



भारतीय दन्त परिषद  
Dental Council of India



# AMC DENTAL COLLEGE

Khokhra, Ahmedabad 380008

*Affiliated to Gujarat University*

## SELF STUDY REPORT (CYCLE 1) 2022-2023

**CRITERIA:** 6: Governance, Leadership & Management

**KEY INDICATOR:** 6.3: Faculty Empowerment Strategies

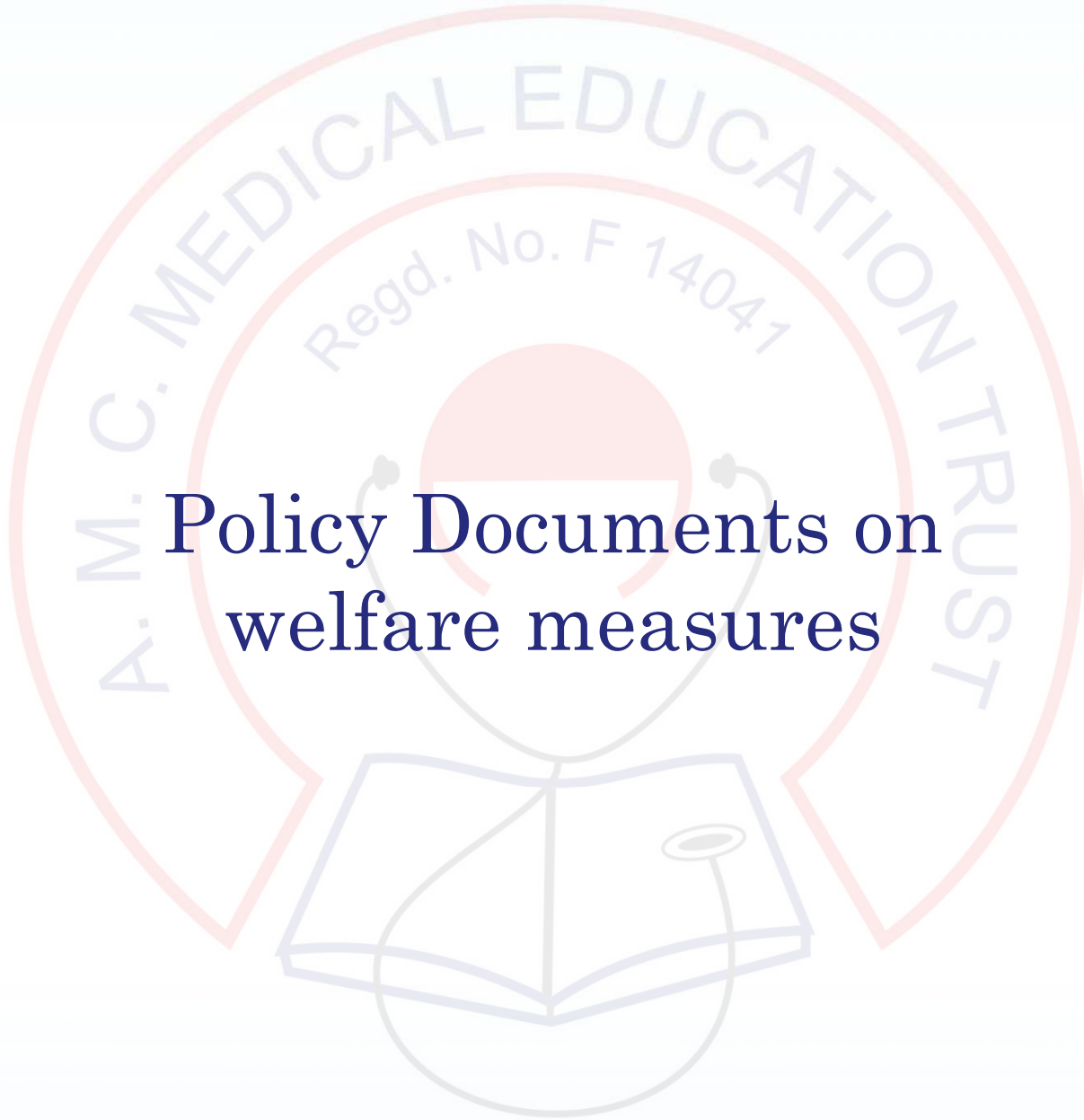
**METRIC:** 6.3.1: The Institution has effective welfare measures for teaching and non-teaching staff.



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# Data



## Policy Documents on welfare measures





AMC DENTAL COLLEGE

INWARD No.: .....

OUTWARD No.: 2262

DATE: 22/01/14

Date:21-01-2014

**POLICY DOCUMENT ON WELFARE MEASURES FOR TEACHING AND NON  
TEACHING STAFF  
BY AMC DENTAL COLLEGE, AHMEDABAD**

All employees of AMC Dental college and Hospital, Ahmedabad shall benefit from the below mentioned welfare measures as per Regulations from the Government of Gujarat.

**1. RESIDENTIAL ACCOMMODATION**

Staff quarters within the campus are to provide accommodation for teaching as well as non teaching staff.

House rent allowance is provided monthly to all employees who do not avail this accommodation facility.

**2. TRANSPORT FACILITIES**

All employees are to get transport allowance from the Government of Gujarat as part of their salary.

**3. LEAVES**

Casual Leave

A member of the staff on casual leave is not to be treated as absent from duty and his pay is not to be interrupted. The maximum numbers of casual leaves in a calendar year are to be 15 including 2 RH (Regional holiday) for teaching and non teaching staff.

Earned Leaves

Teaching staff are to get 15 earned leaves per year and non teaching staff is to get 30 earned leaves per year. Earned leaves which are not used in the current year will be carried forward to the next year.

The earned leaves can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HOD. The earned leaves get collected and on superannuation, they can be monetized to the maximum 300 days. An employee can accumulate a maximum of 300 earned leaves, exceeding which the additional leaves will be lapsed.

Medical Leave

Up to 20 days (half pay) or 10 days (full pay) medical leave per year for teaching/ non-teaching staff can be granted / availed in case of hospitalization or getting operated due to serious illness, accident of employee. Proper documentary evidence is required to avail this leave. These leaves are to be carried forward to the next year if not utilized.



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Special Leave

Teaching faculty can avail up to 30 days per year. It is a full pay leave availed when one is not regarded as being on duty but it is under special circumstances such as, invited for conducting DCI inspection, allowed to attend conferences, workshops, faculty development programme, invited as an examiner or expert in a selection committee, being summoned to court to give evidence as a witness, allowed to be absent for sponsored research and other instances as per Gujarat Government policy for this type of leave.

Maternity Leave/ Paternity Leave

Permanent female employees of the college granted paid maternity leave for a period of 6 months for the first two children. Male employees are also entitled to 15 days paternity leave.

Summer Vacation

A month long (33 days) summer vacation shall be given to the entire teaching, on rotation basis without causing any academic disturbance and should be recommended by HOD.

Diwali Vacation

17 Days Diwali vacation shall be given to the entire teaching staff on rotation basis.

**4. HEALTH CARE FACILITIES**

All permanent Teaching and Non teaching employees of AMC Dental College and Hospital, Ahmedabad shall given two option - get a monthly medical allowance or reimbursement of medical expenses. All permanent employees can select health care facilities according to their wish/requirement.

Employee who does not avail any medical allowance with his/her salary and their immediate/dependent family members shall be also entitled to complete reimbursement of any surgical procedure or hospitalization provided it is carried out in any AMC MET DENTAL AND MEDICAL HOSPITALS. The same shall be applicable to complete reimbursement of expenditure on medicines; provided it is prescribed by AMC MET employed doctor to the employee or immediate/dependent family members.

AMC Dental College and Hospital, Ahmedabad shall ensure, and make provision for vaccinations for all staff (Covid-19 vaccination).

Being a part of AMC MET, Ahmedabad, Medical facilities like **Emergency and trauma care, urban health centers, Nagri eye hospital etc** shall be available nearby.

The facility for **Basic blood investigations** (Oral Pathology Dept) and **Basic Medical Examination** (Oral surgery Dept) shall be available AMC Dental College and Hospital, Ahmedabad itself.

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BHALAKIA MILL COMPOUND, KHOKHRA, AHMEDABAD - 380 008

PHONE:- 079 - 22932501, 22934301 FAX:- 079- 22935078

Email:- deanamcdental@gmail.com



## 5 FINANCIAL SUPPORT

Salary is to be laid to all employees based on pay scale of Gujarat Government.

### **Provident Fund**

Two schemes will be prevalent in this category as applicable:

1. Employees' *Provident Fund*
2. New Pension scheme

*Annual Increments and Dearness allowance* are to be given as per Government policy.

*Transport Allowance, Medical Allowance* for meeting sundry routine medical expenses, and a fixed of the employee's pay as *House Rent Allowance* for meeting the dwelling requirements are some of the other financial benefits that employees will avail on a monthly basis.

### **Retirement Benefits**

**Pension (As per New pension scheme), Gratuity and Leave encashment** are some of the financial benefits to be availed after retirement. At the time of retirement, if an employee opts for **commutation of pension, a lump sum amount** is to be paid to the pensioner (not exceeding 40% of pension), while on the balance, the pension begins. In simple terms, commutation of pension is a lump sum payment instead of periodic payments of pension.

**Group insurance Scheme (GIS)** to support the employee's unforeseen circumstances for Non teaching staff

All employees are to be entitled to get **LTC (Leave Travel Concession)** once in four years for meeting their excursion expenses to various parts of the country, within 3000 km one way. In the four- year block an employee can avail only one LTC.

## 6 RECREATION FACILITIES

There is a Mess in campus – Girls and Boys Hostel

There is a Cafeteria in the institute.

Sports facilities such as Badminton, Table tennis, Carrom etc are also available to the students and faculty.

## 7 RESEARCH AND TRAINING OPPORTUNITIES

A central **Library** will be accessible to all faculties. There is a computer laboratory with 15 computers. The Central library will have subscriptions and access to e-journals

Each department will be **conduct CDE programs** for upgradation of knowledge and skills of faculty.





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The college administration will ensure the professional development of the staff by keeping liaison with the training institutes, by holding training workshops, seminars, and by encouraging them to attend orientation programmes, refresher courses, faculty development programmes.

**8 MISCELLANEOUS SUPPORT FACILITIES**

There will be a pharmacy within the campus. All emergency medicines will be available around the clock for the employees and students of AMC Dental College and Hospital, Ahmedabad in the Oral Surgery ward.

Parking facility is to be provided for all staff in the premises of AMC Dental college and hospital, Ahmedabad. Housekeeping and security staff are to be given two uniforms every year, and PF facility also include in their contract policy.

*DP Patel*

**Dr. Dolly Patel  
Dean  
AMC Dental College**

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PHONE:- 079 - 22932501, 22934301      FAX:- 079- 22935078  
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