



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209
E-Mail ID: mgmdch@mgmmumbai.ac.in



Recruitment policy

Purpose/Background:

MGM Dental College & Hospital, Kamothe, Navi Mumbai believes that a transparent and fair recruitment process should be followed for hiring faculty, namely Teaching and non-teaching, including technical and non-technical staff members to ensure that a suitable candidate is placed for the required role without any discrimination. This allows for new talent to join us as well as development of existing resource people.

Measures:

1. Minimum Basic Qualification and Teaching Experience:

Principal/Dean: Qualifications as prescribed for a professor. Experience as Professor for not less than 5 years in a Dental Institution.

Professors: A BDS Degree of an Indian University or an equivalent qualification with post-graduate qualification /Diplomate of National Board in the subject and with 5 years teaching experience as Reader.

Readers: A BDS Degree of an Indian University or an equivalent qualification with post-graduate qualification /Diplomate of National Board in the subject and with 4 year's teaching experience after post-graduation.

Lecturers: A recognised MDS Degree of an Indian University/Diplomate of National Board or an equivalent qualification.

Tutors A recognised BDS Degree of Indian University or an equivalent qualification with at least one year experience.

Sign:

2. Minimum Staffing Pattern for undergraduate dental students for 100 admissions and post-graduation (M.D.S.)

Dental Faculty – Staffing Pattern for (upto) 100 Admissions

	I Year				II Year				III Year				Total Posts in position from the beginning of 3 rd year onwards			
	Prof. 2*	Reader 3	Lect. 8	Tutor 8	Prof. 4*	Reader 5	Lect. 15	Tutor 15	Prof. 6*	Reader 13	Lect. 20	Tutor 20	Prof. 6*	Reader 13	Lect. 20	Tutor 20
Prosthodontics	1	2	2	8	1	2	3	15	1	2	4	20	1	2	4	20
Oral Pathology	-	-	1		1	1	1		1	1	1					
Microbiology	-	1	2		1	2	3		1	2	4		1	2	4	
Conservative Dentistry	-	-	1		-	-	2		1	2	2		1	2	2	
Oral & Maxillofacial Surgery	-	-	1		-	-	2		1	2	2		1	2	2	
Periodontology	-	-	1		-	-	1		1	1	2		1	1	2	
Orthodontics	-	-	-		-	-	1		-	1	2		-	1	2	
Paediatric Dentistry	-	-	-		-	-	1		-	1	2		-	1	2	
Oral Medicine & Radiology	-	-	1		-	-	1		-	1	2		-	1	2	
Public Health Dentistry	-	-	-		-	-	1		-	1	1		-	1	1	
Dental Materials	-	-	-		-	-	-		-	-	-		-	-	-	
Dental Anatomy, & Oral Histology	-	-	-		-	-	-		-	-	-		-	-	-	
Total	21				39				59				59			

* Includes the Principal who can head any one of the six specialties.

- Lecturer 50% with MDS qualification
- Tutor 50% with BDS qualification
- Staffs who are previously approved by MUHS will not be removed from the services specially BDS qualification.

Sr. No.	PG Degree/Diploma Courses	Unit-1 Upto 3 Intake				Unit-2 Upto 6 Intake				Unit-3 Upto 9 Intake			
		Prof.	A.P./Reader	Lec.	Total	Prof.	A.P./Reader	Lec.	Total	Prof.	A.P./Reader	Lec.	Total
1	Prosthodontics & Crown & Bridge	1	2	1	4	2	4	2	8	3	6	3	12
2	Orthodontics & Dentofacial Orthopedics	1	2	1	4	2	4	2	8	3	6	3	12
3	Conservative Dentistry & Endodontics	1	2	1	4	2	4	2	8	3	6	3	12
4	Periodontology	1	2	1	4	2	4	2	8	3	6	3	12
5	Oral & Maxillofacial Surgery	1	2	1	4	2	4	2	8	3	6	3	12
6	Oral Medicine & Radiology	1	2	1	4	2	4	2	8	3	6	3	12
7	Paedodontics & Preventive Dentistry	1	2	1	4	2	4	2	8	3	6	3	12
8	Oral Pathology & Microbiology	1	2	1	4	2	4	2	8	3	6	3	12
9	Public Health Dentistry	1	2	1	4	2	4	2	8	3	6	3	12

STAFFING PATTERN FOR THE POST GRADUATES DEGREE PROGRAMME

STAFF:

- To strengthen and maintain the standards of postgraduate training, the council recommends the following minimum faculty requirements for starting and continuation of postgraduate training programmes. Department with one Professor, two Reader one Lecturer will make a unit and permitted to have three MDS admissions. For each seat of P. G. Diploma course one additional Reader is required. Any increase of admissions will be based on the same pattern. Taking into consideration the training requirements in terms infrastructures and clinical material the Council recommends a maximum of three units in any Postgraduate degree department. At a time maximum 9 P.G. students in one specialty can be enrolled in all 3 years.
- A Department, which does not have the above staff pattern, shall not start a postgraduate course in that specialty.

OTHER STAFF PATTERN FOR 100 ADMISSIONS

Administrative Officer 1
Secretary to Dean 1
Public Relation officer 1

Designation	Receptionist	Establishment	Accounts	Admissions	Exams	Stores	Library	Maintenance	Security	Illustration	Clinical Depts.	Computer	Laboratories	Sports	Total
Managers / Office Supdt.	1	1	1		1	1			1			1			7
Assistants		2	2	2	1	1	4	1							13
Receptionist	14														14
Librarian							1								1
D.S.A.(Chair side Attendant)											20				20
Dent. Tech.(Dental											10				10
Mechanic)															
Dent. Hygst.											5				5
Radiographer											3				3
Photographer										1					1
Artist										1					1
Programmer												1			1
Data Entry Operators												2			2
Physical Director														1	1
Engineer								1							1
Electricians								4							4
Plumber								2							2
Carpenter								1							1
Mason								1							1
A.C. Tech.								1							1
Helpers Electrical								3							3
Sweepers & Scavangers							2	4			5		6		17
Attenders	3	1	1		1	2	2	3			5	1	6		25
Security Personal									6						6
Dept. Secretaries											8				8
Driver									5						5
Nurses											9				9
Lab. Technicians													5		5

Sign:

3. The Maharashtra State Reservation Policy

- As per the Reservation Policy of Govt. of Maharashtra, the following seats are reserved as per cadre

- BCC-2021/P.No. 387/16-B (A) dtd. 06/07/2021
- BCC-2021/P. No.835/16-B dtd. 25/02/2022

Cadre	Total Post	Reserved	Open
Professor	7	3	4
Reader	20	8	12
Lecturer	31	19	12
Tutor	20	8	12
Total	78	38	40

Bodies/Committees:

- Maharashtra University of Health Sciences, Nashik
- Dean and Administrative staff
- MGM Management

Benchmarks:

- The DCI and MUHS directive for staffing pattern and qualification is considered as the minimum benchmark to be fulfilled.
- Delivery of effective education and healthcare services in tandem with global standards.

Policy Statement: The objective of this policy document is to establish clear guidelines for the Dean /Administration to deliver a fair and reliable recruitment process as well as to outline the procedure for vacancy advertisement and appointment. It is also to ensure that the services provided by MGM Dental College & Hospital, Kamothe are not encumbered by lack of human resources.

S. S. Savally

Dean
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Kamothe, Navi Mumbai 410 209.

Sign: