



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

Administrative Office :

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

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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)

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

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# **ADMINISTRATIVE AND SERVICE MANUAL 2019**

## **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.



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TOCE/EST/27/2021-22

**PROCEEDINGS OF THE MEETING**  
**Curriculum Planning and Delivery Committee**

Date: 21-09-2021

Time: 10:00 AM

Members Present:

01	Dr N Kannan, Principal		
02	Dr. R Ch A Naidu - HOD - CSE	03	Dr. R Kanagavalli, HOD - ISE
04	Dr. Manju Devi, HOD - ECE	05	Dr V S Bharath HOD - EEE
06	Prof. Madhusudhan Reddy - HOD - ME	07	Dr. B K Manjunath - HOD - BT
08	Dr. Malleshaiah T S - HOD - CIVIL	09	Dr. Raju B R, HOD - Auto
10	Dr. Manjula C – HOD - MTE	11	Dr. Dhanalakshmi R V - HOD - MBA
12	Dr. M S Shashidhar - HOD - MCA	13	Dr. Mallikarjun K - HOD of Maths
14	Dr. Surekha M - HOD - Chemistry	15	Prof. Abdul Khadar – i/c HOD - Physics
16	Mr. Rakesh Bharya - Industry Expert - ECE	17	Mr. Srinath Dronamraju – Alumni - ME

AGENDA: -

1. Review of previous minutes meeting
2. Academic Calendar
3. Master Time Table
4. Course File / Pedagogical Methods
5. Value Added Courses; Content beyond syllabus
6. Student Centric Methods
7. Implementation of OBE Matrix
8. Action Plan for Slow Learners and Advanced Learners
9. Feedback analysis and Action taken plan

The following agenda was discussed: -

1. Principal welcomed all the members present and the resolution planned in the last meeting has been approved for compliance.
2. The last semester held for 2020-21 EVEN was briefed by Principal.

The 2<sup>nd</sup> semester of B.E. was commenced on 19-05-2021 and all 2<sup>nd</sup> semester PG courses - MCA, MBA & MTech was commenced on 10-05-2021 as per the VTU guidelines.

As per the Government of Karnataka and following the same with VTU Guidelines followed to take the classes in online and Hybrid mode. Faculty handled their classes using Microsoft Teams. Internet issues were there for the students who stays in the remote areas as well as faculty also faced difficulties. To take the online classes faculty need to create the link and shared before commencement of the class every day through WhatsApp class group. CIE Test were planned to be scheduled through online and conducted.

Special Regulations are applied only to the July/August 2021 examinations were framed by the University with the approval of its Authorities that the UG and PG Students of last Terminal Semester means "The students of 8<sup>th</sup> semester B.E./B.Tech, 4<sup>th</sup> semester MBA/M.Tech. and 6<sup>th</sup> semester MCA" except the subjects involving Viva Voce examinations, conducted in off-line (pen and paper) mode, by the end of August 2021. Backlog examinations of final semester, terminal students were conducted off-line. All other even semester students were promoted by considering the special regulation formula for deciding the grades. (The sum of 50% on the basis of CIE and the remaining 50% marks on the basis of performance in previous semester.)

HODs were advised that they should conduct online bridge course for the students to enrich their knowledge during the pandemic.

During the last NAAC inspection, the institute got B Grade. This time the target is A++ so all measures are taken into consideration.

### 3. Academic Calendar:

The principal briefed the following dates for the commencement of ODD semester as per VTU guidelines.

Sem	VTU	TOCE
V & VII BE	01-10-2021	08-10-2021
III BE	18-10-2021	18-10-2021
III MBA	08-11-2021	08-11-2021
III & V MCA	01-10-2021	08-10-2021
III M. Tech	08-11-2021	08-11-2021

The 1<sup>st</sup> semester of B.E., MCA, MBA & MTech will be commenced later as per the VTU guidelines in view of the pandemic.

The principal directed the HODs to prepare the department calendar for the semester online activities and HODs were advised to submit immediately incorporating all the important academic activities and events. The principal also directed all HODs to include in the curriculum for the ODD semester - the Internship/Field Visit/Project.

- 4. Master Time Table:** The committee advised HODs to prepare a subject expertise matrix as per the 2018 schemes for higher semesters and 2021 schemes for the 1<sup>st</sup> year UG Programme, and prepare the department time table for the ODD Semester 2021-22.

The committee advised MCA HOD to prepare a subject expertise matrix and allocate the subject through online for the ODD Semester 2021-22 with the 2020 scheme for the Master of Computer Applications and final semester with the 2018 schemes.

The committee advised MBA HOD to prepare a subject expertise matrix and allocate the subject for the ODD Semester 2021-22 with the 2020 scheme for the Master of Business Administration (MBA) PG Programme

The committee advised all HODs of MTech Course to prepare a subject expertise matrix and allocate the subject for the ODD Semester 2021-22 with the 2020 scheme for the first year, and second year of the Master of Technology (MTech) PG Programme

Based on the same, the Time Table needs to be prepared and HODs were asked to submit the final draft of the Department Time Table and Master Time Table of the department online to the principal's office.

- 5. Course File / Pedagogical Methods:** HODs were instructed to direct the subject faculty to prepare the course file for the current semester subject as per the VTU guidelines before the commencement of the semester. The course file should contain a copy of university syllabus, students list, attendance register, teacher diary along with lesson plans with pedagogical initiatives, notes and reference books, previous IA question papers and university question papers along with scheme of evaluation and question bank, assignments etc.,

The committee members instructed HODs that they should do a thorough check on the portion coverage related to each subject before the commencement of each Internal Assessments.

The committee members advised HODs to instruct each faculty to adhere the VTU guidelines for conducting Internal Assessments Tests and also advised HODs to have through check on the IA question paper pattern.

Also, the committee members discussed that as per the 2018 scheme, the rubrics for allotment of marks are 60 marks for Semester End Exam (SEE) and 40 marks for Continuous Internal Evaluation (CIE) In 40 marks of Internal Assessment, 30 marks are awarded as the average of 3 Internal assessments and 10 marks for the Assignments which are considered awarding for the final IA marks.

Also, an opportunity can be given to the students who need IA average in form of Improvement test.

And for the 2021 scheme, BE - First year, the rubrics for allotment of marks is 50% marks for Semester End Exam (SEE) and 50% marks for Continuous Internal Evaluation (CIE).

As per the MCA for 2018 scheme, the rubrics for the allotment of marks are 80 marks for Semester End Exams and 20 marks for Internal tests. With 20 marks for the Internal test, 60% for the average of three internal test marks and 40% for the Assignment marks should be considered for awarding of the final Internal Test marks of the Master of Computer Applications. And for 2020 scheme, the rubrics for the allotment of marks are 60% marks for Semester End Exams and 40% marks for Internal tests.

As per the 2020 scheme of MBA, the rubrics for the allotment of marks are 60% marks for End Semester Exams and 40% marks for Internal Tests. With 25 marks on the Internal test, average of best of 2 out of 3 IA, 15 marks for Assignments / Presentation / Seminars depending on the subjects.

As per the 2020 scheme of MTech, the rubrics for the allotment of marks are 60% marks for End Semester Exams and 40% marks for Internal Tests. With 20 marks on the Internal test, average of 3 IA, and 20 marks for Assignments / Presentation / Seminars depending on the subjects

Faculty were advised to evaluate the blue books within the stipulated duration and after each internal assessment, the slow learners need to be identified for the conduct of bridge.

HODs were advised to instruct the subject faculty that they should incorporate pedagogical methods like group discussion, Industrial visits, MCQs, role play, Quiz, peer to peer learning, brain storming, model based, Industrial visit, and PPTs for the better insight of the concepts for better understanding.

#### 6. Value Added Courses, Content beyond syllabus:

The curriculum delivery committee discussed the curriculum and decided during the pandemic we have planned for the academic year 2021-22 (to enrich the student's knowledge in various thrust areas.

SL NO	Name of Add on /Certificate programs offered	Duration of course
1	Skill development program on Dart Programming & Innovative App Challenge 2021	30 hrs.
2	Skill development program on Dart Programming & Innovative App Challenge 2021	30 hrs.
3	Programming in JAVA	30 hrs.
4	Design thinking	30 hrs.
5	Technical training - CATIA	30 hrs.
6	AWS cloud practitioner certification	30 hrs.



7	PCB designs	30 hrs.
8	Industrial 2D & 3D designs basics with GD & T	30 hrs.
9	Battery Management Systems	30 hrs.

The Committee members reviewed the above-mentioned courses and approved for the same.

**7. Feedback analysis and Action taken plan:** The feedback committee members are advised to take the feedback on 'Curriculum' as per the template framed for 1- 5 scaling during the academic year 2021-22 (ODD) from the following stakeholders after the 2<sup>nd</sup> IA.

- a) Students
- b) Faculty
- c) Course End Survey
- d) Program Exit Survey
- e) Alumni
- f) Employers

HODs and Feedback committee members are advised to analyze the outcome based on the student's feedback on faculty and should submit the action plan and the same will be discussed in the next meeting. Like faculty who secured greater than 90% are to be appreciated and those who scored less than or equal to 75% need to take immediate necessary action. Such faculty need to undergo and enhance training/FDP/Workshop/Seminars etc. to upgrade their skills.

**8. Implementation of OBE Matrix:** The members took the decision regarding the COs, POs and PSOs of the programs and for implementing appropriate pedagogic strategies. Also informed that the Course outcomes should be designed as per the affiliating university prescribed syllabus and by employing Bloom's Taxonomy verbs and levels. It was also informed that all the Courses should have around five course outcomes and these are correlated to the Program Outcomes (POs). The members also discussed the process of mapping of COs prescribed by VTU and POs prescribed by the NBA related for the course.

HODs were advised to instruct the faculty that the mapping should be based on the scaling parameter which is as defined by NBA and are as follows: -

"1" – Slight (Low) correlation, "2" – Moderate (Medium) Correlation, "3" – Substantial (High) correlation and "-" indicates there is no correlation. Similarly, COs with PSOs should be mapped to achieve the attainments.

**9. Students Centric Methods:** The curriculum delivery committee members took the decision to incorporate the student's centric methods to improve the student's learning ability. HODs were advised to instruct the faculty should adhere the following methods in the teaching process. Guest Lecture / Expert Talk / Technical Talk/Seminar/Webinar, Hands-on session, Interactive Session, Soft skill training/ Technical Training, Industrial visit/ field visit, Internship, Project, Mini Project & innovative practices.

**10. Action Plan for Slow learners and Advanced Learners:** The curriculum delivery committee members instructed HODs to direct the subject faculty that they should conduct remedial classes and mentoring for the slow learners. And, also instruct the advanced learners to participate for the

Conferences, Add-on courses, MOOC courses to enrich their subject knowledge in turn to get the university rank.

**11. PAC:** Principal instructed all department Program Advisory Committee, to conduct the meeting with stakeholders, and identifies the curriculum gap, reviews the stakeholder's remarks, and identifies the thrust areas to bridge the gap.

**12. Resolutions**

1. Principal instructed to follow the 2021, 2020 and 2018 scheme CIE rubrics.
2. Principal suggested to work hand in hand to aim A++ Grade for NAAC.
3. Principal advised all faculty should have their course file ready and checked by respective HODs before the commencement of the classes.
4. Action plan should be submitted one week after this meeting.
5. It is decided that all should encourage the students towards more pedagogy initiatives to get better insights in the academics.
6. Principal advised to conduct the bridge course/add on course/industrial visit/workshops to fill the gap.

  
PRINCIPAL

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The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

Copy to:  
The Chairman, The Oxford Educational Institutions  
All HODs.  
IQAC

**ACTION TAKEN REPORT (2021-22-ODD)**

SL.NO.	MOM – No.	ACTION PLANNED	STATUS
1.	3	The Internship/Field Visit/Project	All departments had planned for the Internship/Field Visit/Projects and few of them are ongoing.
2.	5	Course File / Pedagogical Methods:	As directed Pedagogical methods were implemented by all departments.
3.	6	Value Added Courses, Content beyond syllabus	As per the plan 9 programs were conducted during the odd semester
4.	7	Feedback analysis	Feedback was taken and analysis was done for the 1- 5 scaling.
5.	8	Implementation of OBE Matrix	OBE Matrix was implemented and all departments followed it.
6.	9	Students Centric Methods	The student's centric methods were incorporated in all departments.
7.	10	Action Plan for Slow learners and Advanced Learners	Remedial classes were conducted for slow learners & the advanced learners to participate in various programmes.
8.	11	PAC	PAC meeting was conducted before the beginning of the semester in all departments and identified the thrust areas to bridge the gap.



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TOCE/EST/27/2021-22

### **PROCEEDINGS OF THE MEETING** **Curriculum Planning and Delivery Committee**

Date: 01-04-2022

Time: 10:00 AM

Members Present:

01	Dr N Kannan, Principal		
02	Dr. R Ch A Naidu - HOD - CSE	03	Dr. R Kanagavalli, HOD - ISE
04	Dr. Manju Devi, HOD - ECE	05	Dr V S Bharath HOD - EEE
06	Prof. Madhusudhan Reddy - HOD - ME	07	Dr. B K Manjunath - HOD - BT
08	Dr. Malleshaiah T S - HOD - CIVIL	09	Dr. Raju B R, HOD - Auto
10	Dr. Manjula C – HOD - MTE	11	Dr. Tharaka Rami Reddy- HOD - MBA
12	Dr. M S Shashidhar - HOD - MCA	13	Dr. Mallikarjun K - HOD of Maths
14	Dr. Surekha M - HOD - Chemistry	15	Prof. Abdul Khadar – i/c HOD - Physics
15	Dr. Srinivas Talabattula - Academic Expert-ECE	16	Mr. Nanda Gopal - Industry Expert - MT

AGENDA: -

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6. Student Centric Methods
7. Implementation of OBE Matrix
8. Action Plan for Slow Learners and Advanced Learners
9. Feedback analysis and Action taken plan

The following agenda was discussed: -

1. Principal welcomed all the dignitaries and members present.
2. The resolution planned in the last meeting has been approved for immediate compliance.
3. The last semester held for 2021-22 ODD was briefed by principal.

As per the VTU guidance the 1<sup>st</sup> semester of B.E. was commenced on 13-12-2021, and for 1<sup>st</sup> semester of PG - MBA, MCA, MTech was commenced on 14-02-2022.

As per the Government of Karnataka and following the same with VTU Guidelines, where followed to take the classes in online and blended mode. As faculty started their classes using Microsoft Teams and blended mode. The classes were conducted in online mode as per the lesson plan, due to pandemic and attendance were checked twice a week and report was sent. To take the online classes faculty need to create the link and share before commencement of the class every day through WhatsApp class group. Online meetings were conducted and to monitor the classes, HODs were instructed to login to the class and monitor the same. Also, HODs were advised to include Principal and Directors in all classes so that they can evaluate the classes conducted. All departments conducted various webinars related to academic topics. HODs were strictly informed to fill the class conducted details into the Google Sheet shared to HODs mail everyday by 06:00pm without fail.

He also reviewed the results of CIE and Semester End Examination for each branch. It was also noted that the expected target in results were not satisfied and could have achieved good results for which the committee members advised all HODs and subject faculty to improve the same during the coming semester 2020-21.

HODs were advised to conduct online bridge course for the students to enrich their knowledge during the pandemic.

The principal directed all HODs to include in the curriculum for the EVEN semester - the Internship/Field Visit/Project.

#### 4. Academic Calendar:

The principal briefed the following dates for the commencement of Even semester as per the VTU guidelines

Semester	VTU	TOCE
IV B. E	23-05-2022	23-05-2022
VI & VIII B. E	04-04-2022	06-04-2022
II B. E	06-06-2022	06-06-2022
II MBA	10-05-2022	27-06-2022
IV MBA	21-04-2022	09-05-2022
II MCA	27-06-2022	27-06-2022
IV & VI MCA	04-04-2022	04-04-2022
IV M Tech	06-04-2022	06-04-2022

The principal instructed the HODs to prepare the department calendar for the semester activities and HODs were advised to submit incorporating all the important academic activities and events by finalizing the date.

5. **Master Time Table:** The committee advised HODs to prepare a subject expertise matrix as per the 2018 schemes and should follow the 2018 scheme for the EVEN Semester 2020-21. The committee advised MCA HOD to prepare a subject expertise matrix and allocate the subject through online for the EVEN Semester 2020-21 with the 2020 scheme for the Master of Computer Applications  
The committee advised MBA HOD to prepare a subject expertise matrix and allocate the subject for the EVEN Semester 2020-21 with the 2020 scheme for the Master of Business Administration (MBA) PG Programme  
Also, the committee advised HODs of M Tech to prepare a subject expertise matrix and allocate the subject for the ODD Semester 2019-20 with the 2018 scheme for the Master of Technology (MTech) PG Programme

Based on the same, the Time Table needs to be prepared and HODs were asked to submit the final draft of the Department Time Table and Master Time Table of the department online to the principal's office.

6. **Course File / Pedagogical Methods:** HODs were instructed to direct the subject faculty to prepare the course file for the current semester subject as per the VTU guidelines before the commencement of the semester. The course file should contain a copy of university syllabus, students list, attendance register, teacher diary along with lesson plans with pedagogical initiatives, notes and reference books, previous IA question papers and university question papers along with scheme of evaluation and question bank, assignments etc.,  
The committee members instructed HODs that they should do a thorough check on the portion coverage related to each subject before the commencement of each Internal Assessments.

The committee members advised HODs to instruct each faculty to adhere the VTU guidelines for conducting Internal Assessments Tests and also advised HODs to have through check on the IA question paper pattern.

Also, the committee members discussed that as per the 2018 scheme, the rubrics for allotment of marks are 60 marks for Semester End Exam (SEE) and 40 marks for Continuous Internal Evaluation (CIE) In 40 marks of Internal Assessment, 30 marks are awarded as the average of 3 Internal assessments and 10 marks for the Assignments which are considered awarding for the final IA marks.

Also, an opportunity can be given to the students who need IA average in form of Improvement test.

And for the 2021 scheme, BE - First year, the rubrics for allotment of marks is 50% marks for Semester End Exam (SEE) and 50% marks for Continuous Internal Evaluation (CIE).

As per the MCA for 2018 scheme, the rubrics for the allotment of marks are 80 marks for Semester End Exams and 20 marks for Internal tests. With 20 marks for the Internal test, 60% for the average of three internal test marks and 40% for the Assignment marks should be considered for awarding

of the final Internal Test marks of the Master of Computer Applications. And for 2020 scheme, the rubrics for the allotment of marks are 60% marks for Semester End Exams and 40% marks for Internal tests.

As per the 2020 scheme of MBA, the rubrics for the allotment of marks are 60% marks for End Semester Exams and 40% marks for Internal Tests. With 25 marks on the Internal test, average of best of 2 out of 3 IA, 15 marks for Assignments / Presentation / Seminars depending on the subjects.

As per the 2020 scheme of MTech, the rubrics for the allotment of marks are 60% marks for End Semester Exams and 40% marks for Internal Tests. With 20 marks on the Internal test, average of 3 IA, and 20 marks for Assignments / Presentation / Seminars depending on the subjects

Faculty were advised to evaluate the blue books within the stipulated duration and after each internal assessment, the slow learners need to be identified for the conduct of bridge.

HODs were advised to instruct the subject faculty that they should incorporate pedagogical methods like group discussion, Industrial visits, MCQs, role play, Quiz, peer to peer learning, brain storming, model based, Industrial visit, and PPTs for the better insight of the concepts for better understanding.

7. **Value Added Courses, Content beyond syllabus:** The curriculum delivery committee discussed the curriculum and decided during the pandemic to plan for the academic year 2021-22 to enrich the student's knowledge in various thrust areas.

SL NO	Name of Add on /Certificate programs offered	Duration of course
1	Employer Branding	30 hrs.
2	Photonic chip design	30 hrs.
3	Big data analytics	30 hrs.
4	Practical applications of Industrial 2D & 3D design	30 hrs
5	Technical Training on Quantum Chemistry Y software	30 hrs.
6	Artificial Intelligence and Machine learning	30 hrs.
7	Problem solving and ideation	30 hrs.
8	B 2 B marketing research	30 hrs.
9	Cyber security	30 hrs.
10	Advanced Construction Management	30 hrs.

The Committee members reviewed the above-mentioned courses and approved for the same.

#### **8. Feedback analysis and Action taken plan.**

The feedback committee members are advised to take online feedback on 'Curriculum' as per the template framed for the academic year 2020-21 (Even) from the following stakeholders after the 2<sup>nd</sup> IA.

- a) Students
- b) Faculty
- c) Course End Survey
- d) Program Exit Survey
- e) Alumni
- f) Employers

HODs and Feedback committee members are advised to analyze the outcome based on the student's feedback on faculty and should submit the action plan and the same will be discussed in the next meeting. Like faculty who secured greater than 90% are to be appreciated and those who scored less than or equal to 75% need to take immediate necessary action. Such faculty need to undergo and enhance training/FDP/Workshop/Seminars etc. to upgrade their skills.

#### **9. Implementation of OBE Matrix**

The members took the decision regarding the COs, POs and PSOs of the programs and for implementing appropriate pedagogic strategies. Also informed that the Course outcomes are designed as per the affiliating university prescribed syllabus and by employing Bloom's taxonomy verbs and levels. It was also informed that all the Courses have around five course outcomes and these are correlated to the Program Outcomes (POs). The members also discussed the process of mapping of COs prescribed by VTU and POs prescribed by the NBA related for the course.

HODs were advised to instruct the faculty that the mapping should be based on the scaling parameter which is as defined by NBA and are as follows: -

"1" – Slight (Low) correlation, "2" – Moderate (Medium) Correlation, "3" – Substantial (High) correlation and "-" indicates there is no correlation. Similarly, COs with PSOs should be mapped to achieve the attainments.

#### **10. Students Centric Methods**

The curriculum delivery committee members took the decision to incorporate the student's centric methods to improve the student's learning ability. HODs were advised to instruct the faculty to adhere the following methods in the teaching process. Guest Lecture / Expert Talk / Technical Talk/Seminar/Webinar, Hands-on session, Interactive Session, Soft skill training/ Technical Training, Industrial visit/ field visit, Internship, Project, Mini Project & innovative practices.

#### **11. Action Plan for Slow learners and Advanced Learners**


The curriculum delivery committee members instructed HODs to direct the subject faculty should conduct remedial classes and mentoring for the slow learners through online or in blended mode. And, also instruct the advanced learners to participate for the Conferences, Add-on courses, MOOC courses to enrich their subject knowledge in turn to get the university rank.



**12. PAC:** Principal instructed all department Program Advisory Committee, to conduct the meeting with stakeholders, and identifies the curriculum gap, reviews the stakeholder's remarks, and identifies the thrust areas to bridge the gap.

**13. Resolutions**

1. Principal instructed to follow the 2021 scheme and 2018 scheme CIE rubrics.
2. The approved syllabus is followed.
3. Principal advised all faculty should have their course file ready and checked by respective HODs before the commencement of the classes.
4. Action plan should be submitted one week after this meeting.
5. It is decided that all should encourage the students towards more pedagogy initiatives to get better insights in the academics.
6. Principal advised to conduct the bridge course/add on course/industrial visit/workshops to fill the gap.
7. Principal instructed to work together for NAAC to aim A++ Grade.

  
for  
**PRINCIPAL**  
**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

Copy to:  
The Chairman, The Oxford Educational Institutions  
All HODs.  
IQAC

**ACTION TAKEN REPORT (2021-22-EVEN)**

SL.NO.	MOM – No.	ACTION PLANNED	STATUS
1.	3	<b>The Internship/Field Visit/Project</b>	As planned for the semester all departments conducted the Internship/Field Visit/Projects
2.	5	<b>Course File / Pedagogical Methods:</b>	As directed it was implemented by all departments
3.	6	<b>Value Added Courses, Content beyond syllabus</b>	As per the plan it was implemented
4.	7	<b>Feedback analysis</b>	Feedback was taken by all departments during the semester
5.	8	<b>Implementation of OBE Matrix</b>	OBE Matrix was followed by all departments
6.	9	<b>Students Centric Methods</b>	The student's centric methods were incorporated in all departments
7.	10	<b>Action Plan for Slow learners and Advanced Learners</b>	Remedial classes were conducted for slow learners & the advanced learners to participate in various programmes.
8.	11	<b>PAC</b>	PAC meeting was conducted before the beginning of the semester in all departments

  
for

**PRINCIPAL**

The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068



**CHILDREN'S EDUCATION SOCIETY (Regd.)**  
**THE OXFORD COLLEGE OF ENGINEERING**

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.

Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

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E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

TOCE/EST/06/2021-22/138

15/11/2021

**CIRCULAR**

This is to inform that, College Internal Complaints Committee has been constituted for 2021-22 with the following members.

Sl.NO	Name of the Member	Designation	Position
1	Dr.N.Kannan	Principal	Chairperson
2	Dr.Manju Devi	HOD-ECE	Member Secretary
3	Dr Surekha	Prof- Engg Chemistry	Member
4	Prof. Nancy Johnson	Head- Corporate Relations	Member
5	Prof. Seema	AP- MTE	Member
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member
7.	Mr. Gowrish	Legal Officer	Member
8.	Student Member	UG/PG	Member

The Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures.

Copy to:

1. The Chairman, The Oxford Educational Institutions
2. All HODs, TOCE
3. Concerned Members
4. Notice
5. Office

  
**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068



Children's Education Society ®  
THE OXFORD COLLEGE OF ENGINEERING  
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080-30219601/02, Fax :080-25730551,30219629,

Website:www.theoxfordengg.org Email :engprincipal@theoxford.edu

(Approved by AICTE, New Delhi, Accredited by NAAC & NBA, New Delhi & Affiliated to VTU, Belgaum)

## Circular

TOCE/EST/06/2021-22/139

15-11-2021

To

All Members,  
Internal Complaints Committee,  
The Oxford College of Engineering.

Subject: Internal Complaints Committee

Sir/Madam,

A meeting of Internal Complaints Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> November 2021 at 11:00am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

### AGENDA:

1. Objectives of constitution of Internal Complaints Committee.
2. To plan activities for the year 2021-22.

Copy to:-

Chairperson.  
All members of Internal Complaints Committee.

Principal

PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

# Minutes of Meeting Internal Complaints Committee

17<sup>th</sup> November 2021 at 11:00am



The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 17<sup>th</sup> November 2021 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr. Surekha	Prof- Engg Chemistry	Member	
4	Prof. Nancy Johnson	Head- Corporate Relations	Member	
5	Prof. Seema	AP- MTE	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Mr. Gowrish	Legal Officer	Member	
8	Student Member	UG/PG	Member	

## Agenda:


1. Objectives of constitution of Internal Complaints Committee.
2. To plan activities for the year 2021-22.

The following points were discussed during the meeting:

- Chairperson welcomed all the committee members and explained about the objectives of Internal Complaints committee.
- Chairperson discussed the roles of members and the way to handle if any complaints arise and to take immediate action for the complaints of students.

## Decisions Taken:

- To create awareness among students about the objectives of forming Internal Complaints Committee.
- Class teachers were entrusted the same.
- To display details of Internal Complaints Committee in all departments.

  
**Principal**  
**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 082



Children's Education Society ®  
THE OXFORD COLLEGE OF ENGINEERING  
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(Approved by AICTE, New Delhi, Accredited by NAAC & NBA, New Delhi & Affiliated to VTU, Belgaum)

## Circular

01-06-2022

TOCE/EST/03/202-22/221

To

All Members,  
Internal Complaints Committee,  
The Oxford College of Engineering.

Subject: Internal Complaints Committee

Sir/Madam,

A meeting of Internal Complaints Committee, The Oxford College of Engineering will be held on 3<sup>rd</sup> June 2022 at 2:00pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

### AGENDA:

1. To review and discuss the grievance cases if any.
2. To review those grievances are dealt with effectively in accordance with the Grievance Procedures.

  
Principal

PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

Copy to:-

Chairperson.  
All members of Internal Complaints Committee.



## Minutes of Meeting Internal Complaints Committee

3<sup>rd</sup> June 2022 at 02:00 PM

The Internal Complaints Committee meeting of the The Oxford College of Engineering was held on 3<sup>rd</sup> June 2022 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr. Surekha	Prof- Engg Chemistry	Member	
4	Prof. Bheemeshwara Reddy	Head- Corporate Relations	Member	
5	Prof. Seema	AP- MTE	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Mr. Gowrish	Legal Officer	Member	
8	Student Member	UG/PG	Member	

### Agenda:

1. To review and discuss the grievance cases if any.
2. To review those grievances are dealt with effectively in accordance with the Grievance Procedures.

The following points were discussed during the meeting:


- The mechanism of redressal of grievances was discussed.
- It is observed that no grievances were reported.

### Decisions Taken:

- To place suggestion boxes in all departments and to check them regularly.

### Action Taken:

- Displayed details of ICC in all departments.
- To ensure TOCE as Grievance free campus.

  
**Principal**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

1st Phase, J.P. Nagar, Bengaluru - 560 078. ☎ : 080 - 61754501 - 502 Fax: 080 2654 8658

## THE OXFORD COLLEGE OF ENGINEERING

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Bommanahalli, Hosur Road, Bengaluru - 560 068.

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



Ref: TOCE/AACAD/13/2021-22/6100

Date: - 08-09-2022

### Composition of the Ethics Committee

The Oxford College of Engineering has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well qualified and distinguished faculty members.

Therefore, the Ethics Committee is constituted with the following members for AY 2022-23.

Sl.No	Name of the Faculty	Designation	Department	Role
1	Dr. N. KANNAN	Principal		Chair Person
2	Dr. VIJAYAKUMARI V	Dean- Academics	ECE	Member
3	Dr. PREETA SHARAN	Dean- Research	ECE	Member Secretary
4	Dr. MALLIKARJUN K	Dean- Examinations	S&H	Member
5	Dr. R. Ch. A. NAIDU	Professor & HOD	CSE	Member
6	Dr. B. K MANJUNATH	Professor & HOD	BT	Member
7	Mr. MAHESH G	Physical Education Director	PED	Member

### RESPONSIBILITIES OF ETHICS COMMITTEE

- Ensuring the implementation of Ethics Policy for The Oxford College of Engineering, Bangalore
- To strengthen the ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Ensure the implementation of policies for corrective actions.
- Report violations of Ethics Policy or disobedience of ethical practices among students, faculty and staff to the Principal for taking necessary actions on violation.
- Recommend remedial actions on report of non-adherence to the Policy.

Chairperson

PRINCIPAL

The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068





CHILDREN'S EDUCATION SOCIETY (REGD)  
THE OXFORD COLLEGE OF ENGINEERING  
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080-30219601, Fax: 080-25730551, 30219629,  
Website: <http://www.theoxford.edu/engineering/>

(Approved by AICTE, Accredited by NAAC & NBA, New Delhi & Affiliated to VTU, Belgaum)

### CIRCULAR

TOCE/EC/2022-2023/02

Date: 10/01/2023

A meeting is scheduled for the Ethics Committee on 10.01.2023 at 2.00 PM in Board Room. The respective members of the Ethics Committee are asked to attend the meeting without fail.

#### **Agenda:**

1. To review and discuss about ethical violation of the previous academic year.
2. To discuss modifications in Code of Ethics.
3. To plan the awareness sessions on the methods for Code of Ethics to Teaching and Non-Teaching members in the college

  
CHAIR PERSON  
Ethics Committee

**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (REGD)  
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### ETHICS COMMITTEE MINUTES OF THE MEETING

Date: 10.01.2023

Time: 2.00PM

Venue: Board Room, The Oxford College of Engineering, Bangalore

#### Members Present:

S.No	Name of the Faculty	Designation	Department	Role
1	Dr. N. KANNAN	Principal		Chair Person
2	Dr. VIJAYAKUMARI V	Dean- Academics	ECE	Member
3	Dr. PREETA SHARAN	Dean- Research	ECE	Member Secretary
4	Dr. MALLIKARJUN K	Dean- Examinations	S&H	Member
5	Dr. R. Ch. A.NAIDU	Professor & HOD	CSE	Member
6	Dr. B. K. MANJUNATH	Professor & HOD	BT	Member
7	Mr. MAHESH G	Physical Education Director	PED	Member

#### Meeting Agenda:

- To review and discuss about ethical violation of the previous academic year.
- To discuss modifications in Code of Ethics and Handbook on Code of Ethics.
- To plan the awareness sessions on the methods for Code of Ethics, Handbook on Code of Ethics to students, Teaching and Non-Teaching members in the college

#### Minutes and Resolutions:

Discussed and reviewed the previous academic year ethical violations and the counteractions.

It is resolved that few modifications were suggested in Code of Ethics and Handbook on Code of Ethics

  
Chair Person  
Ethics Committee

**PRINCIPAL**

The Oxford College of Engineering,  
Bommanahalli, Hosur Road  
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### ETHICS COMMITTEE MINUTES OF THE MEETING

Date: 10.01.2023

Time: 2.00PM

Venue: Board Room, The Oxford College of Engineering, Bangalore

#### Members Present:

S.No	Name of the Faculty	Designation	Department	Role
1	Dr. N. KANNAN	Principal		Chair Person
2	Dr. VIJAYAKUMARI V	Dean- Academics	ECE	Member
3	Dr. PREETA SHARAN	Dean- Research	ECE	Member Secretary
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5	Dr. R. Ch. A.NAJDU	Professor & HOD	CSE	Member
6	Dr. B. K. MANJUNATH	Professor & HOD	BT	Member
7	Mr. MAHESH G	Physical Education Director	PED	Member

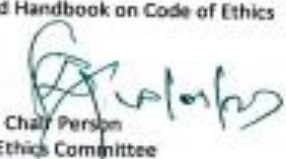
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#### Minutes and Resolutions:

Discussed and reviewed the previous academic year ethical violations and the counteractions.

It is resolved that few modifications were suggested in Code of Ethics and Handbook on Code of Ethics

  
Chair Person  
Ethics Committee  
**PRINCIPAL**  
The Oxford College of Engineering,  
Bommanahalli, Hosur Road  
Bangalore-560 068




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**ACTION TAKEN REPORT BY ETHICS COMMITTEE**

S.No	Date	Observation	Action Taken
1	24.01.2023	Observed that students are coming late.	Mentor of the student counseled.
2	16.03.2023	Students are not following the dress code in the college premises.	Concerned department HODs are discussed with the students and explained about the details of lab instructions and warned them.

  
PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bangalore-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

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Ref: TOCE/ IQAC / FOR / 2022 - 2023 / 01

Date: 03/06/2022

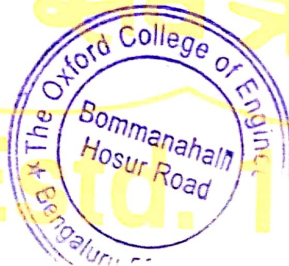
## Proceedings of the Principal and Chairperson IQAC Order

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for The Oxford College of Engineering; the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

Sl No.	Name of Member	Designation	Role
1.	Dr. Kannan N	Principal	Chairperson
2.	Dr. Malleshaiah.T.S	Head, Dept. of Civil Eng.	Member -Teaching Faculty Representative
3.	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative
4.	Ms Chetana Panda	CSE Student	Member – UG Female Student Representative
5.	Mr. Vanam Vamshi	BT Student	Member – UG Male Student Representative
6.	Ms.Prarthana V	MBA Student	Member – PG Female Student Representative
7.	Mr. Tharun N	MCA Student	Member – PG Male Student member Representative
8.	Mr.Srinivas AS	Alumni	Member – Alumni Representative
9.	Mr. Vijay Singh Mr.Harekrushna Panda	Parent (of Male) Parent (of Female)	Member –Parent Representative
10.	Mr.Shamin Dudu	Industry	Member – Industry Representative
11.	Dr. R Ch A Naidu	Professor & Head CSE	IQAC - Coordinator
12.	Dr. Manjunath B K	Professor & Head BT	IQAC Co - Coordinator - 1
13.	Dr. Manju Devi	Professor & Head ECE	IQAC Co - Coordinator - 2

Copy to:

1. Chairman
2. GC Members
3. All the HOD's



Principal & Chairperson IQAC

PRINCIPAL

The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

