



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

Administrative Office :

**1st Phase, J.P. Nagar, Bangalore - 560 078**

☎ : 080 - 3041 0501 - 502 Fax : 080 - 2654 8658

## **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)

**Bommanahalli, Hosur Road, Bangalore - 560 068**

☎ : 080 - 3021 9601 - 602 Fax : 080 - 2573 0551 / 3021 9629

E-mail : enqprincipal@theoxford.edu Web : www.theoxford.edu



# **ADMINISTRATIVE AND SERVICE MANUAL 2019**

institution. They shall not do any thing which is unbecoming of an employee. They shall carryout their duties and responsibilities conscientiously.

**(3)** Every Employee shall take care of the properties, equipments, material, instruments, machines, furniture and apparatus etc, of the College. He shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee an account of mishandling or misuse the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.

**(4)** It is incumbent on the part of the employee to promptly report any occurrence of such an event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.

**(5)** Every employee shall take appropriate precautions against hazards and use safety devices and preventive measures.

**(6)** Every employee shall ensure that the stock procurement and stocking of materials, medicines etc., do not get outdated. Periodical review shall be conducted to identify the materials and medicine nearing expiry date and the concerned HOD shall appraise the Management about the said juxta position and initiate appropriate action to avert such mishappening.

**(7)** Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.

**(8)** Employee shall not criticize the Management in any form affecting the reputation and image and also shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

## **27. Code of Conduct and Disciplinary Action.**

**(1)** Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement defalcation, and fraud or remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities.

**(2)** An illustrative code of conduct applicable to each employee is as specified below:

- (a)** He /She should be honest and show dedication, diligence & devotion to duty.
- (b)** He /She should not neglect his/her duties.
- (c)** He/She should not involve in criminal activities or instigate the students to indulge in such activities.

- (d)** He /She should not show discrimination in the name of caste, creed, religion, language, place, origin or other social & cultural background.
- (e)** He/She should not engage in malpractice in examination nor instigate such act.
- (f)** He/She should not show negligence in the valuation of answers of the students.
- (g)** He/She should not leave the institute premises during working hours without permission of Principal or Management.
- (h)** He /She should not remain absent or avail leave repeatedly without permission of the Principal
- (i)** Without the permission of the Management he/she should not publish Manuals / Books/Guides/Journals.
- (j)** In his/her official capacity he/she should not accept gift from anybody on behalf of the College.
- (k)** He /She should not practice and instigate untouchability.
- (l)** He/She should not cause loss to the property of the College.
- (m)** He/She should not act or abet indecent behavior.
- (n)** He/She should not involve in activities of violence or moral turpitude
- (o)** He/She should not misbehave with students, parents or Management personnel.
- (p)** He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
- (q)** He/She should not disobey the instructions/orders of the higher-ups-Management /Principal /Heads of Departments.

**(3)** The above code of conduct is only illustrative but not exhaustive. Any contravention of the code of conduct shall render the employee liable for disciplinary action.

**(4)** Any conduct of unusual behavior or activity of an employee beyond the normal limits, shall be viewed as misconduct or misbehavior & attracts disciplinary action against the concerned.

**(5)** Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted the purpose may result in position of penalties specified infra.

**(6)** Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience, dereliction of duty, illegal gratification etc or any other misdemeanours is established :-

- (a)** Fine (in case of lowest grade of employee)
- (b)** Censure
- (c)** Withholding of increment
- (d)** Recovery of the pecuniary loss caused to the institution or Management or any person

- (e) Reduction of pay at any stage in the scale of pay applicable to the post held by them
- (f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction
- (g) Removal from service.
- (h) Dismissal from service.

## **28. Procedure for imposition of penalties.**

(1) If any employee is found to have committed any misconduct in violation of the provisions of this Manual or does any act which is unbecoming of an employee he shall be dealt with in a disciplinary proceeding.

(2) A notice containing the articles of charges against such an employee, a statement of imputation of misconduct or misbehavior in respect of such articles of charges and a list of documents by which and a list of witnesses by whom the charges could be sustainable in the form of annexures 1, 2, 3 and 4 shall be served on him directing him to submit his written statement of defence within a time limit of not less than 15 days. Immediately upon the response of the defence statement or if the employee fails to submit the defence statement even after expiry of the period of 15 days the Management/ Disciplinary Authority shall proceed to constitute an Enquiry Committee to inquire into the charges levelled against such employee. The Enquiry Committee shall call upon the employee to appear before it by affording an opportunity in conformity with the Principles of Natural Justice by examining the documentary evidence collaborated with the oral evidence and after hearing the arguments shall submit the report of enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charge.

(3) The disciplinary authority shall upon the receipt of the report of the enquiry committee shall make available a copy of the report of enquiry to such employee directing him to show-cause as to why the report of enquiry should not be accepted and penalty commensurate with the proven and charge should not be inflicted on him by fixing a time limit to submit his reply if any. Soon after the receipt of the reply to the show-cause notice the reply submitted by the employee shall be considered and any of the penalties envisaged in sub rule (6) of rule 24 and order to that effect shall be served on the employee either in person or by post and obtain acknowledgement thereof.

4) All the procedural aspects for initiation of disciplinary action and issue of final orders as prescribed in the Karnataka Education Act 1983 and the rules made there under shall be strictly enforced.