



SREE MOOKAMBIKA INSTITUTE OF DENTAL SCIENCES

PADANILAM WELFARE TRUST, V.P.M. HOSPITAL COMPLEX,
PADANILAM, KULASEKHARAM, K.K.DIST. TAMIL NADU, PIN-629161
(Approved by the Govt. of Tamilnadu Recognised by Dental Council of India
and Affiliated to The Tamilnadu Dr.M.G.R. Medical University, Chennai)
Website: smids.sreemookambikainstitute.com
Email id: smidsbds1999@gmail.com

HR POLICIES

1. All the original certificates regarding the qualifications and working experience shall be produced for verification, along with their photocopies; which shall be retained at the College office.
2. The employee is bound to work on full time basis and discharge thier duties exclusively to the interests of the institution.
3. The appointment is based as per the approval of the Chairman / Director of the College.
4. Maintenance of decorum, discipline and punctuality and professional excellence of high order, commensurate to the post.
5. Additional duties, administrative and any other duties if and when assigned / allocated by the Principal with the concurrence of the management in the interest of the College shall be accepted and performed to the best of your ability
6. The employee shall not accept any other assignments of any kind from any other institutions while serving at this College and shall give an Affidavit to the effect that you have not given your name to and / or cause to show your name in any other institution in any capacity
7. The employee is bound to take permission from the management before representing the in stitution elsewhere
8. The employee will be model and source of inspiration to all others in the College in maintaining high personal/ professional and ethical standards
9. The Income Tax, Professional Tax and any other statutory Tax if any payable, shall be deducted at source as applicable at the time of such deductions
10. The employee is eligible for leave as per the regulations listed in the College
11. The employee's services may be relieved at the discretion of the management represented by the Chairman / Director without assigiing any reason or whatsoever giving you one month's notice to this effect
12. The employee can relinquish the services at our college without giving any reason or whatsoever by giving three months' notice to the Chairman / Director representing the Management ofthe College to this effect or in lieu thereof a sum equal to the amount of salary which would have been accrued by the employee during the period or remaining period of notice
13. The employee should be present in the College during the working hours
14. The appointed staff of the collage will continue to work for minimum three years in that capacity and a prior-permission from the management is required to start your own clinic/establishment within the radius of 10 kilometres from the institution.



Dr. Elizabeth koshi MDS
Principal
Sree Mookambika Institute of Dental Sciences
V.P.M. Hospital Complex
Padanilam- Kulasekharam-629 161
K.K. Dist., Tamilnadu



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15. Any matters pertaining to the institution should not be disclosed at any point of the time.
Confidentiality of high order to be maintained throughout your service.

16. as per the college regulation, those recruited staff can be relieved only at the end of academic year.



Dr. Elizabeth. S. S. MDS
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