students for train ticket Concession etc.
- ☐ Keeping and Updating of Bank Account details of College.
- ☐ Late report and keeping casual leave applications & other leave files.
- ☐ NAAC Accreditation – Applications.
- ☐ Pan and TAN details.
- ☐ Preparation and keeping of Aquittance for salary payment.
- ☐ Preparation of Annual budget.
- ☐ Preparation of monthly and yearly statement.
- ☐ Preparation of salary statement of Teaching Faculty and other staff.
- ☐ Salary Certificate and Experience Certificate to all staffs including Doctors.
- ☐ Tappal Distribution.
- ☐ Telephone Directory of Banks, Auditors etc.
- ☐ Sales of Application forms.
- ☐ Submission of reports and monthly status of fee collection.

## I.T. Section

Mr. Japher A

Data Entry Operator

Extension No. 103

Mobile No. : 9947830404

- ☐ AES+ Software entry and management
- ☐ Collection and updates of Telephone Nos. and E-mail ID's of all Doctors and Students.
- ☐ Daily checking of E-mails of Trust and Dental College.
- ☐ Daily checking of website of AICTE, DCI, UGC & University.
- ☐ Data Entry of all institutions under the Trust.
- ☐ Keeping updated write up on various departments.
- ☐ Arrangements and conduct of dental camps.
- ☐ Biometric attendance management.
- ☐ Hardware and software trouble shooting of all systems and biometric machines.
- ☐ Keeping softcopy of photos, personal information and other inspection related matters.
- ☐ Office documentation & other D.C.I works.
- ☐ Processing of Application for new Institutions under the Trust.

- Publicity- Preparation of Materials, sanction From PWD-LSGS and implementation Organization of Dental Camps.
- Purchase of Computer & Accessories and refill of Cartridge.
- Website management and e-mails/Fax.
- AMC for Computer, UPS etc.

Mr. Joy N. Johnson  
Data Entry Operator  
Extension No. 103  
Mobile No. : 9447458298

- Data entry works.

## LEAVE RULES

### 1. Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Indira Gandhi Memorial Trust. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculties and non-faculties of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature.



### **Applicability**

These leave rules shall be applicable to all the permanent employees of this institute with effect from 1-01-2013.

## **2. General Principles Regarding Grant of Leave**

### **Applicability**

The provisions contained in these rules shall apply to all permanent employees of the Indira Gandhi Institute of Dental Sciences.

### **Right to leave**

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. Leave sanctioning authority can alter the kind of leave due and applied for.
- iii. Leave will not be granted to staff under suspension.

### **Authority empowered to sanction Leave**

- i. Applications for leave shall be addressed to the head of the institution, forwarded through HOD or In charge.
- ii. Leave may be sanctioned by the Director or by a member of staff to whom the power has been delegated by the Director. Normally, the Administrative Officer will regulate the leave accounts of the staff members (Faculty and Non-faculty).

### **Commencement and termination of leave**

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- ii. If Saturdays, Sundays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

### **Combination of leave**

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

### **Grant of leave beyond the date of retirement and in the event of resignation**

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Director may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

### **Early departure**

Early departure allowed for only 30 minutes, after getting permission from AO, same has to be entered in the early going register. Excessive leeway will be deducted from OT or leave account.

### Conversion of one kind of leave into another kind

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

### Rejoining duty on return from Leave on medical grounds

- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

### Rejoining duty before the expiry of leave

Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him/her.

### Maximum period of absence from duty

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding 60 days.
- ii. A member of the service who remains absent from duty for a continuous period exceeding 3 months, without notice, shall be deemed to have resigned from the service.

### General

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service.
- iv. A staff on leave should not take up any service or employment else where without obtaining prior sanction of the competent authority.

### 3. Kinds of Leave:

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- i. Casual Leave (CL).
- ii. Emergency Casual Leave (ECL).
- iii. Special Leave.\*
- iv. On Duty Leave.
- v. Earned Leave (EL).\*
- vi. Compensatory off.
- vii. Maternity Leave.\*

\* Applicable for Senior Lectures / above cadres.

\* Applicable only for Doctors.

\* Applicable for staff on SD.



### 1. Casual Leave (CL)

- i. CL should not be granted for more than 5 days at any time, except under special circumstances.
- ii. CL can be taken for half a day also.
- iii. CL cannot be combined with joining time.
- iv. Officials joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.
- v. Half-day's CL should be debited to the CL account for each late attendance. However, late attendance up to one hour for not more than two occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.

#### Doctors :

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 9 days in a calendar year.
- ii. Employees who have got only half day's leave at credit when applying for half-day CL for the afternoon of a day should ensure that they attend office the next day since CL cannot be combined with EL. However, if due to sickness other compelling grounds he/she is not able to attend the next day, combining with EL can be permitted as an exception.

### Other Teaching faculties & Non-Teaching staff.

#### 1. Casual leave details are given below :

- a. Teaching and lab staff those who are eligible for vacation - 15 days
- b. Staff in Library [1/2 of the vacation can be availed for one staff at a time. - 17 days
- c. Office staff - 17+3 days  
[17 Casual Leave + 3 Emergency Casual Leave]
- d. Staff in clinic [Clinic staff will be eligible for compensatory off for the duty in Holidays - 17+3 days  
[17 Casual Leave + 3 Emergency Casual Leave]

#### 2. Emergency Casual Leave (ECL)

##### Other Teaching faculties & Non-Teaching staff.

- i. Emergency Casual Leave, not counting towards ordinary Casual Leave, maybe granted to a member of the staff when he/she is:
- ii. On some unavoidable circumstances where staff are not able to apply for leave prior and is subject to a maximum of 3 days in a calendar year.

### 3. Special Leave (SL)\*

#### Doctors :

Special leave may be granted when a staff member wishes to attend conferences / seminars / symposia / practical training etc. in or out of India up to 5 days in a calendar year.

Special Leave, not counting towards ordinary Casual Leave, may be granted to a member of the staff when he/she is:

- a) Summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his/her private interests are not at issue.
  - b) Deputed to attend a reference library of another Institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institute.
  - c) Required to be absent for any other purpose approved by the Board of Governors.
- iii. SL may also be granted for other purposes, as approved by the Trust from time to time. The Special Leave can be granted up to a maximum of 5 days in a calendar year. In case it exceeds the 5 days' limitation, the cases of those staff have to be placed before the Trust for further consideration. The AO is empowered to examine the purposes for which absence can be treated as "ON DUTY" and purposes for which SL can be granted.

iv. The additional purposes for which the SL can be granted, are specified below:

- a) To attend committee meetings, invited lectures without remuneration which are not treated as on duty.
  - b) To present a paper in a conference or just to attend a conference.
- v. Faculty members deputed by the institute in connection with the institute work will be treated as on duty and the period will not count towards SL.
- vi. SL shall be granted for other academic purposes from time to time subject to the approval of the Corporate Office.
- vii. To give special lectures with honorarium, the faculty member must take leave at credit. No SL is admissible.
- viii. SL up to a maximum of 5 days in a year is admissible for visit in connection with the consultancy and sponsored research activities.
- ix. Combination of Casual Leave or regular leave (ex. EL.) with SL is permissible but combination of both CL and regular leave with SL is not permissible.

#### 4. On Duty Leave (OD)

The Director is empowered to examine the purposes for which absence can be treated as "ON DUTY" and purposes for which ON DUTY LEAVE can be granted. Usually granted for University examination duty.



## **5. Earned Leave (EL) \***

### **Doctors :**

- i. The EL admissible to a member of the staff shall be 24 days in a calendar year. After 15 days continuous service<sup>1</sup> EL is credited automatically to the leave account.
- ii. EL can be accumulated up to 60 days. EL encashment facility is not available
- iii. The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 60 days.

## **6. Compensatory off (CO)**

Compensatory off will be given to staff members working on holidays (as declared as working day by IGIDS). Compensatory leave should be availed within 30 days from the date of accrual. Compensatory leave cannot be taken with any other leave. The maximum days of compensatory leave that can be taken at a stretch is 5 including intervening holidays.

## **7. Maternity Leave (ML)**

- i. Maternity Leave may be granted to a female staff, for a period of up to 90 days from the date of its commencement.
- ii. Maternity Leave granted on half pay and the application for leave is supported by a medical certificate.

- iii. Maternity Leave shall not be debited to the leave account.

- iv. Maternity Leave may be combined with leave of any other kind except Casual Leave.
- v. During maternity leave, leave salary equal to half of basic salary last pay drawn is admissible.

### **Interpretation of Rules:**

Any doubt or dispute arising about the interpretation of these rules shall be referred to the BOG, whose decision shall be final and binding on all.

### **Special Clinic Posting:**

(Registration Department, OMRD & Pedodontics)

Works on all days including holidays.

It is mandatory to present one clerk, one attendant in registration section.

OMRD - One MDS Staff, Intern posted and one CSA.

PEDO - One MDS Staff, Intern posted and one CSA.

CSA for casualty duty will be posted on rotation basis.

CSA need to present in the Dept by sharp 8AM and are permitted to leave only after staff leaves at 2pm.

Order No. IGIDS/363/2011 Dated : 29/09/2011

LEAVE RULES AT A GLANCE : Tutors (BDS) & Sr. Lectures (MDS)

Sl.No.	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave).	9 days per year	Personal work etc.	Maximum 5days at a stretch Excluding intervening prefix.suffix holidays
2.	Emergency Casual Leave	3 days per year	Emergency unavoidable	Maximum 1 day
3.	Special Leave	5 days per year	To attend:* National / Int. national conferences within India/Abroad to present paper/chairing a session	Applicable only for full time clinical teaching faculties.
4.	On Duty (Holidays can be prefixed/suffixed)		Serve on Examination/ other duties assigned by University	

Sl.No.	Type of Leave	Duration	Remark
5.	Earned Leave.	24 EL for continous one year service(ie 1 EL for 15 days continous work) can be availed up to a maximum of 60 days at a stretch.	Accumulated up to 2years only.  Applicable for Lectures (BDS), Sr. Lectures only.
6.	Weekly off*	Weekly once	Day need to be fixed prior with HOD approval. Those who opt weekly off shall not be eligible for EL
7.	Compensatory off		For working on holidays (as declared as working day by IGIDS)
8.	Maternity Leave	Maternity: 90 days	
<b>Full time Clinical &amp; Teaching staff</b> Casual leave 12, Emergency casual Leave 3, Earned Leave 1 for 15 days duty/weekly off.			
For any short and long leave of the following duration, undertaking has to be given to serve for the following period noted against each.			
Duration of Leave			Period of service to be put in the Institute
More than 1 month and upto 8 months			1 year
Above 8 months and upto 15 months			2 years
Above 15 months			3 years

\*Applicable for Readers & Professors only



Order No. IGIDS/AO/02/15  
Leave pattern of Readers (FT)

- I. Readers (FT) are eligible for
  - Casual leave : 12
  - Emergency casual leave : 3 } 15
- II. Weekly off\*  
OR Earned leave 1 for 15 days of duty.
- III. Special leave - 5 for conference\*\*.
- IV. Readers (FT) can avail off on compensatory off days with HOD's prior permission. In that case it would be treated as leave.

\* Weekly off

- \* Day need to be fixed with HOD's approval & the same has to be informed in writing to the office.
- \* Weekly off has to be taken in the same week, same day only.
- \* It cannot be taken partly.

- \*\* 5 maximum for conference.  
Otherwise will be treated as leave.

1. Compensatory off will be given to all clinical staff members working on holidays. Those who are not attending clinic on holidays will be considered as on unauthorized leave (but this rule can be exempted in a year two times on account of religious holidays or on any emergency.
2. Half Day casual leave facility will be available for all staff members (Absence from 8 AM to 11 AM and 11 AM to 2 PM & 9 AM to 1 PM and 1 PM to 4 PM )
3. Late coming for 30 minutes will be treated as ½ day leave. Late coming 15 minutes or more for 3 days will be treated as 1 leave. Frequent late beyond fixed time 8 am / 9 am will be noted & no OT & or early departure on request will not be allowed.
4. It is mandatory for all staffs to record their movement outside the campus during working hours in the movement register.

If the staff requires to go out of the campus during 8.00am - 2.00pm, they need to enter the movement register and report at the security check while exit and entry. The same is restricted to twice a month and for a time of 1hr maximum.

**APPENDIX: 7.1.1**  
**PROCEDURE FOR PROCESSING APPLICATIONS**  
**FOR VARIOUS TYPES OF LEAVE.**

Sl.No.	Type of Leave	Sanctioning authority	Through	Request for leave must be received at least
1.	For any type of leave for going abroad/ for attending Conference/ Seminar/ Workshop/ Symposium	Trust / Director / Trust Standing Committee	Head of Dept./ Centre	2 months in Advance.
2.	On duty/ Special Leave	Director/ authority nominated by Director i.e. AO	Head of Dept./ Centre	Immediately after getting intimation.
3.	Maternity leave	AO	Head of Dept./ Centre	15 days in Advance
4.	CL/SL	AO	Head of Dept./ Centre	2 days in Advance

1. Compensatory off will be given to all clinical staff members working on holidays. Those who are not attending clinic on holidays should make substitute arrangements for the smooth functioning of the clinic.
2. Half Day casual leave facility will be available for all staff members (Absence from 8 AM to 11 AM and 11 AM to 2 PM & 9 AM to 1 PM and 1 PM to 4 PM)
3. Late coming for 30 minutes will be treated as ½ day leave. Late coming 15 minutes or more for 3 days will be treated as 1 leave.
4. It is mandatory for all staffs to record their movement outside the campus during working hours in the Movement register.

**LIST OF HOLIDAYS FOR COLLEGE**

All Gazetted holidays declared by Central and Kerala State Government.

**LIST OF HOLIDAYS FOR CLINIC**

- ❖ REPUBLIC DAY
- ❖ GOOD FRIDAY
- ❖ VISHU
- ❖ RAMZAN
- ❖ INDEPENDENCE DAY
- ❖ BAKRID
- ❖ 1<sup>st</sup> ONAM
- ❖ THIRU ONAM
- ❖ MAHANAVAMI
- ❖ MUHARAM
- ❖ DEEPAVALI
- ❖ MILAD-E-SHERIEF



Order No. IGIDS/C/01/15 Dated : 01/01/2015  
PROCEDURES FOR SANCTIONING YEARLY INCREMENT  
FOR T-Staff

In order to get sanctioned the benefit of yearly increment T-staff has to fill up a request form No.5 YI, through HOD to Principal, which is available in Section C. at office

Treatment Concession for Staff /  
Students of IGIDS

- ❖ For general treatment & procedures - 50%.  
(For Implantology treatment / Cosmetic procedure, no concession is allowed.)
- ❖ For Prosthodontic work - Lab charge + 50% concession on material other expenses.

For the Family Members of the Staff

- ❖ For general treatment & procedures - 25%.  
(For Implantology treatment / Cosmetic procedure, no concession is allowed.)
- ❖ For Prosthodontic work - Lab charge + 25% concession on material/other expenses.

For all above prior approval from Administrative Officer / Registrar is mandatory.  
Discount amount if needed shall be rounded off to next higher amount.

CHECK LIST FOR CREDITING POINTS  
(JOURNAL PUBLICATIONS)

Every faculty should check the criteria as insisted by DCI before submitting the articles for publications in journal.

Category -I

- \*Indexing Pub med or medline
- \*Whether published by Indian/ international, Professional Societies
- \*Whether peer reviewed International / Indian Journals run by Association
- \*Medical or Dental journal published by Health Universities (only Govt.)
- \*Original research / study approved by ICMR or similar bodies

Category -II

- \* Journals published by IDA
- \*Journals of Clinical dentistry
- \*Institutional journals
- \*Journals published by state IDA

1<sup>st</sup> Author (100% points)

2<sup>nd</sup> Author (50% points)

Publications of thesis / Original work.

1<sup>st</sup> and 2<sup>nd</sup> Author -(100% points)

**General Instructions to be followed in special holidays declared by Collector /Govt.**

All special holidays declared by Collector/Govt. will be **applicable for students only**. Clinic and office will function uninterruptedly unless and until informed / declared as holiday from the office.

**Whenever the clinic functions, Interns should attend the duty.** Non clinical departments and library will function whenever there are university examinations.

Clinic will not function on Harthal days, which is declared by the major political parties of Kerala. Harthal announced by local parties and agencies are exempted from above clause.





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