

FACULTY INDUCTION PROCEDURE



RAHBAR COLLEGE
OF DENTISTRY

PRINCIPAL
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No.102/RCoD/175A Dated: 28 Nov 2024

To: Director Admin

Info: Medical Branch

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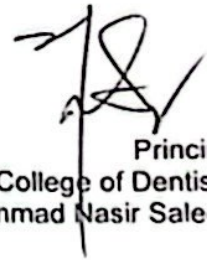
1. RCoD Faculty Induction Procedure is summarized as under:-
 - a. Need assessment is carried out as per institutional requirements and PMDC guidelines.
 - b. Advertisement prepared and displayed on RCoD Website/ Newspapers against vacant slots.
 - c. Collection of CVs against vacant slots.
 - d. Placing all CVs in CV Bank (separate for Basic & Clinical Sciences)
 - e. Scrutiny of CVs.
 - f. Order of faculty induction boards against vacant slots after seeking approval of the CA.
 - g. Shortlisting of candidates for appearing in faculty induction board.
 - h. Liaison with shortlisted candidates to inform time/ date/ venue for selection/ interview.
 - i. For selection/ interviews of Demonstrators, Board is headed by Principal RCoD and other members comprised of DDMS, Vice Principal/ Dir HR, DME & HOD / subject specialist.
 - j. For selection/ interview from Senior Registrar to Professor, the Board is headed by Vice Chairman RCoD and other members comprised of Principal, DDMS, MS PRTH, Vice Principal/Dir HR, DME & HOD subject specialist.
 - k. The board proceedings alongwith minutes sheets are prepared for formal approval of the Competent Authority.
 - l. The selected candidates are approached via Phone / Whatsapp message for information / confirmation of availability for the job.
 - m. Offer letter/ appointment letter issued to selected faculty.
 - n. Issuance of joining report, contract deed including terms & conditions to the selected faculty.
 - o. Issuance of letter for information of Accts Branch/ Admin Branch, HOD concerned, Medical Branch HQ PR (Punjab).

SOP – DISCHARGE FROM SVC OF FACULTY – RCoD

1. The svc of contract employees shall be terminated on disciplinary grounds/ misconduct or whenever desired by the employer without assigning any reason. Following shall constitute acts of omissions/ misconduct:-
 - a. Disregard or disobedience of rules and orders.
 - b. Theft, Fraud or dishonesty.
 - c. Wilful damage to property of RCoD.
 - d. Taking or giving bribes/ illegal gratification.
 - e. Making false or misleading statements.
 - f. Habitual absence without leave or absence without leave for more than ten days.
 - g. Habitual late attendance.
 - h. Malingering.
 - i. Negligence or Neglect of work.
2. The employee will be served show cause notice to explain his/ her viewpoint on stated / alleged misconduct.
3. The appointment during the pd of contract shall be liable to termination on 30 days' Notice on payment of an amount equivalent to one month pay without assigning any reason.
4. In respect of other matters not specified in this SOP, the decision of DG PR (Pb) will be final and the contract remains unchallengeable in any court of law.
5. HR Dept will issue a struck off strength (SOS) order under intimation to all concerned.

SOP OF RENEWAL CONTRACT OF FACULTY - RCoD

1. Intimation to the concerned faculty through ION two months prior to contract expiry.
2. The faculty concerned for contract renewal will fwd the application to the Principal through proper channel.
3. Application will be recommended by HOD on performance basis.
4. A bd of offrs will be detailed by HR Dept for renewal of contract. The bd will be headed by Principal RCoD with members comprised of DDMS, VP/Dir HR, Dir DME & HOD/ subj specialist for Basic Sciences faculty, MS PRTH will be added in bd of offrs composition for Clinical Sciences faculty.
5. The concerned faculty will be called for interview by the bd of offrs.
6. After bd recommendations, bd proceedings a/w minute sheet will be prepared and fwd to CA for approval.
7. After the approval of CA, a contract deed will be prepared for the pd of three years or as approved and served to the concerned faculty.
8. On completion, Accts/ Adm Br, HOD concerned and Med Br HQ PR (Pb) will be informed through ION.



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