



**PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL**

**CAREER ADVANCEMENT POLICY**

**VERSION: 03**

**Doc No: PDCH/SCA/01/2022**

**Date of Issue: 13-01-2022**

**Prepared by**

**Dr. B. Prem Karthick, MDS  
Reader,  
Department of Oral Pathology and  
Microbiology,  
Priyadarshini Dental College and Hospital**

**Approved by**

**Dr. B. Sivapathasundharam, MDS  
Principal,  
Priyadarshini Dental College and  
Hospital**

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**1.0 Preamble:**

Priyadarshini Dental College and Hospital follows a structured guidelines in the career advancement of the faculties in order to enhance their clinical, academic, administrative, and research skills.

**2.0 Purpose:**

The Purpose of the policy is to formulate the clear functioning guidelines to enhance, master their clinical, academic, administrative, and research skills in order to improve the standard of teaching for the students, service to the patients, and research.



**3.0 Scope:**

The policy is applicable to all the teaching and non-teaching faculties of Priyadarshini Dental College and Hospital.

**4.0 Definitions:**

**Tutor/ Lecturer:** A Staff with a Bachelor of Dental Surgery (BDS) qualification

**Senior Lecturer/ Assistant Professor:** A Staff with a Master of Dental Surgery (MDS) qualification in his/her speciality

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**Reader/ Associate Professor:** A Staff with a Master of Dental Surgery (MDS) qualification in his/her speciality with a minimum 4 years of experience as **Senior Lecturer** and has the required Research parameters and scientific publications as laid down by the Dental Council of India

**Professor:** A Staff with a Master of Dental Surgery (MDS) qualification in his/her speciality with a minimum 5 years of experience as **Reader** and has the required Research parameters and scientific publications as laid down by the Dental Council of India

**Professor and Head:** A Staff with a Master of Dental Surgery (MDS) qualification in his/her speciality with minimum of 1 year of teaching experience as **Professor** and has the required research parameters and scientific publications as laid down by the Dental Council of India

**Principal:** A Staff with a Master of Dental Surgery (MDS) qualification with minimum 14 years of experience and has the required research parameters as laid down by the Dental Council of India

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**5.0 Objective:**

The Objective of the policy is to enhance the quality of academic, research, administrative, and clinical skills of the faculty members in order to upgrade the institution and achieve the vision of the institution.



**6.0 Custodian of the Policy:**

The Career advancement policy shall be implemented by the Staff Welfare Committee of Priyadarshini Dental College and Hospital after getting approval from the Institutional Governing Council.

**7.0 Policy Procedure:**

***Academic Promotion:***

The Staffs who satisfy the eligibility criteria for promotion should submit the application with documentary evidences of their achievement for promotion through the Staff Career Advancement Committee.

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The Staff Career Advancement Committee shall scrutinize the application and will take necessary action based on the information provided on their academic, and research credits for promotion and either approve or deny the application based on the merit.

***Academic Credit Criteria:***

- Scientific papers published in PubMed, Scopus, Web of Science, UGC-Care indexed journals
- Attendance and scientific presentations in National/International Conferences
- Number of Guest/ Invited lectures delivered
- Number of conference sessions chaired/judged/being a panel member
- Number of grants received and the grant amount
- Author contribution in text books and book chapters.
- Academic posts held in college, affiliating University etc
- Administrative position held in Institutional committees and societies.

If the Application is accepted and approved, the committee will forward the same with necessary recommendations to the Head of the Institution.

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The Head of the Institution shall go through the recommendations of the Staff Career Advancement Committee and based on their recommendations will forward the same to the Governing Council for approval.



On Approval by the Governing Council, the Letter of Promotion will be issued to the respective Staff by the Head of the Institution.

***Academic Skill Enhancement:***

The Academic skill enhancement involves sponsoring the deserving faculty members both short-term programs and long-term programs. The short-term programs comprise of programs with a duration of less than 1 year (Fellowships, Diploma etc.). The long-term programs comprise of programs with a duration of more than 1 year including Super Specialization/ Doctorate (Full Time/ Part Time).

The faculty members who like to enhance their Academic skill shall submit the application with supporting documents for approval to the Staff Career Advancement Committee

The Staff Career Advancement Committee shall scrutinize the documents and discuss about the application with respect to the Academic Schedules, Academic, and Financial support in the form of Course Fees, Travel Allowance, Registration Fees etc.

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The Recommendations of the Staff Career Advancement Committee will be submitted to the Institutional Governing Council/ Head of the Institution/ Management.

***Scientific Publication and Presentation:***

The Staff who would like to pursue a Research Presentation in a National/International Conference or Publish their Research in National/International Journal should submit their Abstract to the Staff Career Advancement Committee



The Staff Career Advancement Committee shall assess the abstract and discuss about the Quantum of Support (Research/Financial/Academic) with respect to the registration fees, travel, stay and would recommend their decision to the Head of Institution

The Head of the Institution will forward the recommendations to the Governing Council.

After the Approval of the Governing Council, the Staff will be informed about the decisions, recommendations and the staff support mechanism.

***Academic and Scientific Research Honors:***

Staff with enormous Academic achievements and Scientific Research accomplishments are honoured by the Academic/Scientific/Non-Governmental/Government Organizations in State, National and International level. Those accomplishments are valuable not only to the Individual but also to the organization as well. Such Staff shall submit the supporting documents for approval of increment/incentive to the Staff Career Advancement Committee.

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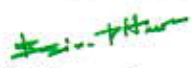
The Staff Career Advancement Committee shall scrutinize the documents and discuss about the application with respect to the financials in the form of Cash Awards, Increments, Incentives etc.

The Recommendations of the Staff Career Advancement Committee will be submitted to the Institutional Governing Council.

#### **8.0 Roles and Responsibilities:**

##### *Staff Career Advancement Committee:*

Staff Career Advancement Committee facilitates the staffs to empower in academics, enrich scientific knowledge, promote research deliberations, support scientific publications, acquire clinical and academic skills. The Committee scrutinize the performance, skill, academic and scientific knowledge of the staff and suggest various support mechanism to them in order to improve the quality of their performance. Thereby improving the standards of Academics and Research in the Institution. The Staff Career Advancement Committee shall comprise of a Chairman, a Secretary and Head of the departments and a Nominee from the Management as Members.

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The Staff Career Advancement Committee Members are as follows:

- **Chairperson:** Head of the Institution
- **Secretary:** Nominated by the Chairperson
- **Members:**
  - HOD's of all the Departments
  - Management Nominee

The Committee will perform the following functions:

- Approve or Deny the Application of Promotion based on the Requirement and Skills
- Recommendations to the Head of the Institution for Promotion and Incentives for the Staffs
- Approve or Deny the Application of Academic Skill enhancement based on the Requirement and Skills
- Recommendations to the Head of the Institution for Academic Schedules, Academic and Financial support for the Staffs

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- Approve or Deny the Application for Research Presentation and Publication of the Staff
- Recommendations to the Head of the Institution on their recommendations and Staff support mechanism

**Principal:**

- Direct the Staff Career Advancement Committee for their recommendations on Promotion, Skill Enhancement, Research and Publications
- Recommending the requirements and support mechanism as suggested by the Staff Career Advancement Committee to the Chairman / Governing Council.

**9.0 Review, Approval and Publication:**

- The Policy is reviewed, updated and published periodically with final approval by the Institutional Governing Council.

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