



ARMY COLLEGE OF DENTAL SCIENCES

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HANDBOOK ON HUMAN

VALUES AND



PROFESSIONAL ETHICS

LEARN TO EXCEL

CONTENTS

S.No	TOPIC	PAGE NUMBER
1.	Introduction	3-4
2.	Vision, Mission, Quality policy	5-6
3.	Human values	7-12
4.	Eight Ethical Principles Of ACDS	13-16
5.	Employee's Roles & Responsibilities	17-20
6.	Service Rules	21-30

INTRODUCTION



INTRODUCTION

ACDS is a premier institution in the field of Dental Education under the aegis of AWES. Being an Institution managed by Indian Army, students must inculcate the virtue of self-discipline, so as to ensure that they achieve success both in academics and extracurricular activities.

ACDS VISION 2020 envisages us to be in the top 5 National ranking amongst all Colleges in the field of dental education in India. This vision is achievable if students conform to rules, regulations and College routines while they toil hard to secure their future. Therefore, it is necessary to spell out what is expected from students both in and off campus. A well spelt out Code of Conduct & General Rules for Administration, besides aiding the students to understand the need to conform to rules, would assist the faculty & administration to objectively handle situations without any bias, should such a need arise.

Hence, all faculty & students and administrative staff shall make themselves conversant with the ACDS Code of Conduct & General Rules for Administration. Students shall read, understand and obey these orders. These rules are the basis for their conduct in the College. Negligence and Ignorance of the same are unacceptable and violation of these orders will invite remedial actions that may in turn be detrimental to the career ahead.

These rules will become operative from 01 Oct 2020 and is applicable to all students of ACDS including Post Graduate Courses. The Management of ACDS has the right to frame rules, amend, add, delete and promulgate provisions of this rules at any time or as and when the Management feels there is a need to do so.

VISION, MISSION & QUALITY

POLICY



VISION, MISSION & QUALITY POLICY

Vision:

Be at the Forefront of Dental Education, by providing quality education at affordable costs; Be able to reach out to each and every citizen of the community by preventive and effective treatment strategies.

Mission:

To provide opportunities in professional dental education for the wards of army personnel, Ex-servicemen and war widows; To take care of oral health needs of the community by providing high quality value-based education to its graduates

Quality policy:

we at Army College of Dental Sciences are committed to be the most preferred domicile for education and patient care in dentistry development of holistic and scholarly attitude of students who can contribute to achieve excellence in oral health care for upliftment of society, through

- Providing quality education and patient care, suitable for the contemporary and changing needs of the Dentistry.
- Transforming individuals to be holistic adhering to ethics and values.
- Promoting and contributing to research in the emerging areas of national building
- Fulfilling all applicable regulatory, legal and other requirements related to Quality.
- Continually improving quality management system through creating awareness among all the interested parties regularly.

HUMAN VALUES



HUMAN VALUES

Human value is defined as “a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors” teachings and practices, need and judgement of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. At ACDS, we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.

Types of Values:

The core human values are:

1. **Right conduct**
2. **Peace**
3. **Truth**
4. **Love**
5. **Nonviolence**

1. Right conduct:

Encompasses the following values such as

- a) **Self-Help skills:** care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.
- b) **Social skills:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment
- c) **Ethical skills:** code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- d) **Ownership:** ownership of the work.

2. Peace:

Encompass the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

3. Truth:

Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (Unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Love:

Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

5. Non-violence:

Encompasses the following values such as:

- a) **Psychological:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.
- b) **Social:** Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Professional values:

Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

Credibility & Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

Commitment:

Commitment mean alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follow, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession.

The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitude is the most distinctive and indispensable concept in present day. attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behaviour, and attitude-behaviour relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day-to-day life. Positive mental attitude characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and

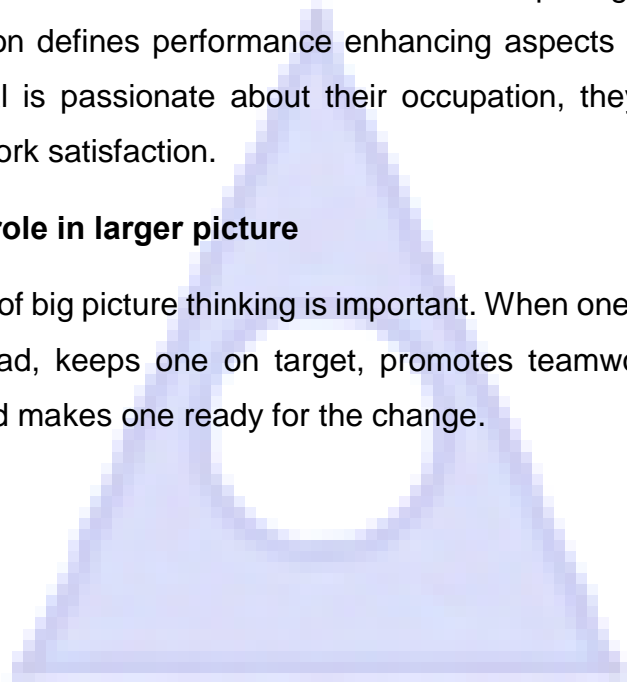
valuing time. The proverbs “Time and tide wait for nobody” and “Procrastination is the thief of time”. Time management is the key to increase effectiveness, efficiency or productivity.

Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

Identifying one’s role in larger picture

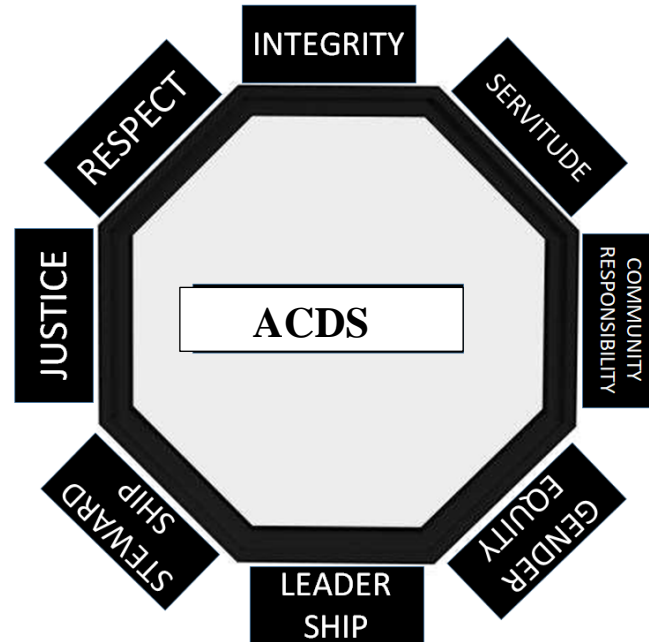
Cultivating the skill of big picture thinking is important. When one maintains big picture it allows one to lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change.



EIGHT ETHICAL PRINCIPLES OF
ACDS



EIGHT ETHICAL PRINCIPLES OF ACDS



The Octagonal structure of the ACDS building symbolizes the eight ethical principles of the Institution

Ethical behaviour exalts an organization. The very physical octagonal structure of the ACDS building embodies these eight ethical principles. The following principles will apply to every professional who works under the aegis of ACDS. The individuals must take the responsibility to adhere to these principles and protect the reputation of the Institution.

1. Integrity – Truth and faithfulness in every word and deed.
2. Servitude – the inclination to serve and do good.
3. Leadership – Ability to inspire and lead.
4. Justice – Impartiality in service.
5. Stewardship and Diligence – the accountability in every commission.
6. Respect – for dignity, worth and personal space.
7. Gender equity – make gender bias obsolete.
8. Community responsibility – the service extends beyond the campus.

Integrity: Integrity in word and deed, however big or small, is the highest virtue of all. Integrity is the test of a person's character. The ACDS staffs are expected to showcase truthfulness and faithfulness in their delivery of official duties, in the interest of the institution. This ethical principle is also reflected in the dental care and the research activities of the institution wherein scientific integrity will be adhered faithfully. The ACDS staffs are encouraged to demonstrate integrity in their personal affairs too, given that they will be the representatives of the Institution.

Servitude: Realization that one's talent, time and very existence are for the service of another is the essence of this noble profession. The ACDS staffs are expected to display this attitude while providing dental care in the campus as well as in the community.

Leadership: The ACDS staffs must take on the role of a leader in their area of expertise and make a proactive and sincere effort to drive positive and constructive changes around them. The ACDS staffs must always be team players and work selflessly. The ACDS staffs must also be conscious that the students are constantly looking up to them as their 'role-models' and imbibing their qualities subconsciously. Setting an example in an academic institution is important as more things are 'caught' than 'taught'.

Justice: The ACDS staffs must exhibit fairness in their conduct with patients as well as students. ACDS has 'zero tolerance for discrimination' with respect to caste, creed, colour, gender, socio-economic status or any social division for that matter. The ACDS staffs are expected to be impartial and discourage favouritism in their delivery of duties. They will not give into bias, undue influence, prejudice and conflict of interest.

Community responsibility: The institution mandates that the staffs realise their moral obligation towards the community and engage in public health work. Being a part of the outreach activities like camps, awareness campaigns and extension activities can add flavour to their career as well as give a sense of self-fulfilment. At the end of the day, we know that what matters is not what we receive but what we give to the society.

Stewardship and Diligence: Stewardship spells accountability. Accountability demands diligence. The ACDS staffs are expected to take responsibility for all

their words, actions and the consequences. They will be accountable to the Top management and the higher authorities in the organization at all times. They are expected to be pro-active in their responsibilities and work diligently with all their heart, mind and soul to further the vision and mission of the institution even if it means to go the extra mile.

Respect: ACDS mandates its employees to nurture a conducive and all-inclusive social environment to make the workplace enjoyable for all. This is possible only when employees greet, interact, respect and accept each other unconditionally – even in the face of disagreement. The ACDS staff must exhibit politeness and courtesy in speech and action. Belittling, sarcasm, humiliation, ridicule and gossip are discouraged. Respect for personal space of all employees ensures work-life balance. Respect for patient autonomy and privacy must be ensured while dispensing daily duties in the hospital. The golden rule ‘Do unto others, what you want others to do unto you’ must be remembered at all times.

Gender equity: ACDS fosters gender equity in the campus. Both men and women are treated equal and given equal opportunities. There is zero tolerance for any form of harassment. The Gender Sensitization Committee against Sexual Harassment was launched to make the fairer gender feel safe.



EMPLOYEES' RIGHTS AND
RESPONBILITES



EMPLOYEES' RIGHTS AND RESPONSIBILITIES

Employee Rights

- To be aware of the Institution wide policies & Statutory Regulations as applicable.
- To be treated considerably and respectfully without any discrimination.
- To be aware of the terms and conditions of his/her employment before joining the organization.
- If any one believes that he/she has been the victim of any kind of harassment, or knows of another employee who has been harassed, they have the right to report it immediately to the Institution's Grievance Reddressal Committee / Administration Office or Principal in writing.
- To seek clarity on the targets to be achieved and the roles/responsibilities associated with the task to be performed.

Employee Responsibilities

- Employees are expected to work on their duty hours to support the College & Hospital's operations and are also required to work overtime when the workload necessitates.
- Employees shall be responsible for the equipment allocated to them and maintain it in accordance with the standard operating procedures.
- Employees are expected to maintain proper discipline, professional ethics.
- Employees are expected to plan leave well in advance and if unable to report to work on schedule he/she shall intimate to the department head & the Principal in writing.
- Employees are responsible to maintain complete confidentiality of student's & patient's information's.
- Employees shall be encouraged not to converse in their local vernacular language while in patient contact areas.
- Employees are expected to maintain proper dress code.
- Employees shall devote their time exclusively for the work assigned to them and do not engage in unwanted activities.

Promotion: The Management will promote only qualified and eligible employees to higher positions when vacancies arise in such higher cadre. Promotions will be effected strictly on the basis of merit, efficiency, and suitability for all employee

categories wherever applicable on the basis of past record of service, performance, requisite skills, seniority and state of health and suitability of the employee.

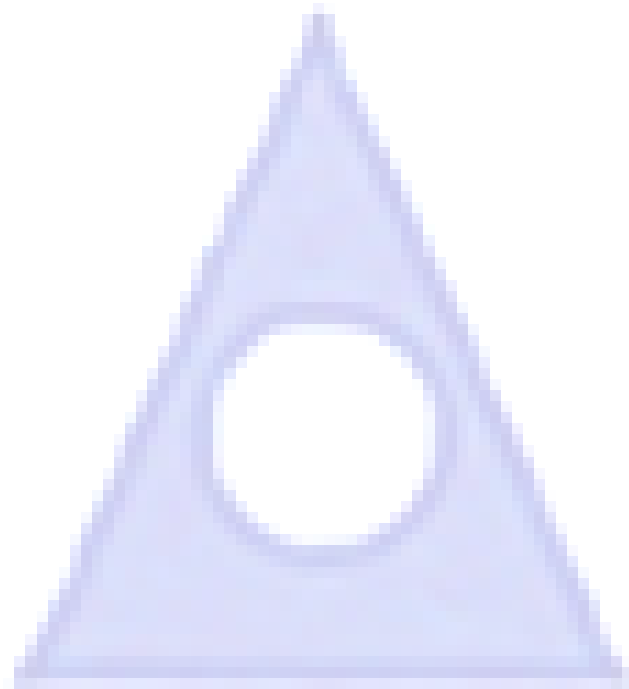
Promotion policies are primarily based on the staff self-appraisal done annually by each employee & internally verified by the Department heads & the Institutional Head and reviewed by the Management Committee annually. It appraises the following competencies: Teaching-learning, assessment, team work, mentoring skills, communication skills, Faculty Development Program [FDP], co-curricular activities, professional activities, Work ethics, Research and publications along with Patient/Student/department care.

The suitability of an employee for promotion will be decided solely by the Management. Upon promotion or regularization, the employee will be granted such benefit and increase in wages as may be decided by the management. The management's decision on promotions shall be final and conclusive.

Redressal of Grievance of Employees against Unfair Treatment: All complaints arising out of employment including those relating to unfair treatment and wrongful application of these service rules shall be submitted to the Grievance Redressal Unit in given format. The employees shall exhaust the above procedure before resorting to any legal remedy.

College & Hospital Safety Rules: The only way to do a job in the College & Hospital is the safe way. Urgency is not a justifiable excuse for neglecting safety. Know your job thoroughly, when in doubt, do not indulge in guesswork, ask your supervisor. Do not handle or operate machinery, tools and equipment's without authorization. Be alert and observe keenly. Report immediately any faulty equipment, unsafe condition or act, and defective or broken equipment. Do not try amateur repair. Stay physically and emotionally fit for work by maintaining good health and a proper diet. Abstain from alcoholic drinks. Take sufficient rest and practice cleanliness. Personal hygiene is important. Wash your hands often in designated areas of the College & Hospital. This is absolutely necessary. Wear proper uniform or clothing for your job. Jewelry and high-heeled footwear may be hazardous. Prevent the spread of infection and contagious disease. Cooperate with the College & Hospital infection control committee by observing established procedures. When you are ill with an infectious disease, report to the doctor immediately and stay at home. Walk, not run particularly when you are carrying delicate, breakable article or instrument. If you see some foreign material,

loose wire, oil spill, etc., on the floor that may cause an accident, make sure it is removed as once. Be familiar with your work procedure. All departments have within work procedures that include safety practices at work and handling equipment's.



SERVICE RULES



SERVICE RULES

CONDITIONS OF SERVICE FOR MEMBERS OF THE STAFF

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal or other officer under whom he/she shall, from time to time, be placed as member of staff. He/ She shall discharge all duties pertaining to the office and other responsibilities which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- A member of the staff shall not normally or on any pretext absent himself/ herself, from his/her duties without prior permission of his/her superior officers authorized to give permission or in case of sickness or inevitable accident, without forwarding a medical certificate or necessary evidence satisfactory to the College authority.
- Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned in any trade, business or canvassing or any assignment even of an honorary nature.
- Member of the staff shall be punctual to their classes. Absenteeism without the permission of the Head of the Department will be viewed seriously.
- Recording of attendance is compulsory for every class/period. The attendance statement of the students should be entered into the computerized attendance system after every class positively. Members of the staff are expected to take note of students absenting often, advise them and report to the tutor and the Head of the Department. The parents will have to be informed about the regulation and attendance and regarding minimum requirements. The parents of the students having poor attendance and poor performance will have to be called for a discussion and proceedings of the discussions to be recorded. The monthly attendance report should be communicated to the parents during the first week of the following month without fail.
- Members of the staff are strictly prohibited from expressing opinions or comments in the class regarding religion, communal matters and politics.
- Members of the staff are prohibited from taking private tuitions for students.

- Every staff member is expected to extend his/her beneficial influence in building up the personality of the students and hence should associate himself / herself actively with such extra-curricular activities he/ she is interested in or assigned to him/ her from time to time.
- Members of the staff are not permitted to publish books or articles for the magazines or broadcast radio/TV talks without the written permission of the Principal.
- Members of the staff are not permitted to participate in any political movement or discussions of any political meeting within or outside the College campus. As in certain cases, prior permission is necessary to participate in all literary and cultural activities outside the campus.
- Every person appointed to a post, excepting temporary appointments, shall be required to be on probation for a period of one year from the date of joining service.
- Where the performance of a member on probation is not satisfactory or due to exigencies necessitated by circumstances, the College authority shall, before the expiry of the probationary period, may extend his probation for a further period not exceeding 12 months for reasons to be recorded in writing.
- Increments are sanctioned for members of the staff on the following basis:
- Increments are sanctioned for the members of the staff after he/ she has completed 12 months of uninterrupted service in the College.
- Completion of probation or the dates for next increment will correspondingly be extended through the period by which a member was on loss of pay during the year.
- Annual Self Appraisal meeting will be conducted for the staff members. Based on this, the increments will be sanctioned.
- Every member in service is entitled to join the provident fund scheme in percentile terms accordance within the public provident fund [EPF]/ employer provident fund [EPF] rules.
- Every member of the staff is entitled to submit their resignation, either by giving the College authority three months' notice in writing or by paying the authority 3 months' salary in lieu thereof or less as it is necessary to compensate the said 3 months if that was in short off. In this connection, any leave availed by the member on loss of pay during the period of notice must be compensated by due extension. Anyhow normally staff members will not be relieved in the middle of the academic year.
- The College authority shall have the power to terminate the services of a member of

the staff of the College without notice for any of the following reasons: willful neglect of duty; failure to show the diligence and attention in the discharge of duties or irregularities in subordination to authorities, harassment to students and patients, mental unfitness or criminal offence involving moral turpitude.

- With one month notice or one month salary in lieu therefore for the following reasons: incompetence, inefficiency, breach of the conditions of service and/ or/ laws of the College, retrenchment, physical unfitness, or any other good cause;
- The authority shall not terminate the services of the said staff member whether summarily or otherwise without informing him/ her in writing of the grounds, on which they intended to take action and giving his/ her what in their view, is a reasonable opportunity for stating his/her case in writing and before coming to a final decision, shall duly consider his/ her statement and if he/ she so desires, give him/ her a personal hearing.
- A service Register in prescribed form shall be maintained for every staff member permanently appointed.
- No member of the College staff shall address any communication to the chairman/ members of the Governing Council of the College/ or Vice- Chancellor/ Registrar/ any authority of any of the Apex body/ or Government or meet any one of them without the permission of the principal.



LEAVE RULES FOR ACDS EMPLOYEES

INTRODUCTION

1. Army College of Dental Sciences (ACDS) is a professional college managed by army Welfare Education society (AWES) and has started functioning from year 2001.
2. The service conditions, discipline and academic schedules are guided by the AWES rules, Rules of Kanoji Narayana University of Health Sciences, Govt of Telangana and DCI.
3. Leave Rules of ACDS employees were amended from time to time and it is essential to formulate comprehensive leave rules.

AIM

4. To lay down leave rules for ACDS employees.

SANCTIONING AUTHORITY

5. To lay down leave rules for ACDS employees.
 - (a) Chairman for the ACDS is competent authority to sanction leave for the principal.
 - (b) Principal ACDS is competent authority to sanction leave for all other employees.

CATEGORISATION OF ACDS EMPLOYEES

6. The categorisation of ACDS employees is as under: -
 - (a) **Teaching Staff.** Teaching staff are those who are actively involved in teaching as well as carry out treatment procedures at OPD and in patient department. This includes the dental and medical faculty.

(b) **Non-Teaching Staff.** The non-teaching staff includes staff in Administrative Wing, Technicians, Mechanics, Library, Stores, Lab attendants and such like staff working in College/Hospital.

7. All types of leave will be subject to the following rules :-

- (a) Leave is a matter of privilege and cannot be claimed as a right.
- (b) Normally leave must be sanctioned before it is availed of.
- (c) All HoD's will ensure that sufficient staff should present in the dept/sec on all working days so that functioning of Dept is not adversely affected.
- (d) In case of sudden illness or emergency when prior sanction cannot be obtained, leave application will be submitted at the earliest, alongwith a medical certificate.
- (e) The No of days of attendance per week of teaching faculty is as follows:-
 - (i) Professor - 04 days.
 - (ii) Reader - 05 days.
 - (iii) Sr Lecturer - 06 days.
 - (iv) Lecturer - 06 days.
- (f) Those who are working/visiting 02 and 03 days in a week are not eligible for any type of leave.
- (g) Professor/Reader availing leave other than Saturday, will forgo one leave in second week as second Saturday is observed as closed holiday in the College.

TYPE OF LEAVE

8. **Casual Leave (CL).** All the employees including probationers are authorised casual leave as per entitlement in a calendar year as under, except those mentioned in Para 7(f) :-

(a) **CL Entitled.**

- (i) Professor - 04 days.
- (ii) Reader - 06 days.
- (iii) Sr Lecturer - 08 days.
- (iv) Lecturer - 08 days.
- (v) Adm staff - 08 days.

(b) Prior permission shall be obtained, except in unforeseen emergencies. In those circumstance, telephonic sanction to be obtained.

(c) Employee shall get the leave approved after return from leave, if the leave is availed on unforeseen emergencies.

(d) Employee/HoDs shall make alternative arrangement for conduct of classes/treatment of patients.

(e) Casual leave can be combined with Sunday and holidays.

(f) Casual leave excluding Sundays & holidays shall not exceed six days at one stretch.

(g) Casual leave can be combined with Special CL or Compensatory paid leave (CPL).

(h) Casual leave cannot be carried forward and accumulated for next year.

(j) Casual leave cannot be combined with Earned Leave/Vacation Leave/Sick Leave.

(k) If any employees comes 4 days late for duty(from 0830h-0930h), one day Casual leave will be debited or one day Loss of Pay (LOP) will be admissible. Employees coming after 0930h will be counted as half day leave. This will adjusted against Casual Leave only.

9. **Earned Leave (EL).**

(a) **Employees on Probation.** Employees on probation are not eligible for Earned Leave (EL). On completion of probation, they are authorised earned leave in that calendar year.

(b) **Contract Employees.** Contract employees are eligible to avail earned leave after probation. Earned leave shall be credited to the account once in every six months at the rate of two and half days per month of service completed. Teaching faculty entitled following earned leave in a year :-

- (i) Professor - 14 days.
- (ii) Reader - 16 days.
- (iii) Sr Lecturer - 24 days.
- (iv) Lecturer - 24 days.
- (v) Adm Staff - 30 days.

(c) 50% leave will be availed before 30 Jun every year and if any earned leave is pending after 30 Jun, only 50% of authorised will be sanctioned from 01 Jul to 31 Dec.

(c) **Accumulation of Earned Leave.** Earned leave can be accumulated 15 days in a year and upto 300 days in entire service. The payment of account of encashment of leave would be subject to the employee completing minimum three years service in the Institution at the rate of the last pay drawn. Subsequent accumulation of leave by the individual is not to exceed the limit of 300 days (included leave encashed for which payment has been made).

Applicable to non teaching staff/adm staff incl Principal.

10. **Sick Leave/Medical Leave.** 12 days of half pay or 06 days on full rates of pay will be admissible for the employees. To be availed on production of a medical certificate from a MBBS Doctor, Ayurveda or Homeopath. This may be availed in parts

in a calendar year. Accumulation of medical leave upto a maximum of 30 days in entire service is permissible.

11. **Maternity Leave (ML).**

(a) **Pregnancy Cases.** 26 weeks (180 days) (Applicable upto two surviving children).

(b) **Miscarriage/Abortion.** 45 days in the entire career of the person. Frequency of this type of leave is on "as required basis" but to a maximum of 4 weeks, supported by Medical certificate.

12. **Paternity Leave.** 15 days (for male employees in first two months of adoption/delivery of child by spouse).

13. **Child Adoption Leave.** 180 days (for first adoption only if there is not more than one surviving child).

14. **Compensatory Paid Leave (CPL).**

(a) All the employees including probationary and contract employees are eligible to avail CPL for working for atleast 5 hours on Sundays and holidays and extra hours exceeding six hours on any working day.

(b) CPL cannot be accumulated and carried forward to next month/year, except for working on holidays in the last week of December. CPL will be availed within one week of extra duty.

15. **Extra Ordinary Leave(EOL).**

(a) EOL without pay and allowances can be availed not exceeding six months in extra ordinary situations like health problems or any other genuine cause which may require absence for long period.

(b) EOL shall be availed after prior sanction.

16. **Vacation Leave**. The vacation is applicable to following teaching staff :-

- (a) Professor - one week (four working days of the week).
- (b) Reader - One week (five working days of the week).
- (c) Sr Lecturer - One week (six working days of the week).

17. **One Duty Leave**. The faculty nominated for conference, exam duty, DCI Insp, etc, should obtain approval of Principal before proceeding to attend such duties. Such absence from the college will be counted as on duty leave.

18. **Leave Travel Concession**. Due to financial limitations, Leave Travel Concession facilities cannot be given to the employee of ACDS.

CONCLUSION

19. This SOP has been made for smooth and well-functioning of ACDS, it is essential that leave rules be frames.

