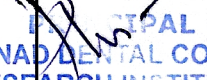


Chettinad
Dental College & Research Institute

HR POLICY DOCUMENT

**-REGARDING FINANCIAL SUPPORT TO TEACHERS TO ATTEND
CONFERENCES/WORKSHOPS**


**PRINCIPAL
CHETTINAD DENTAL COLLEGE &
RESEARCH INSTITUTE
RAJIV GANDHI SALAI
KELAMBAKKAM - 603 103.**

**6.0 PERFORMANCE APPRAISAL, CAREER ADVANCEMENT,
PROMOTION & SEVERANCE (KRA)**


6.1 Performance Appraisal Annual Review

The Management Committee of the College reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions.

- i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the College. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the College shall review the performance of every faculty member and recommend annual increment, career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

6.2 Career Advancement Scheme (CAS) for faculty

For all teaching faculty Career Advancement Scheme (CAS), Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010" (published in the Gazette of India, September 18, 2010) with minimum duration of service and API score.



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Financial support to Faculty:

Faculty attending or presenting at International and national conferences and workshops are encouraged through financial assistance. Membership fees to professional bodies are also met by the institution as per the policy norms. Assistance extends to registration fees and TA/DA allowance.

6.3 Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should have satisfactory performance as evaluated by an appropriate review committee/authority.


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