



**CHILDREN'S EDUCATION SOCIETY (Regd.)**

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## **THE OXFORD COLLEGE OF ENGINEERING**

(Recognised by Govt. of Karnataka, Affiliated to Visveswaraiah Technological University, Belgaum & Approved by A.I.C.T.E., New Delhi & Accredited by National Board of Accreditation)

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# **ADMINISTRATIVE AND SERVICE MANUAL 2019**

employee shall pay 3 months gross salary without any deduction in the form of crossed Demand Draft in lieu of 3 months advance notice for resignation.

**(5)** Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

**(6)** The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

**(7)** Upon the acceptance of the resignation and issue of the relieving order the employee shall settle all the dues owed by him to the Institution and the Management. He shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal. He shall return the books borrowed from the Library. He shall immediately vacate the designated quarters held by him and shall pay the outstanding electricity and water charges. Only thereafter he shall be relieved by issue of a formal order by the Management upon receipt of the relevant "No-Due Certificate (NDC).

**(8)** Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management may at its wisdom appoint such persons afresh without continuity of service or with continuity of service by condoning the interruption of service by sanctioning the leave due and admissible to such employees.

## **CHAPTER-5**

### **7. Admissibility of Emoluments**

**(1)** The Emoluments consisting of pay, dearness allowance, house rent allowance and city compensatory allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective College the Management may extend the AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the State Government Rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that an higher pay scale may be sanctioned by the Management in deserving exceptional cases.

**(2)** The Management at its discretion may appoint other officers and offer higher salaries depending on the need to exceptionally experienced/talented persons.

**(3)** Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction consolidated gross salary to any of the employees depending upon the nature and tenure of appointments.

**(4)** In the event of any employee having been appointed in the time scale of pay applicable for the post held by him his pay shall be fixed at the minimum of the pay scale.

Provided that the Management may sanction higher starting of pay by sanctioning advance increments in most deserving cases keeping in view of the teaching experience, higher and specialized qualification and eminence in the field of higher learning.

## **CHAPTER-6**

### **8. Increment**

**(1)** Increments to the employees will not flow automatically as matter of course. A permanent employee shall be entitled to annual increment in the running time scale of pay applicable to the post held by him upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance of the duty and of service records and self appraisal reports.

**(2)** However the Management may fix a cut off date for sanction of increments upon completion of incremental period of one year.

**(3)** The following period shall not be counted for increment

- (a)** Loss of pay leave(LOP)
- (b)** Extraordinary leave (EOL)
- (c)** Unauthorized absence from duty
- (d)** Suspension
- (e)** Dies-non (Non duty period)
- (f)** Fellowship leave
- (g)** Study leave
- (h)** Interruption or break of service

**(4)** Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of outstanding ability, merit and highest degree of integrity.

**(5)** Temporary and part time employee appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment after completion of one year of service at the discretion of the Management after evaluation of performance, integrity, efficiency, commitment, dedication, peer team review and loyalty.

**(6)** Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.

**(7)** An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay.

(8) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he returns to duty.

(9) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.

## **CHAPTER-7**

### **9. Kinds of leave admissible and procedure for sanction**

(1) **Casual Leave:** Every employee shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(2) **Special Casual Leave:** Not exceeding 15 days in a year special casual leave will be allowed for the purposes of attending University Examination work and academic work of the State University.

Provided that such of the faculty attending the examination work or any other academic work shall produce an attendance certificate issued by the custodian or competent authority in the University.

(3) **Earned Leave:** It is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1<sup>st</sup> January to 30<sup>th</sup> June and another 5 days for the second spell of 6 months commencing from 1<sup>st</sup> July to 31<sup>st</sup> December of each year. The maximum accumulation of Earned Leave at a time shall be 60 days.

(4) The Earned Leave credited under sub rule (3) shall be as on 1<sup>st</sup> January and as 1<sup>st</sup> of July. It is subject to the condition that the employee shall be on duty or vacation duly sanctioned, as the case may be, or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay or absence from duty at the rate of one day per month subject to a maximum of 5 days in an half year.

(5) The non vacation employees are entitled for 10 days Earned Leave in the first half of the calendar year commencing from 1<sup>st</sup> January to 30<sup>th</sup> June & another 10 days for the next half of the calendar year commencing from 1<sup>st</sup> July to 31<sup>st</sup> December, subject to a maximum accumulation of 60 days at a time.

(6) The Earned Leave credited under sub rule (5) shall be as on 1<sup>st</sup> January and as on 1<sup>st</sup> of July. It is subject to the condition that the employee shall be on duty or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay leave or absence from duty at the rate of 5/3 per month subject to a maximum of 10 days in an half year.