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## **DASMESH INSTITUTE OF RESEARCH & DENTAL SCIENCES**

### **TALWANDI ROAD, FARIDKOT**

[www.dasmeshinstitutes.com](http://www.dasmeshinstitutes.com)

(Recognized by Dental Council of India, New Delhi)

email: dirdsfdk@gmail.com

Dated: 13/12/2021

#### **EMPLOYEE FEEDBACK – ACTION TAKEN REPORT**

Institutional employee feedback system includes analysis of annual appraisal form following the sequential hierarchy pattern. That is, appraisal of all faculties are analysed first by the HOD of the department and after adding his remarks it is further evaluated by the head of the institution by adding few more different criteria. Then, collective remarks of both HOD and Principal is further analysed by the management members and accordingly necessary actions are initiated. For HOD's Appraisal forms are evaluated by firstly by principal then by the management members.

Also feedback obtained by the students, patients and visitors add values to the appraisal criteria's of the employee. Institution has a cordial working atmosphere where management and principal are accessible to every employee. All employees whenever they come across situations of their concern they directly convey their apprehension to management through HOD and principal. Further, these concerns are discussed in the college council meeting and necessary actions are taken. Following are the few concerns raised by the employees in the past 5 year.

1. **Difficulty in availability of vehicle parking slots.** – This issue was discussed with the management, and then it was decided to have separate parking places for employee, student, patient and visitor. Further, issued institutional stickers for vehicles to differentiate employee and visitors vehicles. Then, each employee is given designated parking slot separately for two and four wheelers and only institutional employees are permitted for parking at their allotted slots.
2. **Insist for an additional pair of uniform** – few of the class IV employees requested for an additional set of uniforms. This issue was resolved after the discussion of principal with the management and management agreed for an additional pair of uniform and also an extra winter wear during winters. During the same time it was also decided to provide an extra pair of uniforms to hospital nursing staff also.

3. **Salary increment-** Class IV employees requested for a rise in the salary increment. This issue again after the discussion of principal with management resolved and salary increment was increased as requested by the employees.
4. **A special concession for dental treatment-** Principal in consultation with the management decided to give fifty percent on dental treatment except for the treatments involving expensive lab. Procedure, dental implants, orthodontics.
5. **Staff quarter allotment** – At occasions few of the faculty members requested for residential quarter allotment or shifting of residence to newly built quarters. These issues are first considered by the principal and after his discussion with the management principal sanctions the residential quarter to applicant.
6. **Provision for utilizing guest house facilities.** – On occasions, few faculty members requested for room allotment in the guest houses. Principal has given the sanctioning authority by the management and in almost all occasion faulty are provided a room in the guest house as per their request.
7. **A case of sexual harassment and misconduct** – A of sexual harassment and misconduct was reported to women grievance cell against a laboratory technician of the institution in the year 2020. Action taken by the women grievance cell against this employee is attached with this report.

Sd/-



Dr.S.P S Sodhi

Principal

**Dr. S.P.S. Sodhi**

Principal

**Dasmesh Institute of Research  
& Dental Sciences, FARIDKOT**



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**DASMESH INSTITUTE OF RESEARCH & DENTAL SCIENCES**  
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email: dir@ids@gmail.com

Dated: 30/07/2020

**REPORT**

Case of sexual harassment and misconduct was reported to the Women Grievance cell, Dasmesh Institute of Research & Dental Sciences, Faridkot on 30<sup>th</sup> July 2020.

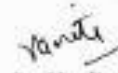
1. Two of our college students of BDS 2<sup>nd</sup> year complained against the Lab. Technician Mr. Subash Amrova of the microbiology department for the act of misbehavior and sexual harassment.
2. Aggrieved students submitted their complaint in writing to the committee.
3. After hearing their plea, the case was immediately brought into the notice of Principal of the college.
4. The whole matter was discussed with the Principal and Sir took immediate necessary action.
5. The laboratory technician was immediately called for questioning. Since the allegations put forward by the complainants were admitted by the Lab. Technician, the committee initiated the following actions.

The Lab. Technician tender an apology with folded hand to pardon him for the shameful act he has done and ask for pardoning him that he will never ever repeat such act in his life. He also submitted a written apology to the committee.

The students were satisfied and also of the opinion that he should be pardoned but he should also not be a part of Institution in future.

Dr. SPS Sodhi, Principal told Mr. Subash Amrova, Lab. Technician to submit his resignation and also retreated, that if he does not submit resignation his services will be terminated from that day onwards.

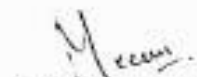
  
Dr. Preetika  
Member

  
Dr. Vanita  
Member

  
Dr. Gursimrat  
Member

  
Dr. Manpreet  
Member

  
Dr. SPS Sodhi  
Principal

  
Dr. Meenu Bhola  
Chairperson