

CIRCULAR

To,

All the UG/PG Students/Teaching staff

With the aim of creating and encouraging scientific research, patents and publications in high impact journals , management has approved a proposal for the researchers of Rishiraj College of Dental Sciences and Research Centre, Bhopal with effect from Jan 1, 2022.

1. UG/PG Student – A research grant for students of Rs 15,000/- maximum after Ethical committee approves the study and final approval from the management. Research should be adding value to the existing literature and to be published in Pubmed /Scopus indexed journal.
2. UG/PG/Staff- Research paper publication grant – Rs 10,000/- maximum with final approval from the management. Article to be published in PUBMED INDEXED JOURNALS/GOOGLE SCHOLAR LISTED JOURNALS/UGC approved journals/SCOPUS Indexed journal only .Amount will be sanctioned after the publication of the article (Maximum 3 months period after publication ).

Application form for the research grants and research publications will be available in the office.

Secretary

RCDS & RC, Bhopal



**RISHIRAJ COLLEGE OF DENTAL SCIENCES &  
RESEARCH CENTRE, BHOPAL**

Pipalner Road, Gandhi Nagar, Near Airport, Bhopal – 46203

Tel : 0755-6647300,322 Mobile No. 7440777333, Email : [info@Lnctrishiraj.ac.in](mailto:info@Lnctrishiraj.ac.in)



Ref: RCDS & RC/Exam/2023/

Dated: 01/06/2023

## Notice

As per the Management Policy special leave of 05 days will be granted to any employee in case of his/her Marriage and any unexpected demise of parents.

Management  
RCDS & RC  
Gandhi Nagar, Bhopal

Copy to :

1. All Departments
2. Account Section
3. Office file

6.3.1

DATE : 18/01/2022

### OFFICE ORDER

As per the instructions from the management, there are following changes in the functioning of the college with respect to college timings, leave application and holidays and these are as follows:

**1. COLLEGE TIMINGS :** TEACHING STAFF : MON – FRI : 9 AM TO 3.30 PM

SAT : 9 AM TO 1 : 30 PM

NON TEACHING & OFFICE STAFF : MON – FRI : 8:30 AM TO 4 PM

SAT : 8 : 30 AM TO 2 PM

10 min grace period will be issued for maximum two times in a month.

**HALF DAY POLICY:** First half

Teaching staff: 9 am -12: 30 pm Non teaching : 8:30 am – 12: 30pm

Second half : Teaching staff: 12 pm-3: 30 pm Non teaching : 12pm – 4 pm

**2. STAFF LEAVES :** SENIOR LECTURER : 20 Days/year

READER : 24 days /year

PROFESSOR : 28 days/year

NON TEACHING : 12days/year

All other leaves will be paid leaves

**3. EXAMINATION LEAVES :**PROFESSOR : 3 Examination leaves/year

READER : 2 Examination leaves/year

**4. CONFERENCE LEAVES :**PROFESSOR : 2 Conference leaves/year (**Maximum 4 days per conference**)

READER : 1 Conference Leave/year(**Maximum 4 days**)

**5. CASUAL LEAVES :** SENIOR LECTURER : <sup>02</sup>casual leaves/per month (inclusive of 20 days leaves)  
(Applicable from Jan 2022 to Dec 2022)

READER : 2 casual leaves/per month (Inclusive of 24 days leaves)

PROFESSOR : 3 casual leaves/ per month. (inclusive of 28 days leaves)

**6. GATE PASS :** Gate pass will be issued to go outside the college for **only emergency work** during working hours. Maximum two gate passes will be allowed in a month for a maximum period of 1 hour each. **No gate passes will be issued on Saturday and after 2:30 pm on weekdays.**

**7. Summer Vacation –** 5 days teaching staff, 3 days non teaching staff. (Schedule to be decided later)



8. All leave applications will be now online via ACCSOFT software. No hard copy leave application will be accepted by the office. In case of any special leaves extending beyond the casual leaves in a month will be submitted in writing to the OSD office for approval from the management. In case of any issues with the software for the leave applications office staff will be assisting staff members for submitting the leave application.

9. Daily signing of the attendance register is compulsory.

10. Teaching and non teaching staff are required to come in proper attire for work. Jeans/T Shirts will be not allowed to be worn. Casual dress code will be allowed on Saturday. Aprons to be worn during clinical hours.

**AS ORDERED BY MANAGEMENT**

A handwritten signature in black ink, appearing to be a stylized 'A' followed by a flourish.

Ref: RCDS/Mis/2021/

August 31, 2021

NOTICE

**DENTAL FACILITIES FOR LNCT GROUP STAFF MEMBERS**

There will be subsidized dental treatment facilities provided by Rishiraj College of Dental Sciences and Research Centre, Bhopal

<b>Faculty</b>	<b>Dental Procedures</b>
Medical/Dental Faculty/LNCT Group Teaching Faculty	50% on consumables
Non Teaching Faculty	50% on consumables
1 <sup>st</sup> Relatives	20% discount on overall charges
Reference of faculty & Staff	10% discount on overall charges

Dr. Anupam Chouksey

Secretary

LNCT Group



**RISHIRAJ COLLEGE OF DENTAL SCIENCES  
& RESEARCH CENTRE, BHOPAL (M.P)**  
Near Airport, Pipalner Road, Gandhi Nagar, Bhopal (M.P.)



Ref: RCDS & RC/2022/073

Dated: 01.02.2022

## **Maternity Leave Policy**

As per the instruction from the management, three months maternity leave will be provided to the female staff. One month salary will be sanctioned during this period.

  
Dr. G. S. Chandu

**Principal**  
Principal

Rishiraj College of Dental Sciences &  
Research Centre, Gandhi Nagar, Bhopal

Date of release: 18-Jan-23  
 Quote Number: GFA-SBIG-ES831



QUOTE SHEET FOR GROUP PERSONAL ACCIDENT INSURANCE POLICY

Name of the Firm:	Rishiraj College Of Dental Sciences & Research		
Name of the Business:	Direct	Hotel Industry / Hospitals	
Period of the Insurance:	19/Jan/23	To	18/Jan/24
Business Type:	Fresh	Employee-Employee	
Nature of Group:	Employee-Employee		

Scope of Cover: As Per our Standard Group Personal Accident Insurance policy

Coverages	Remark	Remark
Insured Details		Only permanent employees of the organization are covered.
Policy Basis		Named Basis
Operative Time		24 Hours
Territory Restriction	No	No Territory Restriction
Terrorism	Yes	Covered for all however terrorism activity arising out of Nuclear, Biological and/or Chemical means is excluded from scope of this policy.
Accidental Death	Yes	Covered for All
PTD	Yes	Covered for All
PPD	Yes	Covered for All
TTD	No	TTD Not covered
Accident Medical Extension (Inpatient)	No	Accident Medical Extension not covered
Accident Medical Expenses (Inpatient / Outpatient)	No	Not Applicable

18/01/2023  
 Rishiraj College of Dental Sciences  
 & Research Centre

Children Education Allowance	No	No	Not Covered
Ambulance cover	No	No	Not Covered
Repatriation of remains and Funeral Expenses	No	No	Not Covered.
Family Transportation	No	No	Not Covered.
Adaptation Modification Allowance	No	No	Not Covered.
Hospital Confinement Allowance	No	No	Not covered.
Broken Bones	No	No	Not Covered.
Loss of Books/Spectacles/Damage to Bicycles of School Children	No	No	Not Covered
Reimbursement of Exam Fees/School fees for students	No	No	Not Covered.
Purchase of Blood	No	No	Not Covered.
Loan Protector	No	No	Not covered.

Designation	No. of Members	Sum Insured per Grade/ Category	Total Capital Sum Insured
As per Annexure	126	As per Annexure	12,60,00,000
<b>TOTAL</b>	<b>126</b>		<b>12,60,00,000</b>

Base Premium: Rs.

48,843

Accounts Section  
Rishiraj College of Dental Sciences  
& Research Centre





Service tax @ 18.00%  
Total Premium Payable (including commission and S.Tax) : Rs.

8,792  
57,635

Per Lakh rate basis death Sum Insured (GST extra) INR 36.76

*Kindly Note: This Quote is tentative based on the details provided by you. Change in Insured member (Employee) data may attract additional premium.*

**Other Terms & conditions:**

- \*Quote is subject to this is fresh proposal
- \* Employees shall be covered from DOJ subject to availability of sufficient CD balance being maintained with insurer and information received within window period for addition.
- \* It is hereby agreed between the Proposer and the Company that any addition / deletion to the list of insured members shall be communicated to the Insurer in writing within a reasonable time but not later than 30 days from the date of the employee joining or being relieved from the organization.
- \* Addition/deletion shall be done on prorata basis once in a month only subject to data being provided to us by 15th of succeeding month and sufficient CD balance being maintained.
- \* Coverages, SI, terms & conditions are strictly as per expiring policy except as specified.
- \* Occupational Hazards are excluded - like gas inhalation in chemical factory, tar factories etc.
- \* Insect bite excluded
- \* The Risk which can be covered under WC policies and if already compensated there, the claim would not be paid under GPA policy.
- \* Infectious or Contagious Disease Exclusion during a PHERIC
- \* Terrorism by nuclear and/or chemical and/or Biological
- \* This quote is subject to information provided on nature of activities, number of insured persons declared and Sum Insured. If information changes, the quote needs to be re-approved.
- \* The Policyholder shall immediately notify the Company of any and all changes during the Policy Period to the Insured person's professional activity or occupation as stated in the policy schedule.
- \* Mid term increase in SI is not allowed unless it is specified.
- \* Disabament benefit due Terrorism, Riot & Strike is covered under the scope of the policy excluding Terrorism by Nuclear, Chemical & Biological means.
- \* Snake and animal bite is covered under the scope of the policy.
- \* Maximum any one life limit shall not exceed Rs.1000000/-
- \* Maximum any one accident limit shall not exceed: Rs.125000000
- \* Minimum and maximum age at entry is restricted to 18 years and 65 years respectively.
- \* For detailed coverage and exclusions, please refer policy wordings and add on wordings.

Quote valid Till 18-Jan-23

  
Rishiraj College of Dental Sciences  
& Research Centre