



MAEER PUNE's

# MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)



## SOP- NEW JOINING

### **Purpose:**

To fulfil the departmental staff pattern for proper working of the department according to DCI requirements.

### **Scope:**

Applicable to teaching and non teaching staff

### **Authorities:**

Head of the Department and Principal.

### **Procedure:**

- Head of department decides the criteria of new joining of teaching as well as non teaching staff
- HOD follows the criteria given by DCI and MUHS Nasik

### Criteria of new joining –

Professor – 1

Reader-1

Senior Lecturer- 2

Tutor -1

Lab technician-1

Attendant/Peon – 1

- Head of the department demands for fulfilling the vacancy in the department in front of the Principal.
- Our college give advertisement of vacancies through newspaper, MUHS Nasik university web-site and college web site.
- Applicant applies for the vacant post through college office and the Principal.



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- The Principal, Head of the department and management decides and finalize the new staff joining through interview process.
- New staff has to submit all the required documents like degree certificates, registration certificate etc.
- On the day of appointment, applicant receives appointment order.
- Joining letter of new staff should be submitted in the office and department.





**MAHARASHTRA INSTITUTE OF DENTAL  
SCIENCES & RESEARCH (DENTAL COLLEGE)**



Date:- \_\_\_\_\_

To,

**The Principal,**  
Maharashtra Institute of Dental Sciences & Research,  
Vishwanthapuram, Ambajogai Road,  
Latur.

**Sub.: - Joining Report.**

**Ref.: - Your Appointment order No. MAEER/MIDSR/EST/PF/     /20 .**  
**Dated.    /    /20 .**

**Respected Sir,**

With Reference to your appointment order, I am pleased to accept the offer  
& joining as a ----- in the department of -----  
in your esteemed institution from-----.

Thanking you.

Yours Faithfully,

( \_\_\_\_\_ )