

CIRCULAR

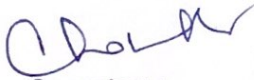
To,

All the UG/PG Students/Teaching staff

With the aim of creating and encouraging scientific research, patents and publications in high impact journals , management has approved a proposal for the researchers of Rishiraj College of Dental Sciences and Research Centre, Bhopal with effect from Jan 1, 2022.

1. UG/PG Student – A research grant for students of Rs 15,000/- maximum after Ethical committee approves the study and final approval from the management. Research should be adding value to the existing literature and to be published in Pubmed /Scopus indexed journal.
2. UG/PG/Staff- Research paper publication grant – Rs 10,000/- maximum with final approval from the management. Article to be published in PUBMED INDEXED JOURNALS/GOOGLE SCHOLAR LISTED JOURNALS/UGC approved journals/SCOPUS Indexed journal only .Amount will be sanctioned after the publication of the article (Maximum 3 months period after publication).

Application form for the research grants and research publications will be available in the office.



Secretary

RCDS & RC, Bhopal



**RISHIRAJ COLLEGE OF DENTAL SCIENCES &
RESEARCH CENTRE, BHOPAL**

Pipalner Road, Gandhi Nagar, Near Airport, Bhopal – 46203

Tel : 0755-6647300,322 Mobile No. 7440777333, Email : info@Lnctrishiraj.ac.in



Ref: RCDS & RC/Exam/2023/

Dated: 01/06/2023

Notice

As per the Management Policy special leave of 05 days will be granted to any employee in case of his/her Marriage and any unexpected demise of parents.

Management
RCDS & RC
Gandhi Nagar, Bhopal

Copy to :

1. All Departments
2. Account Section
3. Office file

6.3.1

DATE : 18/01/2022

OFFICE ORDER

As per the instructions from the management, there are following changes in the functioning of the college with respect to college timings, leave application and holidays and these are as follows:

1. COLLEGE TIMINGS : TEACHING STAFF : MON – FRI : 9 AM TO 3.30 PM

SAT : 9 AM TO 1 : 30 PM

NON TEACHING & OFFICE STAFF : MON – FRI : 8:30 AM TO 4 PM

SAT : 8 : 30 AM TO 2 PM

10 min grace period will be issued for maximum two times in a month.

HALF DAY POLICY: First half

Teaching staff: 9 am -12: 30 pm Non teaching : 8:30 am – 12: 30pm

Second half : Teaching staff: 12 pm-3: 30 pm Non teaching : 12pm – 4 pm

2. STAFF LEAVES : SENIOR LECTURER : 20 Days/year

READER : 24 days /year

PROFESSOR : 28 days/year

NON TEACHING : 12days/year

All other leaves will be paid leaves

3. EXAMINATION LEAVES :PROFESSOR : 3 Examination leaves/year

READER : 2 Examination leaves/year

4. CONFERENCE LEAVES :PROFESSOR : 2 Conference leaves/year (**Maximum 4 days per conference**)

READER : 1 Conference Leave/year(**Maximum 4 days**)

5. CASUAL LEAVES : SENIOR LECTURER : ⁰²casual leaves/per month (inclusive of 20 days leaves)
(Applicable from Jan 2022 to Dec 2022)

READER : 2 casual leaves/per month (Inclusive of 24 days leaves)

PROFESSOR : 3 casual leaves/ per month. (inclusive of 28 days leaves)

6. GATE PASS : Gate pass will be issued to go outside the college for **only emergency work** during working hours. Maximum two gate passes will be allowed in a month for a maximum period of 1 hour each. **No gate passes will be issued on Saturday and after 2:30 pm on weekdays.**

7. Summer Vacation – 5 days teaching staff, 3 days non teaching staff. (Schedule to be decided later)



8. All leave applications will be now online via ACCSOFT software. No hard copy leave application will be accepted by the office. In case of any special leaves extending beyond the casual leaves in a month will be submitted in writing to the OSD office for approval from the management. In case of any issues with the software for the leave applications office staff will be assisting staff members for submitting the leave application.

9. Daily signing of the attendance register is compulsory.

10. Teaching and non teaching staff are required to come in proper attire for work. Jeans/T Shirts will be not allowed to be worn. Casual dress code will be allowed on Saturday .Aprons to be worn during clinical hours .

AS ORDERED BY MANAGEMENT

A handwritten signature in black ink, consisting of a stylized 'A' followed by a cursive flourish.

Ref: RCDS/Mis/2021/

August 31, 2021

NOTICE

DENTAL FACILITIES FOR LNCT GROUP STAFF MEMBERS

There will be subsidized dental treatment facilities provided by Rishiraj College of Dental Sciences and Research Centre, Bhopal

Faculty	Dental Procedures
Medical/Dental Faculty/LNCT Group Teaching Faculty	50% on consumables
Non Teaching Faculty	50% on consumables
1 st Relatives	20% discount on overall charges
Reference of faculty & Staff	10% discount on overall charges

Dr. Anupam Chouksey

Secretary

LNCT Group



**RISHIRAJ COLLEGE OF DENTAL SCIENCES
& RESEARCH CENTRE, BHOPAL (M.P)**
Near Airport, Pipalner Road, Gandhi Nagar, Bhopal (M.P.)



Ref: RCDS & RC/2022/073

Dated: 01.02.2022

Maternity Leave Policy

As per the instruction from the management, three months maternity leave will be provided to the female staff. One month salary will be sanctioned during this period.


Dr. G. S. Chandu

Principal
Principal

Rishiraj College of Dental Sciences &
Research Centre, Gandhi Nagar, Bhopal

Date of release: 18-Jan-23
 Quote Number: GFA-SBIG-ES831



QUOTE SHEET FOR GROUP PERSONAL ACCIDENT INSURANCE POLICY

Name of the Firm:	Rishiraj College Of Dental Sciences & Research		
Name of the Business:	Direct	Hotel Industry / Hospitals	
Period of the Insurance:	19/Jan/23	To	18/Jan/24
Business Type:	Fresh	Employee-Employee	
Nature of Group:	Employee-Employee		

Scope of Cover: As Per our Standard Group Personal Accident Insurance policy

Coverages	Remark	Remark
Insured Details		Only permanent employees of the organization are covered.
Policy Basis		Named Basis
Operative Time		24 Hours
Territory Restriction	No	No Territory Restriction
Terrorism	Yes	Covered for all however terrorism activity arising out of Nuclear, Biological and/or Chemical means is excluded from scope of this policy.
Accidental Death	Yes	Covered for All
PTD	Yes	Covered for All
PPD	Yes	Covered for All
TTD	No	TTD Not covered
Accident Medical Extension (Inpatient)	No	Accident Medical Extension not covered
Accident Medical Expenses (Inpatient / Outpatient)	No	Not Applicable

18/01/2023
 Rishiraj College of Dental Sciences
 & Research Centre



Children Education Allowance	No	No	Not Covered
Ambulance cover	No	No	Not Covered
Reparation of remains and Funeral Expenses	No	No	Not Covered.
Family Transportation	No	No	Not Covered.
Adaptation Modification Allowance	No	No	Not Covered.
Hospital Confinement Allowance	No	No	Not covered.
Broken Bones	No	No	Not Covered.
Loss of Books/Spectacles/Damage to Bicycles of School Children	No	No	Not Covered
Reimbursement of Exam Fees/School fees for students	No	No	Not Covered.
Purchase of Blood	No	No	Not Covered.
Loan Protector	No	No	Not covered.

Designation	No. of Members	Sum Insured per Grade/ Category	Total Capital Sum Insured
As per Annexure	126	As per Annexure	12,60,00,000
TOTAL	126		12,60,00,000

Base Premium: Rs.

48,843

Accounts Section
Rishiraj College of Dental Sciences
& Research Centre



Service tax @ 18.00%
Total Premium Payable (including commission and S.Tax) : Rs.

8,792
57,635

Per Lakh rate basis death Sum Insured (GST extra) INR 36.76

Kindly Note: This Quote is tentative based on the details provided by you. Change in Insured member (Employees) data may attract additional premium.

Other Terms & conditions:

- *Quote is subject to this is fresh proposal
- * Employees shall be covered from DOJ subject to availability of sufficient CD balance being maintained with insurer and information received within window period for addition.
- * It is hereby agreed between the Proposer and the Company that any addition / deletion to the list of insured members shall be communicated to the Insurer in writing within a reasonable time but not later than 30 days from the date of the employee joining or being relieved from the organization.
- * Addition/deletion shall be done on prorata basis once in a month only subject to data being provided to us by 15th of succeeding month and sufficient CD balance being maintained.
- * Coverages, SI, terms & conditions are strictly as per expiring policy except as specified.
- * Occupational Hazards are excluded - like gas inhalation in chemical factory, tar factories etc.
- * Insect bite excluded
- * The Risk which can be covered under WC policies and if already compensated there, the claim would not be paid under GPA policy.
- * Infectious or Contagious Disease Exclusion during a PHEIC
- * Terrorism by nuclear and/or chemical and/or Biological
- * This quote is subject to information provided on nature of activities, number of insured persons declared and Sum Insured. If information changes, the quote needs to be re-approved.
- * The Policyholder shall immediately notify the Company of any and all changes during the Policy Period to the Insured person's professional activity or occupation as stated in the policy schedule.
- * Mid term increase in SI is not allowed unless it is specified.
- * Disablenent benefit due Terrorism, Riot & Strike is covered under the scope of the policy excluding Terrorism by Nuclear, Chemical & Biological means.
- * Snake and animal bite is covered under the scope of the policy.
- * Maximum any one life limit shall not exceed Rs. 1000000/-
- * Maximum any one accident limit shall not exceed: Rs. 125000000
- * Minimum and maximum age at entry is restricted to 18 years and 65 years respectively.
- * For detailed coverage and exclusions, please refer policy wordings and add on wordings.

Quote valid Till 18-Jan-23


Rishiraj College of Dental Sciences
& Research Centre

Chapter 2: Research Achievements and Incentives Policy

The Comprehensive Research Support and Recognition Policy is designed to promote and reward research excellence among faculty and staff at LNCT Group institutions. This policy provides a structured approach to incentivizing various research activities, including publications, patents, conference contributions, and grant proposals. Under this policy, significant benefits are allocated based on the quality and impact of research outputs. Faculty members who publish papers in high-impact journals, whether free or paid, receive financial incentives and research leaves proportional to the journal's impact factor (IF) and SCImago Journal Rank (SJR). For patent filings and grants, the policy offers financial rewards and additional research leave to acknowledge the contributions of inventors and researcher. Conference-related activities are also recognized, with travel grants provided for presenting papers at indexed national and international conferences. Moreover, key roles such as committee members, session chairs, and keynote speakers receive recognition for their contributions to academic events.

In addition, the policy supports faculty members who successfully submit and secure funding for grant proposals. It outlines benefits based on the grant amount, including overhead charges and teaching load relaxation, to facilitate further research endeavour. This policy aims to foster a vibrant research culture by incentivizing high-quality research output and supporting faculty members' continuous professional development. By providing structured rewards and recognition, LNCT Group institutions seek to enhance their research impact and maintain a dynamic academic environment.

1. Publications:

Sr. No.	Achievement	Benefit	Research Leaves (RL)/Yr	Weightage Points
▪	Research Paper Publication in SCI/SCIE/Scopus (Free Journal)			
1.	IF ≤ 1 and SJR ≤ 0.13	INR 15,000/-	2	30
2.	1 < IF ≤ 2 and 0.13 < SJR ≤ 0.3	INR 30,000/-	4	
3.	2 < IF ≤ 4 and 0.3 < SJR ≤ 0.6	INR 45,000/-	6	
4.	4 < IF ≤ 5 and 0.6 < SJR ≤ 1	INR 60,000/-	8	60
5.	5 < IF ≤ 10 and 1 < SJR ≤ 2	INR 75,000/-	10	
6.	10 < IF and 2 < SJR ≤ 5	INR 1,00,000/-	15	
▪	Research Paper Publication in SCI/SCIE/Scopus (Paid Journal)	--	--	--
1.	IF ≤ 1 and SJR ≤ 0.13	INR 5,000/-	1	25
2.	1 < IF ≤ 2 and 0.13 < SJR ≤ 0.3	INR 10,000/-	2	
3.	2 < IF ≤ 4 and 0.3 < SJR ≤ 0.6	INR 15,000/-	3	
4.	4 < IF ≤ 5 and 0.6 < SJR ≤ 1	INR 20,000/-	4	50
5.	5 < IF ≤ 10 and 1 < SJR ≤ 2	INR 25,000/-	5	
6.	10 < IF and 2 < SJR ≤ 5	INR 30,000/-	6	

Table 2.1: Depicts Benefits, Research Leaves and Weightage Points based upon publications achievements

2. Conditions and Clauses:

- I. The higher value between the Impact Factor (IF) and the SCImago Journal Rank (SJR) will be applied to extend greater benefits to faculty members
- II. Only authors* affiliated with any institution within the LNCT Group are eligible to benefit from this policy.
- III. A 100% benefit shall be given to faculty/staff member of the LNCT Group if he/she is a co-author where remaining authors are from other organisations provided a correct affiliation of any of the institution of LNCT Group is being used.
- IV. For Scopus-indexed Q4 journals, only those with a minimum of four years of continuous indexing will be considered for policy benefits.

V. Journals indexed only in the following “Additional Web of Science Indexes”

- a) Current Contents Engineering, Computing & Technology
- b) Biological Abstracts
- c) BIOSIS Previews
- d) Current Contents Life Sciences
- e) Current Contents Business Collection
- f) Current Contents Social and Behavioral Sciences
- g) Emerging Sources Citation Index
- h) Essential Science Indicators

and not indexed in SCI, SCIE, or Scopus, will not be eligible for policy benefits.

VI. Journals listed solely in UGC CARE will **NOT** be eligible for policy benefits.

VII. If a student has conducted the primary work, first authorship shall be granted solely to the student, while the supervisor will serve as the corresponding author.

VIII. The policy benefits are restricted to faculty members and staff of LNCT Group institutions and do not extend to students.

IX. The benefit amount and Weightage Points shall be credited as follows:

Sr. No.	No. of Authors	First Author Benefit	Corresponding Author Benefit	Co-Authors Benefit	Weightage Points
1.	1	100% First and Corresponding Author		--	100% to Each First and Corresponding Author
2.	2	50%	50%	--	100% to Each First and Corresponding Author
3.	3	45%	45%	10%	100% to Each First and Corresponding Author Additional 10% to each Co-Author
4.	4	40%	40%	10% + 10%	100% to Each First and Corresponding Author Additional 10% to each Co-Author
5.	5	35%	35%	10% + 10% + 10%	100% to Each First and Corresponding Author Additional 10% to each Co-Author
6.	6	30%	30%	10% + 10% + 10% + 10%	100% to Each First and Corresponding Author Additional 10% to each Co-Author
7.	7	25%	25%	10% + 10% + 10% + 10% + 10%	100% to Each First and Corresponding Author Additional 10% to each Co-Author

Table 2.2: Depicts Publication Benefits and Weightage Points Sharing Ratio

X. Research leaves shall be credited equally half between First and Corresponding Author only and full in case of single author.

XI. Weightage Points shall be contributing directly into promotion and increment of the individual faculty/staff members.

XII. While it is encouraged to include authors with affiliations from other organizations, no benefits will be provided to them.

3. Patents:

Sr. No.	Achievement/Activity	Benefit	Research Leaves (RL)/Yr	Weightage Points
1.	Patent Filing (with Full Specification)	INR 15,000/-	05	10
2.	Patent Granted (National)	INR 1 lakhs	10	50
3.	Patent Granted (PCT)	INR 1 lakhs (A)	10	75
		INR. 50,000/- (B)	07	60
		INR. 30,000/- (C)	04	40

Table 2.3: Depicts Patent Benefit, Research Leaves and Weightage Points

4. Conditions:

- I. The applicant name shall be any of the institutions of LNCT Group ONLY.
- II. Only inventors affiliated with any institution within the LNCT Group are eligible to benefit from this policy.
- III. 100% of patent filing expenses shall be covered by the University.
- IV. Research leaves shall be shared equally amongst all inventors.

V. The benefit amount and Weightage Points shall be credited as follows:

Sr. No.	No. of Inventors	Benefit for Each Inventor	Weightage Points
1.	1	100% to the sole inventor	100% to the each inventor
2.	2	50% to each inventor	100% to the each inventor
3.	3	33.33% to each inventor	100% to the each inventor
4.	4	25% to each inventor	100% to the each inventor
5.	5	20% to each inventor	100% to the each inventor
6.	6	16.67% to each inventor	100% to the each inventor
7.	7	14.29% to each inventor	100% to the each inventor

Table 2.4: Depicts Publication Benefits and Weightage Points Sharing Ratio

VI. Weightage Points shall be contributing directly into promotion and increment of the individual faculty/staff members.
 VII. For PCT: (A)-Developed Nations, (B)-Developing Nations:

Group A

- United States
- Germany
- United Kingdom
- Japan
- France
- Canada
- Australia
- South Korea
- Switzerland
- Netherlands

Group B

- China
- Brazil
- South Africa
- Mexico
- Indonesia
- Nigeria
- Thailand
- Argentina
- Vietnam

Group C: Rest of the countries not listed above (Except India)

5. Conference:

Sr. No.	Achievement/Activity	Benefit	Research Leaves (RL)/Yr	Weightage Points
▪	Conference Papers			
1.	Abstract indexed in SCI/Scopus/IEEE (National)	Travel grant worth INR 5000	3	10
2.	Abstract indexed in SCI/Scopus/IEEE (International)	Travel grant worth INR 15000	5	15
3.	Full paper indexed in SCI/Scopus/IEEE (National)	Travel grant worth INR 15000	5	20
4.	Full paper indexed in SCI/Scopus/IEEE (International)	Travel grant worth INR 50000	7	30
5.	Committee Member/Expert/Reviewer for Conferences held abroad	NIL	5	15
6.	Committee Member/Expert/Reviewer for Conferences held in India (more than 10-year-old annual conference)	NIL	4	10
7.	Committee Member/Expert/Reviewer for Conferences held in India (less than 10-year-old annual conference)	NIL	3	5
▪	Keynote Speaker	--	--	--
8.	Conferences held abroad	NIL	6	15
9.	Conferences held in India	NIL	1	10
▪	Session Chair	--	--	--
10.	Conferences held abroad	NIL	6	20
11.	Conferences held in India	NIL	1	15
▪	Invited Speaker	--	--	--
12.	Conferences held abroad	NIL	6	20
13.	Conferences held in India	NIL	1	15
▪	Organizing Secretary	--	--	--
14.	Conference at LNCT (National)	NIL	2	20
15.	Joint organizing secretary of a conference at LNCT (National)	NIL	1	15
16.	Conference at LNCT (International)	NIL	3	25
17.	Joint organizing secretary of a conference at LNCT (International)	NIL	2	20
18.	Committee coordinators of conferences held at LNCT	NIL	1	10

Table 2.5: Depicts Conference Related Benefit, Research Leaves and Weightage Points

6. Conditions:

- I. Only the author who is presenting the Paper will be eligible for the benefits (travel grant, research leaves and weightage points).
- II. Only authors affiliated with any institution within the LNCT Group are eligible to benefit from this policy.

7. Books and Chapters:

Sr. No.	Books	Benefit	Research Leaves (RL)/Yr	Weightage Points
1.	Book indexed in Scopus/WoS (sole author)	INR 10,000/-	3	25
2.	Book chapter indexed in Scopus/WoS (all co-authors)	INR 3,000/-	2	10
3.	Edited book in Scopus/WoS	INR 5,000/-	2	10
4.	Edited book not indexed	NIL	NIL	-
5.	Book review for books indexed in Scopus/WoS	INR 3,000/-	2	10
6.	Books/book chapters not indexed	NIL	NIL	-

Table 2.6: Depicts Books/Chapter Related Benefit and Research Leaves

8. Conditions:

- I. Only authors affiliated with any institution within the LNCT Group are eligible to benefit from this policy.
- II. Benefits, research leave and weightage points will be granted to only one faculty or staff member at a time.
- III. A 100% benefit shall be given to faculty/staff member of the LNCT Group if he/she is a co-author where remaining authors are from other organisations provided a correct affiliation of any of the institution of LNCT Group is being used.

9. Grants:

Sr. No.	Grant Proposal submission	Benefits	Research Leaves (RL)/Yr	Weightage Points
1.	Amount < INR 10 lakhs	NIL	1	10
2.	Amount between INR 10 lakhs and INR 20 lakhs	NIL	1.5	
3.	Amount between INR 20 lakhs and INR 30 lakhs	NIL	2	
4.	Amount between INR 30 lakhs and INR 50 lakhs	NIL	2.5	
5.	Amount between INR 50 lakhs and INR 1 Crore	NIL	3	
6.	Amount > INR 1 crore	NIL	3.5	
	Grant Proposal Sanctioned	--	--	
7.	Amount received INR 10 lakhs	25% of overhead charges + 4 hours Teaching load relaxation for PI	5	100
8.	Amount received between INR 10 lakhs and INR 20 lakhs	25% of overhead charges + 8 hours load relaxation for PI and 4 hours load relaxation for Co-PI	7	
9.	Amount received between INR 20 lakhs and INR 30 lakhs	25% of overhead charges + 12 hours load relaxation for PI and 8 hours load relaxation for Co-PI	10	
10.	Amount received between INR 30 lakhs and INR 50 lakhs	40% of overhead charges + 16 hours load relaxation for PI and 12 hours load relaxation for Co-PI	15	
11.	Amount received between INR 50 lakhs and INR 1 Crore	50% of overhead charges + 20 hours load relaxation for PI and 16 hours load relaxation for Co-PI	20	
12.	Amount received > INR 1 crore	75% of overhead charges + 20 hours load relaxation for PI and 16 hours load relaxation for Co-PI	30	

Table 2.7: Depicts Grant Proposal Submitted/Sanctioned Benefits and Weightage Points Sharing Ratio

10. Conditions:

- I. Cash incentives and Research Leaves will be equally distributed among investigators. However Weightage Points will be given to all the investigators equally.
- II. Only faculty/staff members affiliated with any institution within the LNCT Group are eligible to benefit from this policy.
- III. A 100% benefit shall be given to faculty/staff member of the LNCT Group if he/she is a Co-PI where remaining PIs/Co-PIs are from other organisations provided a correct affiliation of any of the institution of LNCT Group is being used.

Disclaimer

1. **Policy Updates:** The "**Comprehensive Research Support and Recognition Policy**" is designed to offer guidelines and incentives for research activities. LNCT Group reserves the right to modify or amend this policy as necessary.
2. **Benefit Eligibility:** Incentives and benefits outlined are exclusively for faculty and staff affiliated with LNCT Group institutions. The policy does not apply to external researchers, students, or individuals from other organizations.
3. **Accuracy and Responsibility:** While efforts are made to ensure the accuracy of this policy, LNCT Group is not responsible for discrepancies or errors in its interpretation. The institution is not liable for any claims resulting from the policy's application.
4. **Dispute Resolution:** Any questions or disputes concerning the policy should be directed to the relevant administrative office within LNCT Group.
5. **Non-Contractual:** This disclaimer does not create any contractual obligation or entitlement and is subject to the discretion of LNCT Group's administration.

LNCT GROUP