



CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD DENTAL COLLEGE
(Recognized by the Govt. of Karnataka. Affiliated to Rajiv Gandhi University of Health Sciences,
Karnataka &mp. Recognised by Dental Council of India, New Delhi)
Bommanahalli, Hosur Road, Bangalore - 560 068
Ph: 080-61754680 Fax : 080 - 61754693E-mail:deandirectortodc@gmail.com
Website: www.theoxford.edu

EXTRACT OF WELFARE MEASURES FROM ADMINISTRATIVE SERVICE MANUAL OF TODC

WELFARE SCHEMES FOR TEACHING AND NON — TEACHING STAFFS

The well-being of staff and the students is most important in an institution. Numerous welfare policies have been designed for the teaching and non-teaching staff as well as students and are effectively implemented at the Institution. The college implements an array of welfare schemes for staff.

WELFARE MEASURES FOR TEACHING STAFF

Health Benefits for teaching staff:

Employee Provident Fund (EPF):

The Permanent employees drawing a salary of less than Rs 20000 per month are eligible to become the members of contributory EPF as per the provisions of the "Employees Provident funds and Miscellaneous Provisions Act, 1952" and the scheme framed there under by the Govt of India.

Employee State Insurance (ESI):

Employees who draw a salary of less than Rs 15000 are eligible for medical benefits as per the provisions of the "Employees State Insurance Act, 1948."

Group Insurance:

All faculties who are eligible for EPF also have Group Insurance.

Leaves for teaching staff:

Casual and Earned leave:

The teaching staff can avail a maximum of 12 casual leaves and 20 days of earned leave during the academic year.

Study leave:

The teaching staff is permitted to avail leave for further studies in India or abroad under specified terms and conditions, on discretion by the management.

On Duty Leave (OOD):

15 days of leave is granted to faculty for official university work or Examination or Squad duties.

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Special casual leave (SCL):

15 days of SCL can be availed by Faculty for Going as External examiners or Inspectors to other Universities


Maternity leave:

Female teaching employees are entitled to avail 3 months of Maternity leave.

List of development activities and academic support measures for teaching staff:

- Provision to participate in Faculty Development programmes, various training programmes, Conferences, Seminars, Work-shops and CDEs and grants SCLs for the same.
- Encourages participation as Resource persons in the above programs.
- Support to become members of the Professional bodies.
- Provision to utilize department resources to present papers and special cases in various specialty conferences.
- Provision to apply for grants from the University and other Government organizations, with access to Ethical Committee to provide ethical clearance for such studies.
- Provision to upgrade by registering for higher education programmes like Fellowships and Ph.Ds. with study leave benefits.
- Support for National and International Publications and Patent filing in their respective specialties.
- Reimbursement of expenses incurred towards any official work.
- While appointing staff, passed out students of the college and left out staff/spouse of working staff are given preference.
- Wi-fi connectivity is provided at all Departments and Administrative office


Other welfare measures for Teaching staff:


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- The employees are provided comprehensive dental care and can avail subsidized treatment facilities at the Institution.
- Free medical consultation facility for teaching staff at Oxford Medical College
- Staff quarters are available within the premises which are given to staff on need basis.
- Health care measures for teaching staff included organizing of Hepatitis vaccination was organized for staff at the college premises.
- Safety measures like First aid kit, Fire extinguishers, Fire alarm system, Emergency exit and CCTV cameras are installed at statutory locations.
- Recreational activities including Sports, Annual day programmes, Woman's Day celebrations, Fun Fairs, competitions etc. as stress relievers for Mental wellbeing of the staff.
- To feel ease while working for female faculties with small children crèche facility is created.
- Canteen facilities inside the college at reasonable rates. Bank and ATM facility within the college premises.


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WELFARE MEASURES FOR NON-TEACHING STAFF

Health Benefits for non-teaching staff:

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Employee State Insurance (ESI):

Employees who draw a salary of less than Rs 15000 are eligible for medical benefits as per the provisions of the "Employees State Insurance Act, 1948."

Group Insurance:

All faculties who are eligible for EPF also have Group Insurance.

Leaves for non-teaching staff:

Casual and Earned leave:

The non-teaching staff can avail a maximum of 12 casual leaves and 20 days of earned leave during the academic year.

Maternity leave:

Female non-teaching employees are entitled to avail 3 months of Maternity leave.

Other welfare measures for non-teaching staffs:

- The employees are provided comprehensive dental care and can avail subsidized treatment facilities at the Institution.
- Free Medical Consultation Facility for non-Teaching staff at Oxford Medical College
- Training programs for non-teaching staff creating awareness about Biomedical waste management and Infection Control protocols.

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- Provision of basic hygiene and sanitation products for maintenance staff.
- Health care measures are taken for non-teaching staff. Hepatitis vaccination was organized for all staff.
- Software training programmes organized to help the administrative staff update the technical skills.
- The administrative office is upgraded regularly with the essential infrastructure.
- While appointing non-teaching staff persons with disability and ex-service men are preferred.
- Safety measures like First aid kit, Fire extinguishers, Fire alarm system, Emergency exit and CCTV cameras are installed at statutory locations.
- Recreational activities including Sports, Annual day programmes, Woman's Day celebrations, Fun Fairs, competitions etc. as stress relievers for Mental wellbeing of the staff.
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