Document showing code of conduct for Students, teachers, governing body, and administration

Sl.No	Particulars	Page No.
1.	Administrative and Service Manual	2 - 73
2.	Student Handbook	74 - 145
3.	Boards displayed in the institution regarding Do's and Don'ts for students	146 - 185

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

ADMINISTRATIVE AND SERVICE MANUAL 2020

CHILDREN'S EDUCATION SOCIETY ®

1ST PHASE, J.P. NAGAR, BANGALORE – 560 078.

THE OXFORD COLLEGE OF ENGINEERING

(Linguistic Minority Institution)

ADMINISTRATIVE AND SERVICE MANUAL - 2020

VISION

With a vision to be a respected and sought after group of educational institutions, we are very much engaged in equipping individuals to be capable of building learning organization in the new millennium

MISSION

Our mission is to develop competent students with good value systems to face challenges of the continuously changing world.

QUALITY POLICY

To equip the students with highest standard of education, knowledge and ethics. To prepare them to meet the challenges of life with full confidence. Aim at all round development of the personality to be useful citizens.

INDEX

CHILDREN'S EDUCATION SOCIETY (R)
THE OXFORD COLLEGE OF ENGINEERING
ADMINISTRATIVE AND SERVICE MANUAL - 2020

No. CES 11 SAM 2014   **Date: 02.03.2020**

NOTIFICATION

Children's Education Society® hereby makes the following Manual containing the rules regulating the matters of general administration and to govern the conditions of service applicable to the employees of The Oxford College of Engineering (Telugu Linguistic Minority Institution).viz,

CHAPTER – 1

1. Title, Commencement & Application:-

(1) The Administrative and Service Manual may be called "The Oxford College of Engineering Employees Administrative and Service Manual 2020".

(2) This is effective from the year 2014.

(3) This shall apply to the employees of The oxford College of Engineering, which is a Telugu Linguistic Minority Institution.

2. Definitions:-

(1) **In the Administrative and Service Manual unless the context otherwise means:-**

(a) **"Academic Staff"** means any member of the staff engaged wholly or partly in teaching, research development and extension activities of the College

(b) **"Annexure"** means Annexure to this manual.

(c) **"AICTE"** means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987.

(d) **"Appendix"** means appendix to this manual.

(e) "**Appointing Authority**" means & in relation to any post in the College the authority competent to make appointments to any post as indicated in the Schedule.

(f) **"Chairman"** means the Chairman of the Governing Council of the College.

(g) **"College"** means The Oxford College of Engineering, Bommanahalli, Hosur Road, Bangalore – 560 068 and the Hostels attached thereto.

(h) "**Controlling Authority"** means the Governing Council in relation to all the employees.

(i) **"Dean"** means Deans appointed by the Management classified as Dean (Academics), Dean (Research), Dean (Administration), Dean (Examination) and Dean (HR and Placement).

(j) "**Departmental Head**" means the Director of Technical Education in Karnataka.

(k) **"Director"** means Director of Post Graduate studies in the College.

(l) **"Employee"** means the person in the service of the College in any post including the academic staff.

(m) **"Enquiry Committee"** means the Committee constituted by the Managing Committee of the Society.

(n) **"Governing Council"** means the Governing Council of the College to administer, govern and manage the affairs of the College.

(o) **"Government"** means Government of Karnataka.

(p) **"Guide"** means a Research Guide registered with the University for supervision of research work, scholars leading to award of Ph.D.

(q) **"Head of the Department"** means the Head of the Department of each Department of studies in each specialty of MDS course and other Head of Department in the College.

(r) **"Management"** means the Children's Education Society® to manage, administer and govern the affairs of the College.

(s) **"Permanent Employee"** means a person permanently employed in the service of the College in any post, duly confirmed by the Management.

(t) **"Principal"** means Principal of the College.

(u) **"President"** means President of the Society who shall preside over the meetings of the Governing Council.

(v) **"Research Centre"** means Research Centre recognized by University.

(w) "Research Coordinator" means a Research Coordinator appointed to coordinated with the research activities.

(x) "Secretary" means the Secretary of the Society.

(y) "Society" means Children's Education Society® registered under section 8 of the Karnataka Societies Registration Act 1960 (Karnataka Act No.17 of 1960).

(z) "Temporary Employee" means a person in the service of the College on temporary basis subject to such terms and conditions as may be prescribed and appointed for a period of less than a year.

(aa) "University" means Visvesvaraya Technological University established under section 3 of the Visvesvaraya Technological University Act, 1994. (Karnataka Act No. 39 of 1994)

(ab) "Vice President" means Vice President of the Society who shall preside over all the meetings of the Governing Council in the absence of Chairman.

(2) All other expressions which have not defined shall have the same meaning as in the Byelaws of the Society.

CHAPTER -2

3. Working Hours of the College

(1) The working hours of the College shall be from 09.00 hours to 16.15 hours on all working days for the students continuously with a lunch break between 12.00 hours to 12.30 hours, to attend the academic session, tutorial classes, workshop and practical.

(2) The working hours shall be from 09.00 hours to 16.30 hours for all the staff. However such of the staff who have Lecture classes shall report at 08.30 hours.

(3) The working hours shall be from 09.00 hours to 13.30 hours on Saturdays.

(4) The working hours of the Non-Teaching and Administrative staff shall be from 09.00 hours and work till 17.00 hours on all working days and from 09.00 hours to 14.00 hours on Saturdays.

(5) The working hours of the Principal shall be from 08.00 hours to 17.00 hours on all working days and from 08.00 hours to 14.00 hours on Saturdays.

(6) The working hours of the Library shall be from 09.00 hours to 22.00 hours on all working days and from 09.00 hours to 13.00 and 15.00 hours to 20.00 on Saturdays.

CHAPTER -3

4. Maintenance of Important Documents, Enactments etc.,

(1) The College shall maintain the following updated documents and Enactments for references.

(a) Karnataka Education Act 1983 and Rules enacted there under.
(b) Visvesvaraya Technological University Act, 1994 and Statutes, Rules, Regulations and Ordinances framed there under.
(c) Notifications, Circulars, Orders etc of the Visvesvaraya Technological University.
(d) Karnataka Civil Services (General Recruitment)Rules 1977
(e) Karnataka Civil Services (Probation) Rules 1977
(f) Karnataka Civil Services (CCA) Rules 1957
(g) Karnataka Civil Services (Conduct) Rules 1966
(h) Karnataka Civil Services (Performance Reports) Rules 2000
(i) Karnataka Government servants (Seniority) Rules 1957
(j) UGC Act 1956 Rules& Regulations made there under
(k) All India Council for Technical Education Act, 1987 and Regulations framed there under.
(l) AICTE Notifications, Circulars and Orders issued from time to time.
(m) Architects Act, 1972 and Regulations framed there under.
(n) The Employees Provident Fund & Miscellaneous provisions Act 1952
(o) Cadre and Recruitment Rules of the Department of Technical Education promulgated by Government of Karnataka.
(p) Karnataka Societies Registration Act 1960.
(q) CET Information Brochure and the Acts and Rules of the State Govt. regulating admission to BE, B.Arch, M.Tech, MBA and MCA.
(r) Examination Manual of Visvesvaraya Technological University.
(s) NAAC Accreditation Manual
(t) Karnataka Examinations Authority, Notifications issued from time to time
(u) Rules/Orders/Circulars/Notifications issued from time to time by State Government relating to Technical Educations

(2) All the above Acts, Rules, Regulations, Orders etc, for the time being in force shall be updated as and when they are amended.

CHAPTER -4

5. Conditions of service of the Employees

(1) **The Conditions of service of the Employees, the mode of recruitment the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified here in after:**

(a) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category - I is 40 years & in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable with outstanding merit and credentials.

(b) The staffing pattern and scale of pay applicable to the post of Principal, HODs and teaching staff shall be as prescribed by the All India Council for Technical Education and Government, as the case may be. The details of the staffing pattern and scale of pay shall be as specified in Appendix – I.

(c) The staffing pattern and scales of pay applicable to non-teaching, administrative and supporting staff and the scale of pay shall be as specified in Appendix - II.

(d) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the teaching posts, non – teaching posts, administrative posts and other categories of posts shall be as prescribed by the All India Council for Technical Education and State Government from time to time. The detailed qualifications etc., are as mentioned in Appendix III & IV.

(e) The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the Newspaper notifying the vacancies that arise from time to time. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Principal	Chairman
2	Head of the Department concerned	Member
3	Director of P.G. Studies	Member
4	Dean of Academics	Member

(2) Selection of candidates shall be based on the written Test or Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit. The process of selection shall be governed by the rules of recruitment prescribed by the All India Council for Technical Education. Reservation of vacancies in favor of SCs, STs and OBCs, shall be at the discretion of the Management which is not mandatory.

(3) The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management or the Appointing Authority as specified in the Schedule. Their appointment shall be on

probation in terms of the KCS (Probation) Rules 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCS (Probation) Rules 1977.

(4) The seniority of the employees of the academic staff shall be published Department wise every year and circulated among each employees and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the standing orders issued there under shall be adopted and enforced.

(5) Termination of the services of the temporary employees shall be in accordance with the provisions of the Karnataka Civil Service (Probation) Rules 1977 & the Karnataka Civil Service (General Recruitment) Rules 1977. Incase of the Probationer he/she shall be liable for discharge if found unfit/ unsuitable to hold the post in which appointed under Karnataka Civil Service (Probation) Rules 1977.

6. Resignation of the employee:

(1) The Principal and faculty members holding the post of Professor, Associate Professor and Assistant Professor shall not tender the resignation to the post held by them respectively at any time either in the midstream of an academic year or before completion of a course of Post graduate study of two years or three years duration, as the case may be, so as to avert causing hindrance in preparation of dessertation of a research problem or project work undertaken by the Post Graduate students under the direction and guidance of the concerned PG teacher who is also a Guide and/or Research Coordinator.

(2) Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving at least THREE months advance notice. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter shall be hand written signed and submitted voluntarily & without there being any act of compulsion or coercion / duress. In the event of any employee securing appointment in the State Government or Union Government the Management may at its discretion accept the resignation tendered by such an employee waiving the 3 months notice period.

Provided that the resignations tendered by Post, E-Mail, Fax or Scanned copy shall not be entertained.

(3) An employee who has submitted 3 months advance notice of resignation shall not be entitled for any kind of leave during the period of notice except casual leave for 3 days. Such an employee shall be invariably be present on the last working day in the College to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without 3 months advance notice. It is subject to the condition that such an

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 1st January to 30th June and another 5 days for the second spell of 6 months commencing from 1st July to 31st 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 1st January and as 1st 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 1st January to 30th June & another 10 days for the next half of the calendar year commencing from 1st July to 31st 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 1st January and as on 1st 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.

(7)   Extraordinary Leave or Loss of Pay Leave: Extraordinary leave or Loss of pay leave may be sanctioned to an employee who does not have any other leave at his / her credit on request, subject to a maximum of 3 months. It is relaxable on Medical grounds on production of satisfactory medical certificate. During the period of Extraordinary Leave the employee is not entitled to any pay and allowances. Extraordinary leave may also be granted for prosecuting higher studies, which will enhance the competence of the concerned employee at the discretion of the Management, especially to PG Course or Ph.D Course. The period of extraordinary leave shall be restricted to the extent of duration of the course of study undertaken by the employee.

(8)   Availment of Leave: The minimum & maximum Availment of casual leave shall be one day and 5 days at a spell. The minimum number of days of earned leave that could be availed is 5 days.   In case of illness or for prosecution of higher studies earned leave may be availed up to 60 days with the prior sanction of the of Management.
     Provided that the casual leave cannot be combined with any other kind of leave except Sunday and General Holidays intervening subject to a maximum of 5 days at a stretch.

(9)   Right to claim leave: Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format & get sanctioned before proceeding on leave except for a day casual leave. Otherwise availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action. Prescribed application forms for sanction of casual leave and other types of leave are at Annexure 1 & 2. Application for sanction of all kinds of leave shall be routed through the Head of Department or Head of section, as the case may be to the Principal for sanction /recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers to sanction the leave by various authorities are specified below.

Nature of Leave	Authority Competent to recommend	Authority competent to sanction leave and to which extent		
		Principal	Vice-President	President
Casual Leave	Head of the Department/ Manager/Librarian	5 days	Full Powers	Full Powers
Earned Leave & Other kinds of leave	Head of the Department/ Manager/Librarian	30 days	90 days	Full Powers

(10)   Leave may be sought both on private /domestic affairs and on medical grounds. In case of leave on medical grounds, the leave application shall be supported by a medical certificate with the recommendation from the surgeon / attending doctor/indicating the reason thereof and the period required for joining the duty after

leave on medical grounds. The Medical Certificate and Fitness Certificate should be signed by the Registered Medical Practitioner.

10. Maternity Leave:

(1) Permanent female employees who have put in a minimum five years of service in The Oxford Educational Institutions are entitled for maternity leave of 90 days for the first confinement only.

(2) Maternity Leave can be combined with vacation or Earned Leave, Extraordinary Leave or Loss of Pay.

(3) The Maternity Leave shall not be debited against any other leave credit.

(4) The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

11. Study Leave

(1) Not more than 10% of the faculty in a department may be sanctioned study leave once throughout the service for acquiring any specialized or higher studies and/or for fellowship and Ph.D.

(2) Any employee who has completed at least 3 years of service shall be eligible for study leave.

(3) During the study leave the employee shall not be entitled for any leave salary.

(4) An employee seeking sanction of study leave shall execute undertaking or bond on a stamped paper duly sworn to before a Notary agreeing that he shall return to duty immediately on completion of the said study and shall not seek any extension.

(5) Such an employee who is sanctioned study leave shall successfully complete the course of higher studies and return to duty and shall not discontinue the course of study in the midst.

12. Short Term Fellowship Leave (STFL)

(1) Short term fellowship leave shall be sanctioned to the faculty for visit to the Academic Centre for research and teaching activities.

(2) An employee should have put in a minimum 3 years of service in the College.

(3) Such a leave shall be sanctioned for a period not exceeding 3 months at a time subject to leave title.

(4) If more than one faculty member is eligible for such a leave it shall be sanctioned according to seniority.

(5) Financial support is not admissible from the Management.

(6) Interse-seniority shall be maintained even during the leave period for all purposes.

(7) During the STFL the employee shall not be eligible for any leave salary.

13. Long Term Fellowship Leave (LTFL)

(1) Long term fellowship leave may be sanctioned for attending advanced training in the specialized areas whether leading to Post Graduate degree or Diploma or Doctoral or Post Doctoral degrees and so on.

(2) Employees applying for sanction of such leave should have put in a minimum 5 years of service in the College.

(3) Such leave shall be sanctioned initially for a period of 2 years which may be extended up to 3 years for obtaining PhD and/or post Doctoral studies.

(4) The employees shall not be entitled to any leave salary during the leave period. However their lien shall be maintained during the leave period and terminable only at the behest of the employee and/or by the Management subject to the conditions imposed while sanctioning such leave.

(5) Such employees shall execute a bond on a stamp paper duly notarized by undertaking that he shall serve the Institution after return from the leave for a minimum period of five years and shall abide by such terms and conditions and stipulations as may be prescribed by the Management.

(6) Any employee failing to resume duty after expiry of the leave period shall be liable to pay to the Management an amount equal to 12 months salary. A condition to that effect shall be incorporated in the bond to be executed by him with two sureties and a bank guarantee for an amount equivalent to 3 months salary.

(7) Such a leave shall be sanctioned only once throughout the service. However the Management may at its discretion may relax this condition in deserving cases depending upon the expediencies.

(8) The seniority of the employees proceeding on such leave shall be determined by the Management keeping in view of the nature of duties and accomplishments turned out during such leave period. The orders of the Management in this regard shall be final.

14. Leave to Part-time Employees:

(1) Part-time employees are not eligible for casual leave or any kind of leave.
(2) Any Part-time teacher remains absent on the day of his engaging classes or practicals for any reason he shall resume duty as the next working day and make good to loss of part time academic work.

15. Termination of employees over staying the leave or remaining absent:

(1) Any employee who has been sanctioned leave and does not resume duty on expiry of the leave period or over stays leave by seeking extension of leave or remains unauthorizedly absent from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.

(2) However the concerned employee shall be afforded an opportunity to submit representation on the proposed action.

16. Availment of Compensatory off

(1) Compensatory off cannot be claimed as a matter of right and shall not be availed by any of the academic staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It may be availed as a prefixture or sufixture in combination with holidays for 3 days only at a stretch.

(2) Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the Principal.

(3) The Principal shall ensure that at least minimum number of faculty are available to carry out the academic activities in the College before sanctioning compensatory off.

CHAPTER-8

17. Duties, Functions, Obligations and Powers of the Principal and Vice-Principal.

(1) The Principal shall be the head of the institution. He will be primarily responsible for effective administration, governance and management of the institution. He shall oversee the academic activities, class room teaching, academic audit, research, development, extension and consultancy services.

(2) He shall ensure thattheoryclasses, tutorials, practicals, workshops, computer labs are conductedin terms of the time table regularly.

(3) He shall contribute to the scholarship and advancement of the frontiers of knowledge, overall development of students and technical educational system which would meet the requirement of the industry and society at large.

(4) He will supervise the imparting the training in different employable criteria in the placement cell and ensure that the placement executive/officer/coordinator proactively interact with the HR divisions in the corporate sectors and arrange for campus visit to select the candidates for recruitment.

(5) He shall be instrumental in realization internationalization in a large segment in pursuit of achieving the academic eminence through multifarious factors.

(6) He is the Chairman of the Students Grievances Committee and receives the complaints and convenes the meetings at frequent intervals to formulate the decisions for redressal of grievances of solve the problems encountered by the students.

(7) He shall oversee the amenities provided to the students are intact.

(8) He shall conduct periodical staff meetings conducive for making arrangement to provide extra teaching aids to the students and also to the faculty by adopting latest technology so as to enable the teachers to teach beyond the scope of syllabus.

(9) He will inspire the faculty for contributing to the professional related activities.

(10) He shall organize conferences, workshop, seminar, symposiums etc. as a part of curriculum and also beyond curriculum in pursuit of achieving excellence.

(11) He will promote activities in relation to research projects, research guidance/supervision, in house research, development and extension, academic honors, students mentoring etc.

(12) He will oversee the functioning of the library, labs, computer labs, sports events etc through the committees / sub committees constituted from time to time.

(13) He is the Chairman of the Selection Committee are selection of the candidates for recruitment to the post of Professor & HOD, Professors, Associate Professors, Assistant Professors and Non-Teaching/Administrative posts and recommends to the Management for appointment.

(14) He shall conduct surprise inspection of the hostels, canteen departments, library, labs, workshops etc to ensure they are well equipped with the required furniture, equipments, appliances, chemicals, consumables, glass wares and so on as the case may be their effective functional.

(15) Develops strategy which keeps the Institute at the forefront of educational innovation and outstanding achievement and committed to excellence

(16) Develops a vision and mission for the institute, and communicates to the students, teachers, staff and other stakeholders

(17) Gives academic leadership to the college, embracing the range of subjects and disciplines represented in the college

(18) Provides a coherent academic vision and by inspiring the highest standards of research and teaching in the college

(19) Develops agreed Institutional strategies and associated financial and operational plans in partnership with staff, with clear objectives, targets and associated measurement

(20) Forecasts the opportunities by becoming an outward looking with focus on benchmarking against the best Institutes

(21) Manages the resources effectively (human, physical and financial) of the College in order to maximize its contribution to the Institutional vision and mission.

(22) Leads and contributes to the development, implementation and monitoring of College plans and policies

(23) Ensures the effective review of policies and procedures which involve the management, staff, students and other College users

(24) Provides the organisation, direction and management of the institution and leadership of the staff

(25) Leads and inspires and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making.

(26) Leads and manages the college with clear and effective delegation lines as appropriate while maintaining overall responsibility, supporting the research and scholarly activities of the academic staff by ensuring

  (i) A stimulating, creative and effective environment
  (ii) The provision of development opportunities for staff
  (iii) New staff and early career researchers are appropriately mentored
  (iv) Non-academic tasks are streamlined
  (v) Workloads are managed and distributed appropriately

(27) Implements policies and provide leadership to College staff, ensuring that they share and reflect the College's mission, values and aspirations.

(28) Makes proposals to the management regarding the academic, activities, and mission of the College, developing a suitably ambitious vision to inspire and motivate

(29) Ensure that information systems are in place which provide robust data to support the management of the whole College

(30) Co-operates with colleagues and management to ensure that the College offers the highest quality service to its clients and foster a culture of excellence and innovation

(31) Manage and monitors the work of the Academic team

(32) Develops an ethos of teamwork throughout the organisation

(33) Ensures the dissemination of information about, and examples of, best practice in the sector as well as information on relevant national and local policy developments

(34) Ensures that appropriate targets are set and agreed throughout the College, that performance against them is monitored and that the College meets or exceeds them

(35) Makes certain that the College at all levels is committed to the development and personal growth of all the individuals it employs or serves

(36) Seek out development opportunities for the College, including business and community partnerships

(37) Ensures that the College is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the College

(38) Contribute to the development and maintenance of effective communication within and beyond the College and act as an ambassador for the College and an advocate of its interests

(39) Maintains and develop the College's partnerships with higher education institutions to meet the higher education needs of students

(40) Develop effective partnerships with local employers to provide a wide range of education and training opportunities

(41) Ensures that the College's health and safety policy is implemented

(42) The Principal will adopt flexible working methods to meet the changing needs of the College

(43) The Principal will adopt and encourage a positive attitude towards equal opportunities and ensure the development of equal opportunities throughout all aspects of service delivery and employment

(44) Develops and maintains quality standards appropriate to the post

(45) Ensures that adequate information is available for the top management and stakeholders to review the activities of the institute

(46) Grooms leadership among the faculty members by giving them opportunities to take responsibility in academics and administration

(47) Helps in institutional network and interaction with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum

(48) To implement best practices in curricular aspects in the Institution

(49) Building various institutional provisions with reference to academic, in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

(50) Initiates to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market

(51) Plans and organizes the teaching, learning and evaluation schedules by participative management

(52) Nurtures critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators

(53) Leads and inspires the highest standards of Research and Teaching within the College, and continuing to improve the student experience

(54) Organizes, directs and manages the College and lead the staff, providing inspiring and motivating leadership to those engaged in teaching and training

(55) Determines the College's academic co-curricular and extra-curricular activities collectively with academicians.

(56) Builds on research excellence within the disciplines of the College, identify, encourage and develop cross-disciplinary research opportunities that address external priorities and developments

(57) Develops and enhances the post-graduate programs offerings of the College, both taught and as well as pertaining to research activities

(58) Maintains close links with relevant professional bodies and ensure that the College meets the quality, accreditation and development needs of the disciplines

(59) Enhances the quality of the student experience at undergraduate and postgraduate levels, ensuring that students are engaged fully as partners in developing the learning experience and are appropriately supported

(60) Introduces effective strategies for the recruitment of students

(61) Attract, manage and retain staff to achieve academic excellence, supported by Performance and Development Review processes, and contribute to the successful development of the College

(62) Ensures high quality arrangements exist for teaching, learning and student support and that the College delivers high quality education and training

(63) Strives to make the College an inclusive, student-centered organization and an effective learning environment for all College users

(64) Maintains student discipline and, within the rules and procedures provided for within the Articles, suspend or expel students on disciplinary grounds or expel students for academic reasons

(65) Ensures the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Management, of the pay and conditions of service of staff

(66) Provides management and leadership of staff which will ensure that the College discharges all of its legal responsibilities and that good employee relations are maintained and developed

(67) Promotes discipline and good conduct and encourage commitment of staff, leading by example

(68) Contributes to the training of staff to ensure the effective implementation of policies and systems agreed by the management Develops and maintains professional standards and expertise by undertaking relevant professional development

(69) Coordinates and liason with the university pertaining to the exams and coordinates same to the Dean Examinations

(70) Plans and develops staff and student welfare programs and sees that the stake holders are satisfied

(71) Guides students and staff in community activities

(72) Builds strategies with Placement committee and helps in placements of the students

(73) Through Internal Quality Assurance Cell and feedback from stakeholders,plans for quality improvement strategies in

> (i) Teaching-learning process
> (ii) Human Resources Management
> (iii)Research and Development
> (iv)Faculty Empowerment and Development Programs
> (v) Policy Development and Deployment

(74) Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

(75) Helps in the decentralization of the various activities, academic, co-curricular and extra-curricular

(76) Develops and deploys institutional action plans for effective implementation of curriculum

(77) Conduct meetings with the HOD's to develop various strategies for effective implementation of various strategies

(78) To ensure and provide support facilities for effective teaching learning process like, Smart boards, OHP, LCD etc

(79) Ensures the support facilities to enhance teacher's efficiency like library facility, e-journals and e-vidya

(80) Ensures that grievances/complaints of the staff and students are promptly attended and resolved effectively

(81) Establishes institutional mechanism to monitor effective and efficient use of available financial resources

(82) Ensures that the Management is advised pertaining to financial management and financial mobilization on par with financial regulations and procedures

(83) Prepares annual estimates of income and expenditure for consideration and approval by the management and manage the budget and resources within the estimates approved by the management

(84) Demonstrates prudent and effective budgetary management

(85) Ensures that there is proper and effective operation of financial, planning and management

(86) Analyzes the purchase committee, evaluates the proposals and short lists prospective vendors and makes recommendations to the committee

(87) Plans and implements institutional mechanism for internal and external audit

(88) Effectively plans and utilizes the funds received from various funding agencies

(89) Liason with the management in procuring equipment for the institute as per the requirement of different departments

18. Duties, Functions and Powers of the Vice-Principals.

(1) The Vice-Principal shall be responsible for performance of the duties and discharge of the functions assigned to the Principal during his absence on leave or otherwise.

(2) The Vice-Principal shall carryout their day-to-day current duties and functions and exercise such powers which are subservient to such duties and functions during the absence of Principal.

(3) Takes leadership of the College's curriculum development, comprising all subject area experts and experts of curriculum support teams

(4) Planning for curriculum staffing resource for each semester in association with Principal

(5) The design and implementation of student tracking and reporting systems

(6) Working with the management to take responsibility for the development of partnership projects and maximizing progression to initiatives

(7) Oversight of student application and interviewing procedures

(8) Oversight of Key College Functions, Students admissions, Staff recruitment, Academic work, Performance Management.

(9) To accept responsibility for:

A teaching commitment of approximately five hours per week

A leading by example in all matters relating to the teaching commitment

(10) Deputizing for the Principal and to accept responsibility for:

(a) The discharge of the Principal's properly delegated functions at any time when the Principal is away from the College

(b) providing leadership which supports, challenges and develops all staff within the spirit

(c) To undertake such other duties as the Principal may determine to ensure the continued mission, viability, and progress of the College in common with other senior managers to support colleagues in student incident management

(d) Effectively manages human resources and financial resources

(e) Leads and inspires and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making.

(f) Leads and manages the college with clear and effective delegation lines as appropriate while maintaining overall responsibility, supporting the research and scholarly activities of the academic staff by ensuring

      (i) A stimulating, creative and effective environment
      (ii) The provision of development opportunities for staff
      (iii) New staff and early career researchers are appropriately mentored
      (iv) Non-academic tasks are streamlined
      (v) Workloads are managed and distributed appropriately

(g) Implements policies and provide leadership to College staff, ensuring that they share and reflect the College's mission, values and aspirations.

(11) Promotes discipline and good conduct and encourage commitment of staff, leading by example

(12) Ensure that information systems are in place which provide robust data to support the management of the whole College

(13) Co-operates with colleagues and management to ensure that the College offers the highest quality service to its clients and foster a culture of excellence and innovation

(14) Manage and monitors the work of the Academic team

(15) Develops an ethos of teamwork throughout the organisation

(16) Ensures the dissemination of information about, and examples of, best practice in the sector as well as information on relevant national and local policy developments

(17) Possess following PERSONAL QUALITIES AND SKILLS –

      (i) Clear strategic thinking

      (ii) High level interpersonal skills

      (iii) Persuasive communication skills

      (iv) Strength and judgment for decision-making

      (v) Flexible, inclusive, and pragmatic management style

      (vi) Imagination and vision

19. Performance, Functions and Discharge of duties and responsibilities of teaching staff.

(1) The teaching faculty shall perform the duties & discharge the responsibilities diligently as per in terms of the norms contained in the AICTE Regulations, Statutes, Ordinances and regulations noticed by the VTU, as applicable to UG & PG courses offered and also the Research Activities in the Research Centres. The Principal and the other teaching faculty shall carry out the additional duties and functions as may be necessary in the discharge of responsibilities assigned to them from time to time.

(2) Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical & practical and academic work will have to be supervised to ensure that classes are conducted as per time table & syllabi within the scheduled time limit. They should co-operate with inter departments for extending teaching facilities like class rooms, practical classes etc., They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.

(3) The HODs shall be responsible for proper conduct of tutorial, class room lecturers, practical sessions, labs, & workshop of both UG course, PG Programmes. In case of candidates promoted from 1st year to 2nd year, 2nd year to 3rd year and 3rd year to 4th year of BE, B.Arch courses and 1st year to 2nd year, 2nd year to 3rd year of M.Tech & MBA and MCA courses they shall not be deemed to have been admitted to the next succeeding year of the course by entering their names in the attendance register. Such candidates shall pay the fee prescribed for admission to next year of course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at Annexure - 3. Only upon producing of such receipt for having paid the prescribed fee and

submission of application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.

(4) The HODs shall organize the seminars, conferences, workshops and other co-curricular and beyond curricular activities relatable to their departments from time to time.

(5) Assistant Professors and Associate Professors are responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the laboratories and workshop attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Assistant Professors shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for internal assessment in order to improve the skill and knowledge of the students. They shall diligently maintain the register of internal assessment and attendance register. They shall assist the HODs to organize the co-curricular and beyond curricular activities like Seminars, Workshops, Conferences and Symposiums etc.,

(7) The Part Time Faculty shall discharge their academic work and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD from time to time. They shall be in par with the regular faculty members except the conditions of service specifically made applicable to them.

(8) All the Faculty members comprising of the Principal, Professor, Associate Professor and Assistant Professor including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academics, project, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(9) The Deans are responsible for carrying out the functions and duties assigned to them having a coverage of inter departmental activities and inter disciplinary matters. The job profiles and their role shall be as specified herein below:

Dean of Examinations

    (a) Providing Indent for Blue books and exam stationary
    (b) Conduction of Internal Assessment test
    (c) Evaluation of Internal test paper
    (d) Coordinating with the various departments in filing proper evaluation reports
    (e) Submission of IA marks to university (through online/hard copy)

(f) Conduction of University exams, Liaison with university
(g) Submission of candidate exam fees DD to the university from time to time
(h) Submission of theory / practical exam bill to University
(i) Collection of Exam stationary
(j) Collecting of question paper intends, sending the indents to university
(k) Sending the subject invigilation list across MCA, MBA, BE to the University
(l) Educating staff and students of the evaluation system
(m) Assigning seating arrangement for students
(n) Submission of report to the university
(o) Disbursement of exam remuneration to faculty ,external and internal DCS
(p) Forwarding of Applications of challenge valuation

(q) Generating Candidate list of revaluation applied
(r) Providing list of subject teachers for theory/practical examination to the University.

(s) Forwarding to University M.Tech/MCA/MBA project reports with the list of examiners
(t) Coordination of conducting MCA/MBA/M.Tech and Liaison with university
(u) Submission of evaluation report of MBA/MCA Thesis
(v) Arrangement of PhD registration and submission of the registration details to the University
(w) Sending course work to the PhD students
(x) Acting as Chief Superintendent for all the public employment entrance exams –(like PGCET, etc….).

Dean of Human Resource

(a) In charge for planning and conduct of pre-placement training for students
(b) Organizing the Soft skill training for students
(c) Counseling the students on planning their career
(d) Organizing Aptitude training for students
(e) Organizing Personality Development training for students
(f) Conducting training on how to write Resume
(g) Organizing training students on Group Discussion

Dean of Placement

(a) Strengthening the link between campus pool and our institute.
(b) To coordinate with the Bangalore Placement Office of our institute.
(c) Maintaining the data base of alumni and coordinating the alumni activities.
(d) Arranging the placements by interacting with the companies, deputing the students for placement interviews and arranging campus interviews.
(e) Industry institution interactions.
(f) Arranging Industry visits for our students as suggested by respective HODs.
(g) Organizing for Technical /domain level training
(h) Arrangement for placement drive

Dean of Academics

(a) Performance of a wide variety of tasks to ensure effective and efficient operation of the academic activities in the college. Provides leadership in directing the flow and support to all students, faculty, and staff to ensure academic procedures are being followed and seeks improvement and advisement regarding those procedures throughout the entire academic year. Monitors academic activities meticulously and serves as leader and executor of various academics procedures are being followed in campus without any violations.

(b) Coordinating the assessment and development of academic programs within the College.

(c) Preparing and revising, as necessary, academic program plans for the College.

(d) Promoting and serving as a model for teaching professional achievement and professional service;

(e) Overseeing all personnel matters involving academic and non-academic employees including: recruiting, appointment, re-appointment; termination and dismissal; faculty evaluation, tenure, promotion and merit; and the preparation and approval(s) of faculty workload plans and long-range professional development plans.

(f) Maintaining good working relationships with faculty and administration in all academic and non-academic areas.

(g) Communicating effectively with various constituencies within the University, surrounding community and State regarding the School/College.

(h) Maintaining effective communication between students, faculty and Chairs within the School/College and with other academic unit personnel.

(i) Serving a s a liaison with relevant professional associations and state and national regulatory and accrediting agencies such as VTU, AICTE, NBA, NAAC and etc.

(j) Articulating University policy and procedures to members of the School/College.

(k) Insuring that School/College policies and practices are consistent with those of the University;

(l) Articulating the budgetary needs of the School/College and overseeing the allocation and expenditure of resources;

(m) Coordinating the use of facilities assigned to the School/College;

(n) Overseeing the preparation of class schedules and complying with institutional reporting requirements;

(o) Maintaining student and faculty records;

(p) Providing a system of advising;

(q) Working with Principal and HODs to encourage grant applications by faculty members and to prepare proposals for outside funding of special projects.

(r) Additional responsibilities as assigned by the Principal or Management for Academic Affairs.

Dean of Administration

(a) Accomplishment of a wide variety of tasks to ensure effective and efficient operation of the campus. Provides leadership in directing the flow and support to all students, faculty, and staff to ensure operational procedures are being followed and seeks improvement and advisement regarding those procedures throughout the entire campus operation. Monitors campus operation and serves as an evening and weekend resource to external and internal customers.

(b) Ensures effective campus operations (including evening and weekend activities), and recommends operational improvements to the Principal.

(c) Promotes student success by providing information and support to students, as well as assistance on registration, admission requirements and procedures.

(d) Takes a leadership role in working with Principal and other Deans to identify special skills requirements for Students and communicates this information to students.

(e) Creates and communicates campus schedule and room assignments to faculty, staff and students.

(f) Coordinates special campus projects, special events and other public relations affairs (i.e. part-time faculty orientation, student coffees, appreciation functions, etc.) at the direction of the Principal.

(g) Notifies the appropriate supervisor and the Principal about violations of college policies and procedures or operational irregularities.

(h) Works closely with the campus security operations and Administrative Services to aid in the maintenance of a safe learning environment.

(i) Coordinates college scheduling program, assigning campus classrooms and facilities to maximize room utilization throughout the campus. Assigns course required rooms.

(j) Develops, plans and implements goals and objectives to maximize space utilization with the approval of the Principal. Recommends changes to procedures to increase campus utilization, efficiency, customer service and efforts to increase FTE.

(k) Manages inventory of supplies for classrooms and initiates reordering process when necessary. Provides logistical support to the institution.

(l) Takes a prominent leadership position on the IQAC.

(m) Notifies the Principal, Deans of other functions and HODs in the event of the absence of an instructor in the classroom, and coordinates scheduling changes to ensure compliance with state auditing requirements.

(n) Supports the multi-functions of the campus, e.g. Library, Student Support Services, Financial Services, Registration, Security, etc.

(o) May manage the campus IT infrastructure system.

(p) Provides support and maintains communication with part-time faculty.

(q) Maintains and distributes Pat-Time Instructor's Campus Handbook and campus related directories/communications.

(r) Plans and implements special projects as assigned by the Principal to

increase students and faculty service, room utilization and/or accommodate program needs.

(s) Works a flexible schedule as directed by the Principal to support campus operations during evening and weekend hours.

(t) Serves on campus, college-wide, and community supported committees to represent the college.

(u) Serves in the absence of the other Deans at his/her request.

(v) Performs other duties and responsibilities as assigned.

Dean of Students Welfare

(a) This is a vital task responsible for student's matter involving issues such as maintaining ragging free campus, supervising students academic performance, assisting students in providing career guidance, employment guidance, book bank facility, financial support through various agencies, providing travel allowance, health care, accommodation, protection against sexual harassment, addressing grievance, over all guidance, discipline and growth of the students.

(b) Maintaining a ragging free campus.

(c) Monitoring random checking of mobile usage in the campus

(d) General awareness regarding anti-social elements such as sexual harassment

(e) Conducting regular health checkups through organizing health camps

(f) Assistance for travel allowance

(g) Coordinating and facilitating book bank facility from Institute library

(h) Co-ordinate and supervise students academic performance and regularity through software based monitoring system, such as Pupil pod.

(i) Dealing with the overall discipline in coordination with disciplinary committee and Principal.

(j) Assisting in accommodation in association with hostel wardens

(k) Co-ordinate the activities of the different bodies concerning student welfare

(l) Supervise and/or organize the co-curricular activities, such as research paper presentation, quiz competition, debate competition etc.

(m) Supervise and/or organize sports activities

(n) Preparing the Institute team to participate in the Inter college competitions and University level competitions.

(o) Supervise and/or organize the Extra-curricular activities such as Dance, singing, skits etc.

(p) Arranging for the travel concession to the students during vacation to visit their native palaces.

(q) Shall recommend the educational tours/excursions of the students.

(r) Shall recommend Industrial visits.

(s) Supervise and/or organize the career guidance and other counseling facilities for the welfare of the students.

(t) To organize/coordinate programs and activities which shall strengthen student's exposure to industry, other institutes and research organizations

(u) Provide an opportunity to give feedback of teachers within the guidelines of confidentiality.

(v) Conduct grievance meetings regularly in accordance with student's representatives, Heads of departments and Head of the Institute.

(w) Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Head of the Institute and the Management from time to time.

(x) Conducting meetings periodically with students and principal to address their grievance.

(y) Executing additional responsibilities as assigned by the Principal or Management for Students welfare and support

(10). The HODs, Deans and Faculty shall also involve in consultancy services and assignments in consultation with corporate sectors.

(11) All the faculty members including the HODs shall take-up the class, Practical to any PG students in conformity with the Regulations of Visvesvaraya Technological University.

(12) The above stipulations shall be equally applicable to the part-time faculty who shall complete their academic work and carryout their Practical classes on the days prescribed without altering them to any other alternate proceeding or succeeding days to meet their personal exigencies.

(13) The Professors and HODs shall be In-charge of the Library, Departmental Library and Laboratory. In addition to performance of the duties and discharge of their functions they shall allocate the duties and assignments to the Associate Professors and Assistant Professor and also the non-teaching staff.

(14) The job responsibilities shall be as prescribed by the All India Council for Technical Education and Visvesvaraya Technological University especially in the field of academics, administration, extension activities, development, research and consultancies from time to time shall be strictly adhered to by the faculty. The description shall be as specified in the Appendix VI.

(15) The Director of P.G. Studies shall be responsible for the Course Work, Research, Development and Extension activities in the P.G. Departments of studies. He shall co-ordinate with all Professors & HODs and also P.G. Teachers in the conduct of P.G. class, practical, project, and such other training effectively in pursuit of achieving the academic eminence in the filed of technology.

(16) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He shall be responsible for the smooth functioning of the Departments to conduct course in BE, B.Arch, M.Tech, MBA and MCA and also activities relatable to research, development and extension of all the Departments. He will exercise such power and carryout such functions as prescribed under this Manual and the Regulations of the All India Council for Technical Education and Visvesvaraya Technological University,

as amend from time to time. He will formulate the perspective planning and monitor it for the   co-coordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

20. Duties, Functions and Obligations of Director-Placement and Training:

(1)   The Director shall be in-charge of the placement and training centre and function under the supervision and guidance of Dean of placement.
(2)   The Director shall be responsible for conduct of training in soft skill development, personality development, motivation, communicative english and allied programs.

(3)   He will visit regularly all the corporate sectoral bodies and industries to persuade them to conduct campus selection of candidates for recruitment.
(4)   He shall identify the resource persons, technocrats and human resource personnel and bring them to deliver lectures in pursuit of improving the aptitude, skills, talent and trait of the students.
(5)   He shall submit the monthly progress report to the Principal and Dean of Placement for vetting and laying before the Governing Council.

21. Duties and responsibilities of Non teaching staff in the Department of Studies.

(1)   The non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.
(2)   The Laboratory Technicians, Lab Assistants and lab in-charge are responsible for the laboratories and workshop. They shall accommodate the various branches for smooth conduct of practicals. They shall co –operate with the staff of the other department or branches in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc and ensure that no such machineries, equipments etc are kept idle. They shall be in constant touch with the Head of the Department and Principal for maintenance and upkeep from time to time.

CHAPTER -9

22. Library Committee:
(1)   The composition of Library Committee shall be as here under:

1	Principal	Chairman
2	Director of PG Studies	Member
3	All the HODs	Members
4	All the Deans	Members
5	2 UG and PG student representatives	Members
6	Manager(Purchases)	Member
7	Librarian	Member-Secretary

(2) The Committee shall meet periodically at least once in three months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like digital library, E-Library, Online Library, Helinet, Library Software and other innovative networking system.

23. Duties and responsibilities of Librarian, Deputy Librarian and Assistant Librarian.

(1) The Librarian, Deputy Librarian and Assistant Librarian shall be non-vacation staff. They shall work keeping the Library open from 09.00hrs to 22.00hrs from Monday to Friday and 09.00hrs to 20.00hrs on Saturdays by staggering the working hours.

(2) The Librarian and Deputy Librarian shall supervise the library for its effective functioning. They will formulate the policy and perspective planning for maintenance of scientific system of library. They will ensure access use and security of library materials by utilizing the supporting facilities like computers, internet, Bandwidth, Online journals, computerized services, inflibnet, delnet, IUC and other information services.

(3) They shall be responsible for proper maintenance of books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, reprographic work, social and extension activities.

(4) They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.

(5) They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.

CHAPTER – 10

24. Duties and responsibilities of the Director of Physical Education.

(1) The Director of Physical Education shall be non-vacation staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. During the vacation they shall organize and participate in games in the College campus.

(2) They shall be responsible for coaching of the students and conduct the tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games

events conducted from time to time at state level, university level and inter-collegiate level and also for National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National sports policy.

(3) They shall adopt the latest scientific method of training and coaching curricular development related to College and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange for indoor games, gymnasium and yoga programmes in the College and in the hostels.

(4) They shall perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in College premises.

(5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run, pase race and development of flexibility and co-ordinating ability.

(6) They will make all endeavourance to win and secure the medals, trophies and awards through the students in the games etc.,

CHAPTER-11

25. Duties and responsibilities of Manager / Superintendent and Administrative Staff.

(1) The Manager / Superintendent in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the College. The main functions of the Manager and Superintendent shall be as spelt out hereunder, inter-alia, other duties & functions.

(2) They shall perform the day-to-day routine work of the office.

(3) They will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.

(4) They shall be responsible for the efficient Management of office work.

(5) They shall Exercise general supervision over the section in regard to office Management, Class arrangement, Cleanliness of campus and inside the building.

(6) They will guide the inexperienced case workers in their day to day work.

(7) They shall attend the important work on priority.

(8)   They shall devote personal attention for smooth running of the office as and when warranted.

(9)   They shall be responsible for watching and overseeing the disposal of papers or other records.

(10)   They shall advise and help the case workers for disposal of important and urgent matters.

(11)   They shall personally deal with confidential and urgent files/papers.

(12)   They shall conduct periodical inspection of the quality of the work of case worker and motivating them to achieve maximum efficiency.

(13)   They shall personally attend the immediate problems of students.

(14)   They will be instrumental for enforcement of rules and procedures strictly.

(15)   They shall attend to all matters relating to approval and extension of approval of AICTE/COA for each academic year and also affiliation and renewal/extension of affiliation of Visvesvaraya Technological University as applicable for each academic year.

(16)   The Manager or Superintendent shall receive all the letters and other communications addressed to the College and open the covers/ envelopes in the presence of the Principal. If there are any papers to be attended to on priority they shall be marked as "Top Priority" " To-day " "Urgent" Immediate" and VVI (Very Very Important) . In case of Important, Very Important, Very Very Important and Confidential matters shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.

(17)   All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal.

CHAPTER -12

26. Obligation of the employees

(1)   The administrative staff in the office shall perform such duties and shall discharge such functions as assigned to them by the Principal in the work distribution order. They shall work under the supervision and guidance of the Manager/Superintendent.

(2)   Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the

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.

CHAPTER-13

29. Maintenance of Service Register:

(1) Service Register in respect of each employee shall be maintained by the Head of the Institutions in the Service Register prescribed by the State Government from the date of initial appointment.

(2) The Service Register shall contain all the particulars of employees including the following:
- **(a)** Date of Birth
- **(b)** Qualification and Experience
- **(c)** Temporary and Permanent Address
- **(d)** PF Membership No / Bank Account No.
- **(e)** Contact Telephone No. (Landline and Mobile)
- **(f)** ESI Policy Number.

(3) The Service Register shall be updated from time to time with all the requisite entries duly attested by the Principal and maintained in the College office. It may be shown to the concerned employees at least once in a year and their signatures obtained as a token of acknowledgement.

CHAPTER -14

30. Maintenance of Files and Records.

(1) All the files will be processed under trilateral index headings like "EST",   " ABM" " ACT", "CAS", "EXM", "SPS" etc. Such files shall be maintained by adopting the Record Management adverted in this Manual.

(2) The Record Management of all the files, records and registers maintained in the College either in the office or in the department shall be processed and dealt with as current files or registers. After the completion of adventure or required action the files, registers and records may be closed under five classifications for being preserved for a definite period of time depending upon the nature and importance of the files or register/ records for future guidance and reference. Soon after the closure of files and register an index slip shall be affixed containing the following particulars.

- **(a)** File No. / Register No. / Record No.
- **(b)** Subject Matter
- **(c)** Period of Coverage.
- **(d)** Date of Commencement.
- **(e)** Date of closure
- **(f)** Classification
- **(g)** Expiry date of currency to destroy.
- **(h)** Extended date for preservation after review.
- **(i)** Signature of the Case worker/ Superintendent / Manager / Head of the Department/Principal.

(3) The closed files, Registers or records shall be transmitted to the Records Section for preservation, duly indexed. The Record Keeper shall be in-charge of proper maintenance.

(4) The concerned Case Worker or the Superintendent or the Manager as the case may be shall close the files with the approval of the Principal. Thereafter the files will be neatly stitched and indexed for being sent to the record section.

(5) The classification of the closed files registers and records for the purpose of preservation either permanently or for a specified period shall be as indicated below:

SL.NO	Nature of item	Preservation	Classification
1	File/register required permanently	Permanent	A
2	File / register required longest period	25 year	B
3	File/register required for longer period	10 year	C
4	File/ register required for few years	5 year	D
5	File/register required for short period	1 year	E

(6) The record keeper in the record section shall maintain the register containing the following particulars.

    (a) File / Record/ Register No.
    (b) Page Nos. on Note side.
    (c) Page Nos. on Correspondence side.
    (d) Date of commencement.
    (e) Date of Closure.
    (f) Classification of the file.

(7) The files shall be divided section wise, office wise, Branch/ Department wise like Establishment Section, Admission Section, and Examination Section, Despatch Section and so on. Soon after the expiry of the currency of the life of the file/ record/ register they shall cause to be destroyed and disposed of by auction sale of waste or old papers tearing them with the approval of the Principal. If the Principal after scrutiny deems it necessary to extend the currency of the life he shall pass written orders on such closed file/record/register.

(8) All the applications for admission to various courses in respect of the candidates admitted along with one set of copies of the marks card for degree certificate of the qualifying examinations shall be arranged academic year wise, course wise in a chronological order and maintained in the record section.

(9) All the marks registers shall be maintained in respect of each semester of different courses and updated day-to-day basis.

31. Preservation of records

(1) The following files/ records/ registers and documents shall be preserved permanently.
   (a) Service Register
   (b) Aquitance Roll/Register
   (c) Cash Book
   (d) Pass Book
   (e) Audit Report
   (f) Permanent Asset Register of the College
   (g) Land and building documents
   (h) Marks cards or Original statement of marks
   (i) Orders of the Government of Karnataka granting recognition for establishment of the College.
   (j) Approval of All India Council for Technical Education
   (k) Matters relating to court cases
   (l) Seniority list of various employees
   (m) Orders/Notifications of the Government of Karnataka/VTU sanctioning the affiliation and renewal of affiliation from time to time.
   (n) Applications for admission of students to the BE, B.Arch, M.Tech, MBA and MCA Courses/programmes along with photostat copies of the academic documents.

(2) Orders of the Government sanctioning the affiliation, Notification of the University sanctioning the affiliation and continuation of affiliation and approval orders of All India Council for Technical Education/Council for Architecture, Certificates of Accreditation and also orders if any of the Government of Karnataka shall be preserved in the concerned section handy for immediate reference.

CHAPTER -15

32. Organization & Methods (O.M.)

The office organization in the College shall be as specified below

Admission Section: -

(1) The case worker is in-charge of all admission matters. Admission of students to First year/semester and onwards shall be made & updated regularly. The following registers should be maintained and they shall discharge the duties as specified below:-

   (a) Admission registers of students.
   (b) DCB register
   (c) Files containing all the original academic documents of the students admitted to the First year/semester. They shall be returned to the concerned students at the time of leaving the

College.

(d) Register of procurement of transfer certificate, migration certificate, eligibility certificate and equivalent certificate.

(e) Issue of bonafide / study certificate

(f) Scholarship register in respect of students belonging to SC, ST and OBCs and follow up.

(g) Maintenance of files relating to all correspondence.

(h) Rules, Regulations, Orders, Notifications, Circulars, etc. relating to Admissions, Examinations, Syllabus and their updation from time to time.

(2) Admission of students under Government quota, Management and NRI/Foreigners Quota to any courses shall be made strictly in accordance with the rules of the Government, Statutes/Regulations/Ordinances relating thereto. Copies of the rules etc., and the correspondence made with the Government, Director of Technical Education, Visvesvaraya Technological University and Karnataka Examination Authority etc shall be maintained properly.

Examination Section:-

(3) Case worker plays a dominant role in maintaining confidentiality. He shall report to the Manager and the Principal from time to time in respect of all maters concerning the examinations and carry out the examination related work meticulously. He/She shall be vigilant & conversant with the rules, regulations and procedure published by the University. The following Registers and documents shall be maintained:-

(a) Marks register of all the examination.

(b) Debarred students register

(c) Examination stationery stock and issue register

(d) Result sheet of all Semesters

(e) Files and documents for conduct of examination and announcement of timely results.

(f) Internal assessment marks statement and register.

(g) Result analysis statement.

Establishment Section: -

(4) The employees working in the Establishment section shall maintain confidentiality with respect to the duties discharged by them. The bio –data of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared. The service register of each employee shall be opened, maintained and updated with entries periodically. All the correspondence made with the Government, Director of Technical Education, University, Karnataka Examinations

Authority, AICTE/COA etc shall be kept in the concerned files. All matters relating to recruitment, promotion / termination, retirement and welfare measure are to be dealt promptly. Maintenance of leave account and sanction of leave are promptly entered in

the services register and copies thereof shall be kept in the personal files. The following important registers shall be maintained permanently: -

    (a)   Service Register
    (b)   Attendance Register
    (c)   Leave Sanction Register
    (d)   Casual Leave Register
    (e)   Movement Register
    (f)   Provident Fund Register
    (g)   Insurance Register / Record
    (h)   Staff Pattern and vacancy Register
    (i)   Attendance Register – Branch / Section wise.
    (j)   Personal File
    (k)   Enquiry Files

Purchase Section: -

(5)   There shall be a Purchase Committee consisting of the following for making recommendations to the procurement of the equipments, computers, instruments, chemicals, consumables, peripherals, furniture etc.,

Principal	Chairman
Director of Post Graduate Studies	Member
All HODs	Members
Librarian	Member
Manager (Purchases)	Member-Secretary

(6)   The requirement of the equipments, computers, peripherals, consumables, chemicals, instruments etc., shall be submitted in the form of a note by the concerned HOD to the Principal. Meeting of the Committee shall be called for by the Principal to consider such procurement proposals and to make recommendations. Each proposal shall be submitted to the Manager (Purchases) to invite quotations/tenders for supply of such items by adopting the procedure in vogue.

(7)   The quotations or the tender so received shall be considered by the Purchase Committee in the light of the specifications and the rates quoted. Purchase orders may be issued after negotiation with the suppliers/vendors with the approval of the Governing Council.

    Provided that in case of urgency purchase orders may be issued with the approval of the Executive Director subject to ratification by the Governing Council.

(8)   All petty purchases by the College may be made at the request of Laboratory in-charge and Head of the Department and the Principal. The Manager (Purchases) may correspond with the firms for procurement of equipments, consumables, peripherals, chemicals etc. Every purchase shall be made after inviting quotation with specifications. Purchase orders may be issued with the approval of the Executive

Director by virtue of the powers delegated. If the value of the purchase exceeds the powers delegated ratification of the Governing Council shall be obtained. Definite specifications and addresses of the firms may be obtained in consultation with the Principal and Head of the Department and maintained.

(9)   The following registers, files and record shall be maintained.
   (a)   Purchase files
   (b)   Separate stock ledgers for chemicals, equipments and computers consumables, furniture, instruments, peripherals, appliances etc.
   (c)   Day book of receipts
   (d)   Invoice books
   (e)   Quotations / correspondence / Purchase order
   (f)   Scrap and waste disposal Register
   (g)   Unserviceable Equipment Disposal Register
   (h)   Issue Register

(10)   The concerned employee shall be in constant contact with Heads of Department for procurement of tools, chemicals, equipments, computers, consumables etc. A list of firms shall be obtained from time to time and updated by the Head of the Department for timely procurement. Stock register should be maintained up to date and daily entries are made regularly. The stock available shall be issued to the various laboratories & work shop only on the basis of indents.

Accounts and Cash Section: -

(11)   It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash, Demand Draft and cheque as the case may be. The money so collected shall forthwith be recorded in the day book and reflected in the cash book. The money so collected shall be remitted to the bank on the next working day to the credit of The Oxford College of Engineering. The Employees dealing with cash and accounts shall perform their duties honestly & efficiently. They shall be personally responsible for loss of money related to any kind of transaction. All payments shall be made only by cheque signed by the Principal and/or any authorized signatory, as the case may be. The following registers, files and records shall be maintained and updated on day to day basis.
   (a)   Cash Book
   (b)   Day Book
   (c)   Remittance Register
   (d)   Pass Book
   (e)   Challan Book
   (f)   Acquitance Register
   (g)   Scholarship Register
   (h)   Provident Fund Register
   (i)   Other Deduction Register
   (j)   ESI Register
   (k)   Professional Tax Register
   (l)   TDS Register(Form 16)

(12)   The concerned employee shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through Bank to the S/B Account

of the concerned employee. The cash, cheque, DD/Pay orders received shall be preserved in safe custody till they are deposited/ presented to the Bank. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc. shall be viewed seriously and the concerned dealt with firmly and severely by lodging criminal case against the concerned besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts should be got audited by the Chartered Accountant every year.

Despatch Section:-

(13) All the letters and other communications received and despatched shall be registered in the inward register books by an employee who is in-charge of dispatch section. He /She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, record and files shall be maintained in the despatch section.
- **(a)** Inward Register
- **(b)** Outward Register
- **(c)** Local Delivery Book
- **(d)** Stamp Accounts Register and File
- **(e)** Courier Acknowledgment Register

(14) On Receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned person or other authorities. They will be registered in the Inward Register. They shall be marked and sent to the concerned Head of the Department or sections and acknowledgement obtained. All the other outgoing letters and other despatchable items shall be dispatched on the same day. Local delivery letters and other items communications shall be forwarded through the local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificate and all other communications within the College shall be delivered internally without any delay. The concerned employees in the dispatch section shall be responsible for prompt delivery and dispatch of day to day correspondence without giving scope for any delay.

CHAPTER-16

33. Admissibility of Traveling Allowances and Daily Allowances to the employees

(1) Traveling Allowance (TA) & Daily Allowance (DA) shall be admissible to teaching, non-teaching and other employees on their tour on duty in connection with the official work other than examination duty.

(2) The admissibility of Traveling Allowance depending upon the status of the employees for travel is detailed below.

Mode of Journey	Category			
	A	**B**	**C**	**D**
	Director/ Principal	Professors	Associate Professor/ Assistant Professor	Non-Teaching & ministerial employees
1. Travel by Air within the State & the out side State	Economy Class	Not admissible	Not admissible	Not admissible
2. Travel by train	1 Class AC	I Class Sleeper	I Class	II Class
3. Travel by bus	Highest grade of accommodation	Highest grade of accommodation	Next to the highest grade	Ordinary Bus
4. By own car or hired taxi	Rs.9 per KM	Rs. 9 per KM	Not admissible	Not admissible

(3) The purpose of payment of traveling allowance is to reimburse the actual expenditure involved toward the travel by Air, Train, Bus, or by own Car or Taxi, as the case may be. Hence the actual amount spent for travel by Air/ Train/ Bus fare or the hire charges paid for Taxi shall be reimbursed, subject to prevailing rate or actual City Taxi/ Travel Taxi hire charges or Rs. 9 per kilometer in case of own car which ever is less.

(4) In case of travel by own car, the mileage allowances admissible is Rs. 9 per KM subject to the prevalent hire charge in respect of taxies, whichever is less.

(5) Daily Allowances shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges in the ordinary hotels excluding the star hotels.

(6) TA or DA shall not be admissible for the journey within the agglomeration limit of Bangalore city.

(7) All the claims for traveling allowance and daily allowance shall be supported by the tickets, receipts, bills and vouchers for the purpose of accounting and auditing.

(8) Traveling shall be restricted to the economical class of journey to the extent possible.

(9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economically category of hotel.

(10) The actual amount paid towards autorickshaw/ taxi fare for the local journey between the College and bus stand, Railway station or Airport shall be reimbursable subject to production of bills, vouchers or receipts.

(11) Traveling Allowance & Daily Allowance are also admissible for deputation of the employees by the Management to higher studies, specialized training, Seminar, Conference, and Workshop. The period spent in attending including the reasonable time required to and fro journeys shall be treated as the period spent on duty. It shall not be admissible if the organizing or sponsoring authorities bear such expenditure including travel fare.

(12) Only the following categories of employees are eligible for traveling allowance and daily allowance for the journeys within the state and outside the state but within India.
    (a) They must have put in minimum 5 years of service.
    (b) They are permanent Employees.
    (c) Performance of Journey shall be only for official duties.

CHAPTER – 17

34. Incentive and Rewards for exemplary work.

(1) The Management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.

(2) In pursuit of motivating the faculty for presentation of papers in National and International conferences, seminars, symposiums etc and also to publish research papers on various projects in the National and International journals an incentive in the nature of cash awards shall be sanctioned. The details of the cash award shall be as here under:

Sl.No	Nature of Presentation/Publication	Amount of Cash Awards
1	National Level Presentation	Rs. 2000/-
2	National Level Publication	Rs. 3000/-
3	International Level Presentation	Rs. 4000/-
4	International Level Publication	Rs. 5000/-

Provided that the journals shall have wide circulation at National Levels and International Levels.

(3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research and developmental activities and also extension activities an advance increment as admissible under the AICTE pay scales shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.

35. Welfare Scheme to the Employees:

(1) Every employee shall insure his life for a minimum assured sum of Rupees One lakh with the LIC of India by obtaining the endowment policy

(2) All the employees shall be registered for ESI under ESI Act 1948 subject to the eligibility criteria prescribed therein

(3) All the employees shall be provided free transport from their residence to college and back

(4) Canteen facilities shall be provided to all the employees at the subsidized rates

(5) Free Health Care Service and Dental Health Care Service and Curative Treatment facilities shall be provided to all the employees who are not covered under the ESI Scheme.

(6) Employees shall be encouraged to obtain Medi Claim Policies and adopt New Pension System (NPS) of Government of India.

CHAPTER – 18

36. Superannuation:

(1) Every permanent employee shall retire on the last day of the month in which he/she attains the age of 60 year. If the last day of the month is a general holiday and any days preceding thereto or general holidays the employee shall be relived on the afternoon of the last working day before the date of such retirement and the succeeding holidays till the end of such a month shall be treated as on duty for all purposes. If the date of birth of an employee is a first day of the month he shall be relived on the afternoon of the last day of the month preceding the month in which he attains the age of 60 years

(2) However the Management may at its discretion continue an employee who has attained superannuation in service till the attainment of 65th year of age selectively on the basis of merit, experience, area of specialization and peer group review if such an employee is physically fit and having an outstanding track record.

(3) When an employee is continued in his service beyond superannuation he/she shall abide by such terms and conditions as may be imposed by the Management and draw such emoluments as may be determined by the Management as specified in the contractual agreement.

CHAPTER – 19

37. Terminal Benefits.

(1) The permanent employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.

(2) The Management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Regional Provident Fund Commissioner along with equal matching contribution by employer. The contribution standing at the credit of the employee shall be payable to the employee or his family as the case may be from the Regional Provident Fund Commissioner at the time of his retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.

(3) The Management may at its discretion extend the benefit of gratuity to the permanent employees who have put in a minimum 5 years of service in collaboration with LIC or any other insurance company.

CHAPTER - 20

38. Amenities to the Student

(1) Separate hostels shall be provided to boys and girls who are in need of such accommodation at reasonable charges.

(2) A free medical check up shall be conducted for the student for monitoring health and good physique at the Health Centre.

(3) Compulsory accidental insurance policy to all the students.

(4) NCC training shall be arranged by the College in collaboration with I Karnataka Girls Battalion under the Directorate of NCC for Goa and Karnataka. Apart from the girls senior wing a separate boys wing will also be organized.

(4) NSS camps will be organized from time to time as a part of extra-curricular activities.

(5) Transport facilities in the College Buses from residence to college and back at reasonable charges.

(6) Canteen facilities at subsidized rates

(7) Fee concession, awards, scholarships and other incentives under "Endowment Fund"

(8) Sponsoring the students on selective basis for participation in the inter - collegiate/university competitions like debate, sports, intellectual expositions etc.

(9) Placement training as a part of syllabus for superb employability by conducting soft skill development, personality development, communicative english programmes, mock interviews, motivation skill, aptitude improvement etc.

(10) Sponsoring to industry training especially in the converging areas like software, networking, innovative devices etc.

(11) Periodical guest lectures at frequent intervals from resource persons, techno-crafts, experts from industry and factory

(12) Assistance for external projects in the reputed organisations under CSIR, public sectors undertakings, MNCs

(13) Smart campus comprising of communicating the attendance, performance, result etc to the parents by messages (SMS/MMS).

CHAPTER – 21

39. Delegation of powers

(1) The administrative and financial powers shall be delegated at various levels for smooth, effective and efficient functioning of the College and also for obviating the delay. The various administrative and financial powers delegated to different functionaries shall be as specified in Appendix-IV.

(2) However in case of urgency the HODs and the Principal may procure any chemicals or consumables the maximum amount of which shall not exceed Rupees Five Hundred at a stretch with the oral instructions of the Vice-President subject to ratification of the competent authority.

CHAPTER - 22

40. Endowment for award of Medals, Prizes and Scholarships.

(1) An Endowment Fund called "**The Oxford College of Engineering Endowment Fund**" shall be constituted. The amounts received from any of the following sources shall be the part of the Endowment Fund:

    (a) Any contribution or grant sanctioned by the University Grants
       Commission, Government or Central Government.
    (b) Any bequest, contribution, donation and gifts made by private
       Individuals or Institutions or Organizations.
    (c)Any contribution from Foreign Government, Foreign Institutions,
       Foreigners, NRIs, People of Indian Origin in aboard.
    (d) Amounts received from any other sources.

(2)   The Oxford College of Engineering Endowment Fund shall be deposited in Vijaya Bank in a separate account and/or invested in securities authorized by the Indian Trusts Act 1882 as may be decided by the Governing Council and the Management.

(3)   The amount received shall be appropriated for the purpose for which such contribution, donation, bequest or gift having been made.

(4)   The interest accrued on the deposit or any income derived on the investment of the fund in securities shall be spent for award of scholarship, medals or prizes to the students securing highest marks in any course of study or in a subject or group of subjects in the first attempt as the case may be in the University examinations.

(5)   If two or more students securing equal marks the amount available for the medal, prize or scholarship shall be equally divided.

(6)   The Management shall have the power to convert the medal or prize into cash award owing to insufficient interest accrued for award of medal for which the fund is instituted.

(7)   The Governing Council shall select eligible, qualified and deserving candidates for sanction of prize, medal or scholarship.

(8)   If for any reason the prize, medal or scholarship cannot be awarded in any particular academic year then the interest and the income so received shall be added to the Endowment Fund.

(9)   The prize, medal or scholarship shall be awarded at the time of any academic event held by the College.

(10)   The prizes, medals or scholarship shall not be awarded on communal or any other extraneous factors.

(11)   In addition to the above award a **_"Best Student"_** award shall be also conferred on one of the meritorious students for their outstanding academic performance in each academic year. Such of the students studying BE, B.Arch, M.Tech, MBA & MCA shall be eligible for selection as **_"Best Student"_** subject to the satisfaction of the following qualifying criteria.

> (a) Students who have secured 1st rank in the University examinations with/without gold medal or secured 2nd rank to 5th rank in the University examinations; or
> (b) Students who have secured highest marks in the University Examinations being the aggregate of all the annual/semester examinations.

(12)   Such a **_"Best Student"_** shall be conferred with an award in terms of a gold medal or cash including refund of the tuition fee paid by him for one year course of study.

41. Fee Concession and Scholarship to the Students.

(1) Such of the Students who satisfy the following criteria will be eligible for the following Incentives:

    (a)   50% concession in 2nd year, 3rd year and 100% in 4th year on the tuition fee to the toppers in each degree courses in the University Examination.
    (b)   Award for consistent good academic record throughout the course.
    (c)   Award for 100% attendance.
    (d)   Award for representing University/State/National level sports.

(2) The selection of candidates for the above incentives shall be by a Committee consisting of Vice-President, Principal, Deans and Director of PG studies.

(2).   Such of the students who are admitted under Government Quota to BE & B. Arch course upon their allotment in the process of selection of seats through counseling held by Karnataka Examinations Authority will be eligible for the following incentives.

    (a) Students who have secured Engineering rank/Architect rank below 5000 in the CET are exempt from payment of tuition fee in the 1st year BE/B.Arch course.
    (b) Students who have secured Engineering rank/Architect rank above 5000 but below 10000 in the CET shall be eligible for waiver of 50% of annual tuition fee.
    (c) Students who have secured rank below 5000 in the PGCET for admission to MCA course shall be eligible for waiver of 50% of the annual tuition fee.

42. Conferment of Best Teacher Award.

(1)   In each academic year a *"Best Teacher Award"* shall be conferred on one of the faculty in the College including PG departments. The eligibility criteria and the factors adjudging the *"Best Teacher"* for conferment of such an award is as prescribed in Appendix – V.

(2)   The eligibility of faculty for *"Best Teacher Award"* shall be considered by a Committee consisting of the President, Vice-President, Principal and Deans and Director of PG Studies in the light of the criteria.

43. Conferment of Best Non-Teaching Employee Award.

(1)   In each academic year a *"Best Non-Teaching Employee Award"* shall be conferred on one of the Non-Teaching Employees including Administrative Staff in the College including PG Departments. The criteria for selection shall be as prescribed in Appendix – VI.

(2)   The selection of candidates for award under sub rule (1) shall be by a Committee consisting of Vice-President, Principal and Director of PG studies.

<div align="center">**CHAPTER-23**</div>

44. Powers of the Management to make Rules, Byelaws Manuals and to amend the existing Rules/Byelaws.

(1)   The Management is vested with the powers to make Rules, Regulation or Bylaws and also to amend the same as and when it becomes expedient. The decisions of the Management in all matters shall be final. However the Management may review its decision and pass the denovo orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

(2)   Any amendment to Byelaws, Memorandum of Association, Rules and Regulations shall be subject to approval of the District Registrar   under   the provisions of Karnataka Societies Registration Act 1960.

<div align="center">**CHAPTER-24**</div>

45. Repeal and Savings

(1)   The Oxford College of Engineering, Administrative and Service Manual 2007 in force is hereby repeal.

(2)   The repeal shall not affect anything duly done or any action taken shall be deemed to have saved.

<div align="center">**CHAPTER-25**</div>

46. Functions and Responsibilities of the Governing Council

(1) The Governing Council shall be functional authority for effective Management, Governance, Administration of the college in relation to academics and administration. The Principal is the Member Secretary. The composition shall be as specified below.

1. Chairman
2. Vice Chairman
3. Member Secretary
4. Member (Chief Mentor)
5. Member (University Nominee)
6. Member (AICTE Nominee)
7. Member (Government Nominee)
8. Member (Teachers Representative - PG)
9. Member (Teachers Representative – UG)
10.   Member (Dean – Academics)
11.   Member (Dean – Administration)
12.   Member (Dean - HR & Placements)
13.   Member (Dean – Examination)
14.   Member (Dean – R & D)
15.   Member (Dean – Students Welfare)
16.   Member (Management Nominee)

(2)   The Governing Council shall meet atleast once in six months.

(3)   The Governing Council shall function based on the core competencies and shall be a policy making authority. It shall make all endeavors to achieve the excellence in technical education, introduction of innovative teaching methodologies, induction of latest gadgets and technology in teaching.

(4)   The Governing Council shall be responsible for attainment of stature of centre of excellence and potential in technical education. It shall inspire the faculty to take up the sponsored industrial R & D projects, In-house research programmes with the financial support of the AICTE, GOI, State Government, UGC and other funding agencies. It shall ensure that placement and training programmes are held staggeringly for campus selection of students for appointment in corporate sectors.

(5)   The members of the Governing Council shall frequently interact with HODs for having the 1st hand knowledge of academic position and requirements.

(6)   The Management shall reconstitute the Governing Council once in three years.

SCHEDULE

Rule – 2 (e) and 5(3)
Authority competent to make appointments.

Sl. No.	Category of Post	Authority Competent to appointment
1	Principal	Management
2	Vice Principal	Management
3	Director of Post Graduate Studies	Management
4	Professor and Head of Department	Management
5	Professor, Associate Professor, Assistant Professor, Director of Physical Education, Librarian.	Management
6	Non teaching employees	President/ Vice President
7	Administrative and Maintenance staff.	President/ Vice President

Annexure-1

(Rule-9 (1) & (9))

Application for sanction of casual leave

1	Name of the Employee	
2	Designation, Department/Section/Branch	
3	Dates for which the leave is applied. No of days.	
4	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
5	Telephone No./Mobile No. for contact during the leave period	
6	Address during the leave period.	

Date:

Signature of the Employee

Recommendation of the HOD/Section Head/Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

Signature of the HOD/Section Head

(For office use only)

No. of days of CL in the Credit	
Leave last availed on	
Leave balance at credit	
No of days of leave sanctioned	
Orders of the leave sanctioning authority.	

Signature of the Principal & seal

Signature of the Office Staff.

Annexure-2
(Rule-9 (3) & (9))
Applications for sanction of Earned leave

1	Name of the Employee	
2	Designation, Department/Section/Branch	
3	Whether vacation or Non-vacation staff	
4	Dates for which the leave is applied. No of days.	
5	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
6	Telephone No./Mobile No. for contact during the earned leave period	
7	Address during the earned leave period.	

Date:

Signature of the Employee

Recommendation of the HOD/Section Head/ Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

Date:

Signature of the HOD/Section Head

(For office use only)

No. of days of EL in the Credit	
Earned Leave last availed on	
Earned Leave balance at credit	
No of days of Earned leave sanctioned	
Orders of the Earned leave sanctioning authority.	

Signature of the Principal & seal

Signature of the Office Staff.

Annexure – 3
(Rule – 17 (3))

THE OXFORD COLLEGE OF ENGINEERING

Application for Admission to 2nd, 3rd, 4th and 5th year BE, B.Arch, M.Tech, MBA and MCA courses in the academic year……

Date

To
The Principal
The Oxford College of Engineering

1	Name of the student (In block letters)	
2	Course/year studied during the previous year.	
3	Register No	
4	Particulars of the examination appeared during the previous year	Year :
		Result :
		Year :
		Result :
5	Admission to which year of the course.	
6	Present Address of the Student	
7	Contact Phone/Mobile Number of the Student	
8	Contact Phone/Mobile Number of the Parents	
9	Details of the Tuition Fees/other fees paid by Crossed DD. (Attach a photocopy of the fee paid receipt)	1. Receipt No:
		2. Date:
		3. Amount Paid:
10	Remarks	

Signature of the Student

Appendix -I
Rule 5 (1)(b)
STAFF PATTERN AND PAY SCALES

The Staff Pattern and Pay scales shall be as prescribed under AICTE Pay Scales, Service Conditions and Qualifications for the teachers and other academic staff in technical institutions (Degree) Regulations, 2010.

Sl. No.	Designations	No of Posts	Pay Scale
1	Principal	1	37,400-67,000+ AGP of Rs. 10,000 & Special Pay of Rs. 3000
2	Director of PG studies	1	37,400-67,000+ AGP of Rs. 10,000

01	CIVIL ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	9	15,600-39,100+ AGP of Rs. 6,000

02	ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	24	15,600-39,100+ AGP of Rs. 6,000

03	MECHANICAL ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	27	15,600-39,100+ AGP of Rs. 6,000

04	COMPUTER SCIENCE AND ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	8	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	18	15,600-39,100+ AGP of Rs. 6,000

05	ELECTRONICS AND COMMUNICATION ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	10	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	24	15,600-39,100+ AGP of Rs. 6,000

06	INFORMATION SCIENCE AND ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	7	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	23	15,600-39,100+ AGP of Rs. 6,000

07	BIO-TECHNOLOGY DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	2	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	8	15,600-39,100+ AGP of Rs. 6,000

08	MECHATRONICS ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	3	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	10	15,600-39,100+ AGP of Rs. 6,000
09	AUTOMOBILE ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	2	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	14	15,600-39,100+ AGP of Rs. 6,000

10	CONSTRUCTION TECHNOLOGY AND MANAGEMENT DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	3	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	7	15,600-39,100+ AGP of Rs. 6,000

11	ARCHITECTURE DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD/Director	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	3	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	6	15,600-39,100+ AGP of Rs. 6,000

12	MATHEMATICS DEPARTMENT		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	4	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	12	15,600-39,100+ AGP of Rs. 6,000

13	PHYSICS DEPARTMENT		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	1	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	6	15,600-39,100+ AGP of Rs. 6,000

14	CHEMISTRY DEPARTMENT		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	1	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	5	15,600-39,100+ AGP of Rs. 6,000

15	COMPUTER APPLICATION DEPARTMENT		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	9	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	24	15,600-39,100+ AGP of Rs. 6,000

16	BUSINESS ADMINISTRATION DEPARTMENT		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	16	15,600-39,100+ AGP of Rs. 6,000

15	LIBRARY		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Librarian	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Deputy Librarian	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Asst. Librarian	1	15,600-39,100 + AGP of Rs. 6,000

15	PHYSICAL EDUCATION		
Sl. No.	**Designations**	**No of Posts**	**Pay Scale**
(1).	Director of Physical Education	1	15,600-39,100+ AGP of Rs. 6,000

<div align="center">

Appendix-II
Rule 5 (1)(c)

Administrative, Non-Teaching, Office Staff and Maintenance Staff

</div>

The Staff Pattern and Pay scales shall be as prescribed under Karnataka Civil Services (Revised Pay) Rules, 2006.

Sl. No.	Designations	No of Posts	Pay Scale
1.	Registrar	1	12,000-300-12,300-350-14,400-400-16,800-450-19,500-525-22,650
2.	Manager	5	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
3.	Office Assistant	10	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
4.	Stenographer	2	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
6	Clerk	10	5500-100-6000-125-6500-150-7000-175-7800-200-8600-225-9500.
7	Record Keeper	1	5200-100-600-125-6500-150-7100-175-7800-200-8200.
8	Attender	30	4800-100-6000-125-6500-150-7100-175-7275.
9	Electrician	5	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
10	Maintenance Technician	5	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
11	Maintenance Asst	5	4800-100-6000-125-6500-150-7100-175-7275.

<div align="center">

Stores

</div>

Sl. No.	Designations	No of Posts	Pay Scale
1.	Manager	1	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
2.	Store Keeper	1	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.

<div align="center">

House Keeping

</div>

Sl. No.	Designations	No. of Posts	Pay Scale
1.	Housekeepers	1	4800-100-6000-125-6500-150-7100-175-7275.
2.	Ayah	15	4800-100-6000-125-6500-150-7100-175-7275.

<div align="center">

Labs

</div>

Sl.No.	Designations	No. of Posts	Pay Scale
1.	Lab Attender	20	5200-100-6000-125-6500-150-7100-175-7800-200-8200.
2.	Helper	20	4800-100-6000-125-6500-150-7100-175-7275.

		Technical Staff		
Sl.No.	**Designations**	**No. of Posts**	**Pay Scale**	
1.	Foreman	5	10000-250-10500-300-12300-350-14400-400-16800-450-18150.	
2.	System Analyst/Administrator	2	18150-450-19500-525-22650-600-26250-675-26925.	
3.	Programmers	5	10000-250-10500-300-12300-350-14400-400-16800-450-18150.	
4.	Operator	7	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.	
5.	Asst. Operator	7	5500-100-6000-125-6500-150-7000-175-7800-200-8600-225-9500.	
6.	Mechanics	12	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.	
7.	Instructor	8	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.	
8.	Asst. Instructor	13	5500-100-6000-125-6500-150-7000-175-7800-200-8600-225-9500	
9.	Workshop Attender	5	5200-100-6000-125-6500-150-7100-175-7800-200-8200	
10.	Helpers	28	4800-100-6000-125-6500-150-7100-175-7275.	

APPENDIX - III
Rule 5(1)(d)
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS ENGINEERING AND TECNOLOGY DISCIPLINES

SL. NO	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Asst. Professor	1st class Bachelor's degree in the appropriate branch of Engineering/Technology and 1st class masters degree in the appropriate branch of engineering or Technology.	
2.	Asst. Professor (MCA)	1st class Bachelor's degree in the appropriate branch of Engineering/Technology and 1st class masters degree in the appropriate branch of engineering or Technology. or BE and MCA with 1st Class or MCA with 1st Class	In case of MCA 2 years relevant experiences.
3.	Asst. Professor (Management)	1st Class in Master Degree in Business Administration	2 years relevant experiences.
4.	Asst. Professor (Architecture)	1st Class Bachelor and Master Degree in Architecture.	-
5.	Asst. Librarian	Master Degree in library and information science with at-least 55% marks and qualifying in the NET/SLET/SET in library science	Minimum 2 years of experience is desirable.

		conducted by UGC or other agency approved by UGC.	
6.	Director of Physical Education	Master Degree in Physical Education (2 years course) with at-least 55% of Marks and qualifying in NET/SLET/SET conducted by UGC or other Agency approved by UGC.	Consistently good academic record having represented University/College at the Inter University/Inter-Collegiate Competations and State and/or National Championship, passed the physical fitness test.
7.	Associate Professor	Ph.D. in appropriate stream with the First Class Degree at Bachelor's and Master's level in the appropriate branch of engineering/ Technology. Post Ph.D publications and guiding Ph.D Scholars is preferred.	5 years experience in Teaching/Industry/Research of which 2 years post Ph.D experience. In case of Architecture professional practice of 5 years as certified by Council of Architecture.
8.	Deputy Librarian	Master Degree in library and information science with at-least 55% marks. Ph.D in Library or Allied discipline with consistently good academic record.	10 years of experience of which 5 years as Asst. librarian. Evidence of innovative library service and organisation of published work and ICT Modernization of Library and should have evidence of published work of 10 books/publications in indexed/isbn/issn numbered journals/books
9.	Professor	Ph.D. in appropriate stream with the First Class Degree at Bachelor's and Master's level in the appropriate branch of engineering/ Technology. Post Ph.D publications and guiding Ph.D Scholars is preferred.	10 years experience in Teaching/Industry/Research out of which at-least 5 years should be at the level of Associate Professor or minimum 13 years of experience in Teaching and/or Research/Industry. In case of research experience a good academic called and books/research publications/IPR/patents record as may be determined by the expert members in the Selection Committee. In case industry experience it shall be at Management Level equivalent to Associate Professor with active participation record in devising, designing, planning , executing , analyzing, quality control, innovative training, technical books, research paper publications/IPR, Patents etc. as may be determined by the expert members in the selection committee. In case of Architecture professional practice of 10 years as certified by the Council of Architecture.
10.	Librarian	Master Degree in library and information science with at-least 55% marks. Ph.D in Library or Allied discipline with consistently good academic record.	15 years of experience of which 5 years as deputy librarian. Evidence of innovative library service and organisation of published work and ICT Modernization of Library and

			should have evidence of published work of 10 books/publications in indexed/ISBN/ ISSN numbered journals/books.
11.	Principal /Director	Ph.D. in appropriate stream with the First Class Degree at Bachelor's and Master's level in the appropriate branch of engineering/ Technology. Post Ph.D publications and guiding Ph.D Scholars is preferred.	10 years experience in Teaching/Industry/Research out of which at-least 5 years should be at the level of Associate Professor or minimum 13 years of experience in Teaching and/or Research/Industry. In case of research experience a good academic called and books/research publications/IPR/patents record as may be determined by the expert members in the Selection Committee. In case industry experience it shall be at Management Level equivalent to Associate Professor with active participation record in devising, designing, planning, executing, analyzing, quality control, innovative training, technical books, research paper publications/IPR, Patents etc. as may be determined by the expert members in the selection committee. In case of Architecture professional practice of 10 years as certified by the Council of Architecture Flair for Management and Leadership having at-least five years administrative experience.

NOTE: Equivalent percentage of great point equivalence of the Ph.D shall be as specified by AICTE from time to time.

Rule 5(1) (d)
MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR NON- TEACHING POSTS AND ADMINISTRATIVE POSTS.

Sl. No.	Name of the Post	Qualification	Recruitment Method
1	Foreman	Diploma in the relevant branch awarded by Karnataka Technical Examination Board with experience	Direct Recruitment
2.	System Analyst/Administrator	BE in computer science or Information Science or MCA.	Direct Recruitment
	Programmers	BSc (ComputerScience, Electronics) or Diploma in Computer Science/ Information Science.	Direct Recruitment
	Operator	Diploma in the relevant Branch awarded by Karnataka Technical Examination Board.	Direct Recruitment
	Asst. Operator	SSLC/PUC with ITI Trade Certificate in relevant branch	Direct Recruitment
	Mechanics	Diploma in the relevant Branch awarded by Karnataka Technical Examination Board or ITI Trade Certificates in the relevant branch with 5 year's experience.	Direct Recruitment
	Instructor	Diploma in the relevant Branch awarded by Karnataka Technical Examination Board with 2 years experience.	Direct Recruitment
	Asst Instructor	SSLC with ITI Trade Certificates in the relevant branch with 3 year's experience.	Direct Recruitment
	Workshop Attender	Pass in SSLC with 5 years experience as Helper	By promotion from the cadre of Helper
	Helpers	Pass in 7th std	Direct recruitment

APPENDIX – V

DELEGATION OF POWERS
Rule 37(1)

Sl. No.	Description of Power	Delegated to	% of power Delegated
1	Administrative approval of works	Director/Principal	Estimate of Rs. 1 lakh for one work subject to availability of grants
2	Books and periodicals: To sanction purchase of reference books and journals for academic work	Director/Principal	Full powers
3.	Stationery	Director/Principal, All HODs	Full powers
4.	Office equipment	AO	Full powers
5.	purchase of Computers and peripherals	HOD CSE/IT	Full powers
6.	purchase of Laboratory equipment and consumables	All HODs	Full powers
7.	Repair and AMC of computer and related items	All HODs	Full powers
8	Repair and AMC of office equipment and furniture	AO	Full powers
9	Advertisement sanction: Publishing of official advertisement	Director/Principal	Full powers
10	To sanction the acceptance of remuneration by faculty under their control for work has examiners for various examinations conducted by government departments	Director/Principal	Full powers
11.	Training: To sanction training programs, and incur expenditure on honorarium, transport, training material, contingency, etc. subject to program being authorized under some approved scheme	All HODs	Full powers

Utilization of Financial powers

Sl. No.	Description of Power	Delegated to	% of power Delegated
1.	Administrative approval of works	Director/Principal	100000
2.	Books and periodicals: To sanction purchase of reference books and journals for academic work	Director/Principal	100000
3.	Stationery	Director/Principal, All HODs	50000
4.	Office equipment	AO	50000
5.	Computers and peripherals	HOD CSE/IT	100000
6.	Laboratory equipment and consumables	All HODs	50000
7.	Repair and AMC of computer and related items	All HODs	20000
8.	Repair and AMC of office equipment and furniture	AO	20000
9.	Advertisement: To sanction publishing of official advertisement	Director/Principal	50000
10.	To sanction the acceptance of remuneration by faculty under their control for work has examiners for various examinations conducted by government departments	Director/Principal	50000
11.	Training: To sanction training programs, and incur expenditure on honorarium, transport, training material, contingency, etc. subject to program being authorized under some approved scheme	All HODs	50000

APPENDIX-VI
(Rule-17 (14))
JOB RESPONSIBILITIES OF TEACHERS (DEGREE LEAVEL INSTITUTIONS) PRESCIBED BY THE AICTE

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION ACTIVITIES
1. Class Room Instruction **2.** Laboratory Instruction **3.** Curriculum Development **4.** Developing Learning Resource Material & Laboratory Development **5.** Students Assessment & Evaluation including Examination work of the University **6.** Participation in the Co-curricular & Extra-Curricular Activities **7.** Students Guidance & Counselling & helping their personal, ethical, moral and overall character development **8.** Continuing Education Activities **9.** Keeping abreast of new Knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publications, etc. **10.** Self development through upgrading qualification, experience & Professional activities	**1.** Research & Development Activities & Research Guidance **2.** Industry sponsored projects **3.** Providing Consultancy and Testing Services **4.** Promotion of Industry Institution interaction	**1.** Academic and Administrative Management of the Institution **2.** Policy Planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional Level **3.** Design and Development of new Programmes **4.** Preparing project proposals for funding in areas of R & D work, Laboratory Development, Modernization, Expansion etc. **5.** Administration both at Departmental & Institutional level **6.** Development, Administration and management of Institutional facilities **7.** Monitoring and Evaluation of Academic and Research activities **8.** Participating in policy planning at the Regional, National level for development of Technical Education **9.** Helping mobilization of resources for the institution **10.** Develop, update and maintain MIS **11.** Plan and implement Staff Development activities **12.** Maintain Accountability **13.** Conduct performance Appraisal	**1.** Extension Services **2.** Interaction with Industry and Society **3.** Participation in Community Services **4.** Providing R & D support and Consultancy services to Industry and other User agencies **5.** Providing non-formal modes of education for the benefit of the Community **6.** Promotion of entrepreneurship and job creation **7.** Dissemination of knowledge **8.** Providing Technical Support in the areas of social relevance

Children's Education Society (R)
THE OXFORD COLLEGE OF ENGINEERING

Estd. 1974

HAND BOOK & CALENDAR
ACADEMIC YEAR 2019 - 2020

Bommanahalli, Hosur Road, Bangalore - 560 068
Phone : 080 - 3021 9601/02
Fax : 080 - 2573 0551 / 3021 9629

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

Best

wishes for

a

Brilliant and

Bright Academic

Year

VISION

"To be a respected and most sought after group of educational institutions engaged in equipping individuals capable of building learning organizations in the new millennium".

Mission

"To develop competent students with good value systems to face challenges of the continuously changing world".

PRESIDENT'S MESSAGE

It is indeed a great pleasure to greet you at the beginning of the new academic year 2019-20 at The Oxford College of Engineering. It has been the vision and the objective of the Children's Education Society® to achieve the peak level of academic excellence in all The Oxford Educational Institutions. With that motive in mind The Oxford College of Engineering has been established with the motto "Engineering for excellence" to prepare the skilled Engineers/Managers to face the Global Challenges and Rapid Converging Technological Advancements.

The Higher Education Sector is changing today faster than the recent past with ever increasing demand for latest technologies in the Engineering Curriculum. In order to match the changing scenario The Oxford College of Engineering is well equipped with high-tech infrastructural facilities and State of the Art Laboratories including Computer Labs together with a cream of highly qualified and dedicated faculty to train the students in the nook and corner of technical and management education.

SNVL NARASIMHA RAJU
Chairman
The Oxford Educational Institutions

PERSONAL DATA

1. Name   :   ....

2. Programme   :   ....

3. Branch   :   ....

4. US Number   :   ....

5. Class / Year   :   ....

6. Date of Birth   :   ....

7. Address   :   ....

                                   ....

                                   ....

8. Aadhaar Number :   ....

9. Phone Number   :   ....

10. E-mail ID   :   ....

11. Vehicle Number   :   ....

12. License Number   :   ....

13. Passport Number :   ....

14. Blood Group   :   ....

15. Height / Weight   :   ....

Sl.No.	Contents	Page No.
1.	History of the College	1
2.	Governing Council	2
3.	Programmes Offered	3
4.	Infrastructure & Other Facilities	4
5.	Functional Committees & Coordinators	42
6.	Rules and Regulations	44
7.	Academic Calendar 2018-19	51
8.	Marks Card	63
9.	Time Table	64

1. HISTORY OF THE COLLEGE

The Oxford College of Engineering is a unit of the Children's Education Society, Bangalore. The Children's Education Society, established in 1974, started the Oxford School in a humble way with 2 teachers and 24 students. It has today spawned into 30 different prestigious educational institutions with more than 16,000 students and 2500 staff.

The Oxford College of Engineering was established in the year 2000, with 3 B.E. programmes - Electronics and Communication Engineering, Computer Science and Engineering and Information Science and Engineering with a vision to be in the forefront of technology. Today the college has eleven undergraduate programmes and twelve Post Graduate programmes in Engineering and Technology along with two Post Graduate programmes in Management Studies and Computer Applications. It has an excellent infrastructure built on 6.25 acres of land, right on the IT corridor.

The Oxford College of Engineering comprises of two buildings. One exclusively for the engineering graduates and the new building consists of a Post Graduate block - for the MBA and MCA students and an Under Graduate block for the B.E students. The class rooms are modernized and well equipped with the latest teaching aids such as chalk-less digital smart boards and LCD projectors. All the Post Graduate class rooms in the new block are centralized, air-conditioned and well ventilated gallery rooms equipped with digital smart boards, LCD, audio systems, and Wi-Fi network system. The PG block has an exclusive Learning Resource Centre for the MBA and MCA students. All the labs are modernized with the latest equipments.

2. GOVERNING COUNCIL

S.No.	Name	Position in the Current Engagements	Status
1	SHRI. S N V L NARASIMHA RAJU	President, Children's Education Society	Chairman
2	DR. U RAMESH	Regional Director AICTE, SWRO.	Member
3	SHRI. H U TALAWAR	Director of Technical Education, Govt. of Karnataka	Member
4	DR. C K SUBBRAYA	Principal, Adichunchanagiri Institute of Technology, Chikkamagaluru. (University Nominee).	Member
5	DR. AMARNATH K	Director, The Oxford Institutions	Member
6	DR. A S ARAVIND	Principal, The Oxford College of Engineering	Member Secretary
7	PROF. KIRTI VINAY KUMAR	Principal, The Oxford School of Architecture	Member
8	DR. SRIDHAR RAJAN	Prof. The Oxford School of Architecture	Member
9	SHRI. SHIVABASAVAIAH	Retd. KAS (STS) Officer	Member
10	DR. G P PRABHUKUMAR	Retd. Former Principal, Govt. UBDT College of Engineering, Davangere	Member
11	DR. M S SHASHIDHARA	Faculty Representative (PG), MCA Dept.	Member
12	DR. T S MALLESHAIAH	Faculty Representative (UG), Civil Dept.	Member
13	-	Representatives of students (UG)	Member
	-	Representatives of students (PG)	Member

3. PROGRAMMES OFFERED
Under Graduate Programmes (BE / B-Arch)

Sl. No.	Name of the Branch	Duration of Study (in Years)	Year of Commencement	Approved Intake	Lateral Entry
1	Computer Science and Engineering	4	2000	120	24
2	Information Science and Engineering	4	2000	120	24
3	Electronics and Communications Engineering	4	2000	120	24
4	Electrical and Electronics Engineering	4	2001	120	24
5	Mechanical Engineering	4	2002	120	24
6	Bio-Technology	4	2003	60	12
7	Civil Engineering	4	2008	120	24
8	Mechatronics	4	2011	60	12
9	Automobile Engineering	4	2011	60	12
10	Architecture	5	2011	80	

Post Graduate Programmes (MBA / MCA / M.TECH)

Sl. No.	Name of the Branch	Duration of Study (in Years)	Year of Commencement	Approved Intake	Lateral Entry
1	Master of Business Administration	2	2001	180	
2	Master of Computer Applications	3	2001	120	60
3	Thermal Power Engineering (Mech)	2	2008	18	
4	Power Electronics(EEE)	2	2008	18	
5	Computer Science and Engineering (CSE)	2	2009	18	
6	Digital Electronics and Communication (ECE)	2	2009	18	
7	Digital Communication & Networking (ECE)	2	2010	18	
8	Computer Network Engineering (ISE)	2	2010	18	
9	Structural Engineering (Civil)	2	2011	18	
10	Machine Design (Mech)	2	2011	18	
11	VLSI Design & Embedded System (ECE)	2	2012	18	
12	Automotive Engineering	2	2014	18	

RESEARCH CENTRES AND COORDINATORS

VTU has approved the following departments as Research Centers in the college:

Sl.No	Department	Faculty In-charge
1	Bio-Technology	Dr. Manjunath B K
2	Engineering Chemistry	Dr. Shipra B
3	Mechanical Engineering	Prof. Madhusudan Reddy & Prof. Anoop U
4	Electronics & Communication Engg	Dr. Preeta Sharan
5	Electrical & Electronics Engineering	Dr. Bharath & Prof. Resna S R
6	Mathematics	Prof.Hemalatha
7	Master of Computer Applications	Prof. Dharmveer
8	Civil Engineering	Dr. Malleshaiah
9	Computer Science Engineering	Prof. Seema Patil
10	Information Science Engineering	Prof. Kokila P
11	Physics	Dr.Shanthala
12	Master of Business Administration	Prof. Sahana

(In the above Departments candidates can register for PhD/ M.Sc Engg. under VTU)

4. INFRASTRUCTURE & OTHER FACILITIES

DEPARTMENTAL FACILITIES

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

MISSION

To produce technocrats with creative technical knowledge and intellectual skills to sustain and excel in the highly demanding world with confidence.

VISION

To establish the department as a renowned center of excellence in the area of scientific education, research with industrial guidance and exploration of the latest advances in the rapidly changing field of Computer Science.

THE PROGRAMME EDUCATIONAL OBJECTIVES

y   To provide students with a strong foundation in the mathematical, scientific and engineering fundamentals necessary to formulate, solve and analyze engineering problems and to prepare them for graduate studies, R&D, consultancy and higher learning.

y   To develop an ability to analyze the requirements of the software, understand the technical specifications, design and provide novel engineering solutions and efficient product designs.

y   To provide exposure to emerging cutting edge technologies, adequate training & opportunities to work as teams on multidisciplinary projects with effective communication skills and leadership qualities.

y   To prepare the students for a successful career and work with values & social concern bridging the digital divide and meeting the requirements of Indian and multinational companies.

y To promote awareness on the life-long learning and to introduce both staff and students professional ethics and codes of professional practice.

PROGRAM OUTCOMES

Students in the CSE Programme will attain:

1. An ability to apply knowledge of computing, applied mathematics, applied sciences and foundational engineering concepts.

2. An ability to design and conduct experiments, as well as to analyze and interpret data.

3. An ability to design, implement, and evaluate a software or a software/ hardware system, component, or process to meet desired needs within

realistic constraints such as memory, runtime efficiency, as well as appropriate constraints related to economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability considerations.

4. An ability to function on multi-disciplinary teams.

5. An ability to identify, understands, formulate, and solve engineering problems.

6. An ability to possess leadership & management skills with best professional, ethical, legal, security practices and social issues and responsibilities.

7. An ability to communicate effectively in both verbal and written forms with a range of audiences.

8. An ability to analyze the local and global impact of computing on individuals, organizations, and society.

9. An ability to develop confidence for self & lifelong learning and continuing professional development.

10. Knowledge of contemporary issues.

11. An ability to use the techniques, skills, and modern engineering tools necessary for practice as a Computer Engineering professional.

12. An ability to demonstrate excellent programming, analytical, logical and problem solving skills.

13. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling, design, develop, test and debugging of computer based systems.

14. An ability to possess fundamental knowledge on the design of digital, analog systems and communications and also to design and develop web solutions with rich graphical user interface.

15. An ability to participate and succeed in competitive examinations like GATE, TOEFL, GRE, GMAT.

LABORATORY FACILITIES

The Department of Computer Science and Engineering aims at providing right education which leads the students with a deliberation of innovative ideas and a spirit to succeed. The quality of the Department has been recognized by the National Board of Accreditation, which awarded accreditation status to the Department. The specialty of the Department lies in giving the students opportunity of industrial exposure, through regular, yet special, technical talks by a range of speakers from industry and academia.

In the academic year 2011-2012, Department of CSE has achieved 8th Rank in B.E course among all the Engineering college affiliated under VTU.

On the practical end, budding professionals are made to work with high-end systems in the following labs.

LINUX LAB

To provide an excellent laboratory atmosphere for doing their course work and project work in the Linux environment, the Linux lab is equipped with hi-end Intel Core 2 Duo Processor Linux Red Hat Server along with its 80 pentium4 IBM clients with 1GB RAM, 80 GB Hard disk along with printers.

INTERNET LAB

To enhance the professional knowledge of the staff members and students, we have, well facilitated internet lab with 12Mbps dedicated line connectivity by M/s. Reliance Communications providing unlimited internet access. This enables the staff members and students to download plenty of valuable notes of lessons and to refer study materials. The international e-journals from the websites of ACM and IEEE can also be accessed through local intranet facility. The VTU sponsored E-vidya server has video lectures by eminent academicians for all the curriculum subjects. The digital library with ample resources provides unique learning experience to our students.

DBMS LAB

The DBMS lab is designed with hi-end Oracle Server and web sphere server along with 60 highly configured clients(1 GB RAM, 80 GB hard disk). This enables the students to get the end to end knowledge on high competent RDBMS and also the IBM's web sphere application development environment. For learning and mastering C and C++, the students of first and second semesters are provided with separate lab with 60 PIV systems with 1GB RAM and printers.

PROJECT LAB

This lab is designed with high configured servers and 500 clients with the research oriented softwares to expose the students to work in real time projects.

DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING

MISSION

The department aims to develop the best information science professionals who work creatively, communicate effectively and become technologically competent, and also to mould them into good citizens by inculcating sense of ethical values in them

VISION

To meet the educational, research and service needs of the region through collaboration with academic and technical institutions, business and government agencies and cultural organizations, thereby providing a platform that encourages students and staff to continue their intellectual and professional growth.

DEFINITION OF PEOs

As per the suggestions given by the advisory committee members, the PEOs & PSOs of the department has been redefined as follows..

PROGRAMME EDUCATIONAL OBJECTIVES

y Be capable of understanding, analyzing and applying current & emerging technologies to design and develop solutions to IT/ITES/Software/Telecom related problems and acquire value and employment.

y To have sound foundation in mathematical, scientific and Information science engineering fundamentals necessary to formulate, solve and analyze practical problems and to prepare students for further studies and research.

y Function effectively as individuals and team members in the workplace, growing into highly technical or project management and leadership roles, in various organizations.

y Create an awareness of the life-long learning process, to communicate effectively, learn necessary tools to successfully identify and adapt to ever changing technologies, by ethical means and code of professional practice.

PROGRAM SPECIFIC OUTCOMES

y Provide effective and efficient real time solutions with the application of knowledge in IT, ITES, Networking and Software domains

y Demonstrate the ability to work in a team, with professional ethics, good communication and documentation skills in designing, implementation and management of software products and services, at optimal cost.

y Proven capability to exchange views/concepts, incubate ideas and to carry out lifelong learning with zeal, to be aware of the state of art technologies and their development

DEFINITION OF PSOs

PROGRAMME OUTCOMES

y **Engineering Knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

y **Problem Analysis:** Identify, formulate, review research literature and analyze complex engineering problems, design and develop algorithms, interpret and analyze data, report substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

y **Design/Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

y **Conduct Investigations of Complex Problems:** Use research-based knowledge and research methodologies to develop confidence and skill to address the team related issues and take up the challenges of leadership enthusiastically to attain the goal.

y **Modern Tool Usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations and find solutions to IT, ITES and real time problems.

y **The Engineer and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

y **Environment and Sustainability:** Understand the impact of the professional engineering solutions in communal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

y **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

y **Individual and Team work:** Function effectively as an individual, and as a member or leader in diverse teams, in multidisciplinary settings.

y **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such

as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

y **Project Management and Finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage software projects and in multidisciplinary environments.

y **Life-long Learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

The Department of Information Science and Engineering has been accredited by National Board of Accreditation in 2007 for its Quality education.

With its excellent infrastructure, state of the art networking laboratories and experienced faculty the students are transformed into technically sound and well qualified Information Engineering professionals with high skill sets.

Faculty with good experience of software, Telecom, IT and ITES industry experience is the strength of this department that helps the students to know the expectations of the current industry and motivates them to improve the skills that bridge this gap and enables them to build their career graph.

LABORATORY FACILITIES

WIRELESS LAB

Wireless lab has been established with Wi-Fi connectivity for application performance analysis through internet.

SIMULATION LAB

ISE faculty members, Research Scholars and PG students are effectively utilizing network simulation software (Net Sim) to Simulate and analyze the performance of 2G and 3G networks services. It is also used by the UG students to carryout their final academic projects.

MICROPROCESSOR & MICROCONTROLLER LAB

This lab helps the students to get the hands on experience required to handle the computer hardware, especially in the peripheral and interfacing devices. Real world experiments are carried out using the latest microprocessors and Microcontrollers, with the understanding of design complexities at the sub system level. Exposures to various display devices and basic bus architectures are the interesting aspects of learning. Provides practical exposure to the students on microprocessors, design and coding knowledge on 80 x 86 family /

ARM. Gives the knowledge and practical exposure on connectivity and execute of interfacing devices with 8086/ARM kit like LED displays, Keyboards, DAC/ADC, and various other devices.

COMPUTER NETWORKS LAB

Here the students get to know the fundamental concepts of networking and the in-depth knowledge of Local Area Networks, Wide Area Networks and the intricacies of internet. Students do the simulation of multi node networks and analyze the performance issues of the network as a whole and also the behavioral issues of the key networking elements like a router, Switch, Bridge and Hub etc. Wireless network training for the students is also imported in this lab, so that they can engineer the Wi-Fi NETWORK with the thorough knowledge of the Access points and the associated terminal devices.

DBMS LAB

This lab provides a strong formal foundation in database concepts, technology and practice to the participants to groom them into well-informed database application developers. Rather than imparting isolated knowledge/experience fragments in each of concepts, technology and practice, the course will aim at achieving a good blend of the three. The overriding concern, therefore, is to include just enough concepts and theory to motivate and enrich the practical component, and to include technology component to maximize the relevance of the course to the industry without sacrificing the long-term objectives of rigor and foundational strength that can withstand the vagaries of technological advances.

WEB PROGRAMMING LAB

TThe ISE students have the privilege of doing web programming with the object oriented languages like JAVA, C++, and C# and also the .Net; along with the development environments like J2EE, J2ME and core JAVA. Here the students develop and demonstrate HTML and XHTML documents, files that include java scripts, PHP, Ajax and multi functions to solve number of day to day operational problems with variable parameters as applicable to the dynamically changing environment.

MACHINE LEARNING LABORATORY

IMachine Learning is a science that enables machines (especially computers) to learn from environments and make own decisions. At Machine Learning Laboratory (MLL), we carry out research and develop different theoretical foundations for machine learning such as: How machines should help in planning activities by learning from environments? How machines should learn in the presence of noisy environment? How learning gets affected if different

machine learning algorithms are trying to compete instead of cooperating? We also study role of deep learning in planning, reinforcement learning and game theory.

RESEARCH & DEVELOPMENT LAB

This lab facilitates, the existing faculty to complete Ph D program. In this lab it is aimed to focus on Information security and Next generation wireless communication network services. It is proposed to promote the lab as innovation and incubation center.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

MISSION

To Produce engineers having good understanding of Electronics and Communication Engineering to the world with a highly committed and quality conscious engineering workforce. To encourage the students to built self-help, Power of initiative, courage to change and create new things. To inculcate the spirit of cooperation and a capacity for organization with special emphasis on their self-reliance and sustainability to meet ever changing requirements of local and global industries.

VISION

To impart technical education par technological excellence in Electronic Communications Engineering and prepare leaders to serve the industries and society.

DEFINITION OF PEOs

As per the suggestions given by the advisory committee members , the PEOs & PSOs of the department has been redefined as follows.

PROGRAMME EDUCATIONAL OBJECTIVES

y To craft the students to learn the ideas of mathematics, science and figuring to Electronics and Communication Engineering and they are able to design and analyze the electronic circuits and equipment.

y To design and develop interdisciplinary and innovative systems by solving core engineering problems in communication systems that are technically sound, economically feasible and socially acceptable.

y To inculcate in them the thirst for life-long learning and guide them to obtain thorough knowledge in their chosen fields and also, motivate them for higher studies/research.

PROGRAM SPECIFIC OUTCOMES

y   An ability to understand the basic core courses of Electronics & Communication Engineering and to relate them to various areas of application like Communication Systems, control system, Signal processing, VLSI and Embedded systems

y   Should have capability to apply modern tools to analyze and solve complex designs with optimal solutions for various real-world applications

y   Excellent adaptability to changing work environment with good leadership qualities and zeal for social and environmental well-being

PROGRAMME OUTCOMES

y   **Engineering Knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

y   **Problem Analysis:** Identify, formulate, review research literature and analyze complex engineering problems, design and develop algorithms, interpret and analyze data, report substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

y   **Design/Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

y   **Conduct Investigations of Complex Problems:** Use research-based knowledge and research methodologies to develop confidence and skill to address the team related issues and take up the challenges of leadership enthusiastically to attain the goal.

y   **Modern Tool Usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations and find solutions to IT, ITES and real time problems.

y   **The Engineer and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

y   **Environment and Sustainability:** Understand the impact of the professional engineering solutions in communal and environmental

contexts, and demonstrate the knowledge of, and need for sustainable development.

y **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

y **Individual and Team work:** Function effectively as an individual, and as a member or leader in diverse teams, in multidisciplinary settings.

y **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

y **Project Management and Finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage software projects and in multidisciplinary environments.

y **Life-long Learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

LABORATORY FACILITIES

ANALOG ELECTRONICS LAB

This lab deals with the designing and study of all the basic electronic circuits such as diode and transistor applications. An experience in this lab helps the students to mould their technical knowledge in electronics. This lab is adequately equipped with all basic equipments such as signal/function generators, Oscilloscopes, etc.

DIGITAL ELECTRONICS LAB

This lab plays a vital role in all electronics and automation industries. The student is introduced to the concepts of working with Integrated Circuits. The students are trained to design combinational and sequential circuits. Ample number of Digital IC trainer device testers and such other equipments required to conduct this laboratory are housed here The laboratory course enables students to get practical experience in design, realization and verification of De Morgans theorem, Full/Parallel adders and Subtractors, Multiplexers using Logic Gates demux and Decoder, Flip Flops, Shift Registers and Counters.

It also gives Practical experience in Interfacing Microcontrollers to toggle Switch and LEDs. The Students gain basic knowledge about digital circuits and Interfacing circuits.

HDL LAB

This is one of the advanced labs of ECE. Programming can be done using any compiler, the programs on a FPGA/CPLD boards such as Apex/Acex/Max/ Spartan/Sinfi/TK Base or equivalent and performance testing may be done using 32 channel pattern generator and logic analyzer apart from verification by simulation with tools such as Altera / Modelism or equivalent.

EMBEDDED CONTROLLER LAB

A prototype laboratory experiment to be integrated in the education of embedded control systems engineers. The experiment, a real-time control of a dynamical system, is designed to drive students to a deeper understanding and integration of the diverse theoretical concepts that often come from different disciplines such as realtime systems and control systems. Rather than proposing the experiment for a particular course within an embedded systems engineering curriculum.

DSP LAB

This is one of the advanced labs of ECE. All real time as well as signal processing experiments are conducted using MAT Lab / Simulink software. The hardware interfacing is done using TMS320 series C6713 along with CCs-studio V3.1 software.

VLSI LAB

The lab trains the students in the design of VLSI chips from the schematic level to the mask layout format. The students are fully trained to face the current industry requirements of this field. The lab is equipped with advanced design software from My CAD and Mentor Graphics.

POWER ELECTRONICS LAB

This lab houses all the advanced power electronic devices like choppers, Inverters, motors and facilitates helps in investigating uniform an non-uniform field gaps. For studies on liquid insulation there is oil testing set up with 0-60 KV. An electrolyte tank is provided for field mapping studies. The Relay Lab has IDMT OC Relay with testing kit, Electromechanical and Microprocessor testing kits for over voltage relay and negative sequence relay testing facility. Equipment for study of simulation of motor protection is also available.

LAB VIEW

This current year as per the directions of VTU, we have introduced Lab view for all the hardware labs supplied from National instruments, for the purpose of simulating electronic circuits in order to test & validate the results obtained at the components level approach.

RTOS LAB

This is an exclusive lab for M. Tech VLSI design & Embedded system where the students learn the Linux operating system, its features & commands. This operating system helps the students to perform projects on network security. This lab has semaphore & mutex programs. C, C++ & embedded C can be used as programming language and can create N no of threads for variety of applications.

ANTENNA THEORY & DESIGN LAB

Here the students perform experiments to learn radiation characteristics of an antenna system, such as Yagi antenna, parabolic antenna and Horn antenna. The simulation of radiation pattern is also done with the help of MATLAB and C programming language. The students can also learn how the physical dimension of an antenna is related with the radiation pattern and impedance.

ADVANCED EMBEDDED SYSTEMS LAB

In this lab the students learn Embedded programming concepts (RTOS) and Embedded hardware design for PCB design. Linux operating system is used for RTOS and EDA tool is used for embedded hardware design and for PCB design.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

The department has well-equipped laboratories for all experiments as per the VTU syllabus and is supported by software packages, such as MATLAB, Mi-POWER, ORCAD & PSPICE, AutoCAD for electrical drawings and Code Composer Studio for DSP applications. The Department of EEE caters to the circular and research needs of the students with its ten laboratories.

MISSION

The department aims to develop and train competent Electrical and Electronics engineers who upgrade their knowledge continuously and to develop innovative solution and to communicate effectively and mould them into good citizens by inculcating sense of ethical and moral values in them.

VISION

To meet the educational and research needs of the student community and staff through collaboration with other academic and technical institutions, industry and government agencies and make the students to face problems of the country an society as a whole.

LABORATORY FACILITIES

ANALOG ELECTRONICS LAB

This lab deals with the designing and study of all the basic electronic circuits such as diode and transistor applications. An experience in this lab helps the students to mould their technical knowledge in electronics. This lab is adequately equipped with all basic equipments such as signal/function generators, Oscilloscopes, etc.

LOGIC DESIGN LAB

This lab plays a vital role in all electronics and automation industries. The student is introduced to the concepts of working with Integrated Circuits. The students are trained to design combinational and sequential circuits.

MICROCONTROLLER LAB

This lab, with 30 LAN connected state of art computers (HP) and KIEL software tool satisfies the present industry needs. It enables the students to carry out simulation studies on various applications and is also extensively used for project works. Sufficient numbers of interface cards are also stocked here to enable students to get hands on experience of interfacing external hardware to microcontroller and get a feel of what automation is actually all about. This lab is recently equipped with MSP430 software and interfacing kits as per the new syllabus of VTU.

POWER ELECTRONICS LAB

This lab houses all the advanced power electronic devices like choppers, Inverters, motors and facilitates the study of their performance. The students are also exposed to major applications of power electronics such as power conversion, speed control of motors and design of SMPS & UPS. This lab has a good set of sophisticated equipments to help in conducting experiments. Special type of oscilloscope known as Power Scope is used in this laboratory.

HIGH VOLTAGE & RELAY LAB

High Voltage Lab is well equipped with 50KV, 50mA Testing transformer; 70KV, 175KV PIV Rectifier, 70KV High voltage filter, 70KV High voltage resistance divider and Control Panel. A 62.5mm sphere gap assembly and a rod gap apparatus not only provide for experiments as per curriculum but also helps

in investigating uniform and non-uniform field gaps. For studies on liquid insulation there is oil testing set up with 0-60 KV. An electrolyte tank is provided for field mapping studies. The relay lab has IDMT OC Relay with testing kit, Electromechanical and Microprocessor testing kits for over voltage relay and negative sequence relay testing facility. Equipment for study of simulation of motor protection is also available.

TRANSFORMERS AND INDUCTION MACHINES LAB

This lab is for studies on Induction motors and transformers. Three phase squirrel cage Induction motors with mechanical loading arrangement, motors coupled with DC generators are available to study the characteristics and efficiency of motors. Similar studies can also be undertaken on single phase induction motors. Slip ring induction motors are provided for study of speed control. A number of single phase transformers are available for study of efficiency, losses, regulation and parallel operation of transformers.

DC MACHINES AND SYNCHRONOUS MACHINES LAB

This lab is meant for studies on DC machines and alternators. DC shunt motors with mechanical loading arrangement, DC shunt motor coupled to DC shunt generator and DC shunt motor coupled to three phase alternators are available for studies of characteristics of DC machines, to study the load test and speed, torque and efficiency characteristics, studies of regulation of alternators by EMF, MMF and ZPF methods, slip test on alternators and V & inverted V curves on synchronous motors.

MEASUREMENTS LAB

This Lab is equipped with Kelvin's Bridge, Wheatstone bridge, De- Sautee's Bridge and Maxwell's Induction Bridge. It also has DC Crompton Potentiometer, Bridge Oscillator, Volt Ratio Box, Decade Resistance Box, Inductance Box, and Capacitance Box, Analog Tachometer, Static Rectifier and Resistive Loads. Regulated Power Supplies in single Channel and Dual Channels are also available. Latest version of PSPICE Software is also available for circuit simulation studies. The laboratory is modernized and updated by procuring a number of measuring instruments, bridges, oscilloscopes both analog and digital storage types. Facilities are provided for study of ratio and phase angle error in CT's and PT's and for study of adjustment and calibration of single phase energy meters.

POWER SIMULATION LAB

This lab, with 20 LAN connected state of art computers (HP) and It is equipped with Mi-Power and MATLAB software. This lab helps the students to gain knowledge in simulation of Load Flow Analysis and Economic dispatch using Mi-Power and Y-Bus formation using MATLAB.

CONTROL SYSTEMS LAB

It is equipped with PID controllers, Lead-Lag compensating networks, time and step response modules and MAT Lab Software. In this lab, students work on various problems like PID, Lead – Lag compensation, Time and Step response, Bode plot and Root locus.

M.TECH LAB

There are two M.Tech; Programmes Power Electronics & Computer Applications in Industrial Drives. Recently VTU has introduced laboratories for M.Tech course and labs are set up. Texas Instruments DSP based research lab is set up for the benefit of the research scholars.

DEPARTMENT OF MECHANICAL ENGINEERING

The Mechanical Engineering department of this college understands the needs of the society and striver to produce excellent quality engineers and professionals in its mission to contribute to the industry to the future. Mechanical Engineering is one of the largest, broadest and oldest engineering disciplines. Mechanical Engineering applies the principles of physics, materials science and mathematics to the design, development, research, evaluation, manufacture, installation, testing, operation, maintenance and management of mechanical systems. They create the processes and systems that drive technology and industry.

MISSION

The mission of the Department is to produce engineers and researchers with sound knowledge on fundamentals of traditional, modern and emerging areas of engineering together with innovative design abilities, IT and managerial skills, which are essential to achieve sustainable national development.

VISION

The Mechanical Engineering Department endeavours to be recognized globally for outstanding education and research leading to well qualified engineers, who are innovative, entrepreneurial and successful in advanced fields of mechanical engineering to cater the ever changing industrial demands and socialneeds.

PROGRAMME EDUCATIONAL OBJECTIVES

- y To endow students with basics of mathematics, and engineering necessary to analyze and solve scientific problems.
- y To provide students with the necessary instructions and relevant practical experience combined with exposure to and adequate training to face basic challenges in Mechanical Engineering.

y To prepare students with efficient communication skills, team spirit and leadership qualities and awareness of professional conduct and mould them into responsible and competent engineers.

y To empower students to work in scientific environment with ethical values and social responsibilities.

PROGRAM SPECIFIC OBJECTIVES (PSOs)

y   Graduates will gain and apply knowledge of Mechanical Engineering, Science and Engineering concepts to solve problems related in the field of Mechanical Engineering.

y   Graduates will be able to design, perform experiments, analyze and interpret data for solving complex problems in Mechanical Engineering and related fields.

y   Thinking and working like a scientist in multidisciplinary fields to address research setbacks and to work collaboratively with other researchers with better communication skills.

y Graduates will be able to design and develop solution to Mechanical Engineering problems by applying appropriate concepts while keeping in mind safety factor & ethics for environment & society.

LABORATORY FACILITIES

WORKSHOP

In this course students will get familiarized with the basic manufacturing processes and to study the various tools and equipment used, hands-on training is given in different sections. Essentially student should know the labor involved, machinery or equipment necessary, time required to fabricate and also should be able to estimate the cost of the product or job work.

COMPUTER AIDED ENGINEERING LAB

The lab is well equipped with advanced computers with necessary for the study of engineering drawing. Computer aided engineering students learn engineering drawing using Solid Edge Software. Each student has one computer for self and after instructions given using a projector, proceeds to understand the intricacies of drawing and carries out the exercises, availing of assistance from faculty instructor as needed.

FOUNDRY AND FORGING LAB

This lab is well equipped with latest equipments and it focuses on how metallic items are formed by foundry and forging. The lab focuses on study of Melting furnace, five numbers hearths, Anvils and swage blocks, hammers and tongs, etc. for forging.

METALLOGRAPHY & MATERIAL TESTING

Metallurgy Lab is primarily used by the Mechanical Engineering students. In this course, students in small groups and under the supervision of a facility conduct destructive and non-destructive tests on tension, torsion, and bending and different types of metallic materials. Moreover, students use strain gages to measure other properties such as Poisson's ration on different materials. Students learn about elastic and plastic deformation of metallic materials, determine different mechanical properties of materials, and differentiate between ductile and brittle behaviors.

MECHANICAL MEASUREMENT AND METROLOGY LAB

This lab gives information about calibration and how measurements are made accurately and precisely. The laboratory is equipped withApparatus for calibration of pressure gauge, Apparatus for calibration of thermocouples, Apparatus for calibration of LVDT, Apparatus for calibration of load cell, Apparatus for determination of modulus of elasticity using strain gauges, Optical Projector, Toolmaker's Microscope, Autocollimator / Roller Set, Lathe Tool Dynamometer, Surface Plate, Gear Tooth Micrometre, Bevel Protractor, Sine Centre, Slip Gauges, Optical Flats, Vernier Callipers, Micrometres, etc.

MACHINE SHOP

Laboratory is intended to teach the students as to the working of various metal processing machines and on-hand usage of these machines. It is equipped with lathes – both belt driven and gear driven, shaping machines, milling machines, radial and simple drilling machines, grinders, sheet bending machines, etc.

FLUID MECHANICS AND MACHINERY LAB

How fluids flow, how much power is required for transfer of fluids from one place to another and what are the friction and other losses while transfers as well as the fluid-based machines are important for everyman is studying in this particular lab. Equipment's involved in this is lab is Apparatus for determination of friction in pipes, Determination of force developed by impact of jets on vanes, Calibration of Orifice Meter, Nozzles, Venturimeter, V-Notch and other notches, Performance testing of, Pelton Wheel, Francis Turbine, Kaplan Turbine, Single stage / multistage centrifugal pumps , Reciprocating pump, Two stage reciprocating compressor, Air Blower

ENERGY CONVERSION LAB

This particular lab helps the students to get the knowledge regarding fuels and their properties and working principles of petrol as well as diesel engines Laboratory equipped with Abel, Pensky and Martin and Cleavland Apparatuses, Apparatus for determination of value of solid liquid and gaseous fuels, Redwoods, Say bolts and Torsion Viscometer, Value Timings /port opening diagram of I.C engines, Planimeter, Four stroke Diesel Engine, Four stroke Petrol Engine, Multi Cylinder Diesel/Petrol Engine, Two stroke Petrol Engine

DESIGN LAB

Here the mechanical engineering student will get first-hand working knowledge regarding dynamics of machinery, vibration as well as mechanical engineering design. The laboratory is equipped with Apparatus for determining natural frequency etc. of vibrating system, Apparatus for balancing of rotating masses, Apparatus for determining the critical speed of a rotatingshaft, Determination of fringe constant using photo elasticity apparatus, Determination of stress concentration using photo elasticity, Porter / Prower / Hartnel Governers, Journal Bearing testing equipment, Use of strain rosettes.

COMPUTER AIDED MODELLING AND ANALYSIS LAB

The students here will learn or carries out exercises on analysis of engineering components (beams, plates, etc.), structures and fluid flow (both static and dynamic analysis) as well as thermal analysis using software likeANSYS. .

HEAT AND MASS TRANSFER LAB

This laboratory helps the student to conduct experiments to study the thermal behaviour of materials. The laboratory is equipped withApparatus for determining the conductivity of metals, Apparatus for determining the overall heat transfer coefficient, Effectiveness of metallic fins, free convection and forced convection experiments. Determination of Stefan Boltzman constant, finding parameters for heat exchangers, Boiling and condensation experiments, Heat transfer in heat exchangers Performance tests of vapour compression refrigeration and air conditioning systems

CIM AND AUTOMATION LAB

Here the student gets trained with the generation of programming for machining of parts on computer numerical control (CNC) machines. Turning and milling machines are covered. Software like ESPRIT, FANUQ is used. Again, the student has a computer all to himself / herself.

ENERGY CONVERSION LAB

In this lab, students will learn about testing the performance of internal combustion engines such as 2 stroke and 4 stroke diesel and petrol engines under mechanical and electrical load conditions. Fuels are tested to find the flash and fire points of various fuels and calorific value and also the viscosity of oils to find their suitability for industrial applications.

DEPARTMENT OF AUTOMOBILE ENGINEERING Automobile

Engineering is one of the specialized engineering disciplines, the concepts of which are required for the most of the engineers, as rightly reflected by curriculum framed by reputed universities all over the world. Modern technological developments covering Hybrid Vehicles, Electric vehicle, advances in engine development, FE simulation for Design validation for entire vehicle development etc. have been part of studies in this field of engineering. The required laboratories in the department are: Engine Testing Lab, Service & Reconditioning Lab, Automobile Engineering Lab, CAD/CAM/Lab, Fuel Testing Lab, Workshop, Machine Shop, Fluid Mechanics Lab Material Testing & Metallography lab and Metrology Lab.

DEPARTMENT OF BIO TECHNOLOGY

MISSION

We create and disseminate knowledge by being accountable for developing and motivating our pupils to attain academic excellence and industrial competency. With our focus on teaching and learning & research, we engage in helping our students to face challenges in the field of Biotechnology.

VISION

Aspiring to be recognized as a premier source of outstanding graduates, who in turn will help their enterprise attain and sustain industrial and societal competitiveness.

PROGRAMME EDUCATIONAL OBJECTIVES

y To endow students with basics of mathematics, life sciences and engineering necessary to analyze and solve scientific problems.

y To provide students with the necessary instructions and relevant practical experience combined with exposure to and adequate training to face basic challenges in Biotechnology.

y To inculcate scientific temperament in students to pursue and engage in research projects related to health, food and environment.

y To prepare students with efficient communication skills, team spirit and leadership qualities and awareness of professional conduct and mould them into responsible and competent engineers.

y To empower students to work in scientific environment with ethical values and social responsibilities.

PROGRAM SPECIFIC OBJECTIVES (PSOs)

y Graduates will gain and apply knowledge of Science, Biotechnology and Engineering concepts in order to design and perform the experiments followed by validating the data to solve complex problems in the multidisciplinary research fields of Biotechnology.

y Graduates will be able to analyze, appraise and develop technologies to address the Biotechnology Engineering problems while keeping in mind safety & ethical factors to safeguard the environment and society at large.

LABORATORY FACILITIES

BIOCHEMISTRY LAB

The practical focuses on the basic quantitative and qualitative experiments to diagnose the normal & abnormal constituents in various samples such as urine, blood, CSF etc... The procedures are widely used in diagnostic laboratories to diagnose various diseases or disorders such as Diabetes Mellitus etc.

CELL AND MOLECULAR BIOLOGY LAB

The lab is well equipped with advanced equipments and instruments necessary for the study of cell and its organelles. Molecular biology lab aims at equipping students in study of DNA and RNA and its purification studies.

DOWN STREAM PROCESSING LAB

This lab is well equipped with latest equipments and it focuses on post production techniques such as product recovery and purification of commercially important products. The lab focuses on study of extraction, purification and estimation of biosynthetic products.

BIOKINETICS AND ENZYME TECHNOLOGY LAB

Bio-kinetics is the study of the ratio at which chemical / biochemical reactions occur and the effect of parameters such as temperature, pressure, flow rate and reactant concentration on the reaction rate. It also provides us information about the rear mechanism. The experiments in enzyme technology focus on the kinetic studies of enzymes, particularly commercially important enzymes such as proteases and amylases. These studies give better understanding of the nature of enzyme and would provide room to make changes in the characters of such enzymes and convert them as better products..

BIOPROCESS CONTROL & AUTOMATION LAB

This lab gives information about the types of disturbances, responses of various systems and gives an insight into the difficult types of controllers used in industries. The study of automatic controls is important since it provides a basic understanding of the behavior of all dynamic systems which leads to better advancement and improvement of engineering skills.

UNIT OPERATION LAB

This lab aims at introducing the various unit processes that are carried out in a process industry. This is a study of various physical treatment processes to which the raw materials are subjected before processing and further treatment of the desired products.

UPSTREAM PROCESSING LAB

The lab focuses on the process involved in the production of industrially important products and study of their applications in various paramedical branches etc. The lab is well established and is supported by good technical manpower for handling of sophisticated instruments such as fermenter etc.

MICROBIOLOGY LAB

The lab is designed to acquaint the students with microbiological techniques and to appraise them with the importance of microbes in our daily life. The lab focuses on basic principles and techniques within a variety of microbiological areas such as staining technique, pure culture techniques, biochemical tests, study of growth etc. These techniques have wide applications in Agriculture, Environmental Sciences, Pharmacy, Nutrition and allied fields.

GENETIC ENGINEERING AND IMMUNOTECHNOLOGY LAB

The lab focuses on study of various immunological and genetic engineering techniques with simple experiments. This lab enables the students to learn basic advanced techniques such as isolation & amplification of DNA, DNA & protein characterization, monoclonal Abs or diagnostics. These experiments are useful for students to pursue their career in Research and Industry.

BIOINFORMATICS LAB

Bioinformatics is the branch of Computational Biology which uses the concepts and techniques from several different fields to study and analyze DNA, RNA, and protein sequence information. The main aim of bioinformatics is to learn how an organism's genome relates to its biology. Bioinformatics lab is equipped with good laboratory facilities and expert faculty members. Area of focus is on Sequence Analysis, In silico drug design, Biological Database Creation etc.

RESEARCH AND DEVELOPMENT CENTER

The Research & Development Centre in The Department of Biotechnology was established during the year 2008 recognized by Visvesvaraya Technological University Belgaum. The thrust area of research in the R & D Centre includes Drug Discovery, Plant & Animal tissue culture, Phytochemistry & Pharmacology, Microbial Secondary metabolites as therapeutic agents, Biorefinery and bioprocess based study on agro and forest wastes, microbial and plant enzymes and secondary metabolites. The Centre is funded by various external funding agencies viz., VTU, Belgaum; DRDO, New Delhi; Naval Research Board, New Delhi; Department of Atomic Energy, New Delhi; National Innovation Foundation, Ahmadabad; KSCST, Vision Group Science & Technology, Karnataka State Government.

CENTER FOR COMPUTATIONAL MEDICINAL CHEMISTRY IN DRUG DISCOVERY

Department has established Center for Computational Medicinal Chemistry in Drug Discovery from the grant of Rs. 20 lakhs from VGST, under Karnataka Fund for Infrastructure Strengthening in Science and Technology (K-FIST). Center is well equipped with commercial Drug discovery software and high configuration computers to perform In-silico drug discovery and high throughput screening. The center focuses on discovery of potential drug molecules for various diseases such as cancer, TB, Malaria etc.

DEPARTMENT OF CIVIL ENGINEERING

MISSION

To emphasize on basics of engineering as well as their applications relevant to the industry. To serve the society with due consideration of economy, ecology and ethical issues of nation. To sensitize the students and faculty to take up research and consultancy to be on par with international standards.

VISION

To impart very high quality education to the students to make them do innovative sustainable engineering relevant to industry and people at large.

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

To apply fundamental concepts of Civil engineering in developing economically viable and sustainable sound solutions. Work collaboratively on multidisciplinary problems. Achieve their professional aims keeping good ethics.

PROGRAM SPECIFIC OUTCOMES (PSOs)

y Graduate will be able to apply technical skills and modern engineering tools for civil engineering day to day practice.

y Graduate will be able to participate in critical thinking and problem solving of civil engineering field that requires analytical and design requirements.

y Graduate will be able to pursue of lifelong learning and professional development to face the challenging and emerging needs of our society

LABORATORY FACILITIES

SURVEYING AND LEVELLING LAB

The lab is equipped with advanced electronic and traditional equipments such as Total station and multiple numbers of chains, Tapes, Prismatic and Surveyors Compass, plane table, Theodolite, Dumpy Levels. Students are exposed to various kinds of traditional and Modern method of surveying in this Lab.

MATERIAL TESTING LAB

To decide proper material for any engineering work, it needs to be tested in the Laboratory and should satisfy the codal provisions. Students will be expose to test the various materials. This lab has Universal testing Machine, Torsion testing Machine, Impact Testing Machine and Hardness testing Machine, Sieve shaker, Sieves, Pycnometer etc.

HYDRAULICS LAB

In this laboratory, students do various experiments on flow of water. This lab is equipped with Venturi Meter, Ogee weir, Hydraulic flume, Pelton wheel, Kalpan's and Francis turbines and rain gauges.

GEOLOGY LAB

Engineers need to identify stones, rocks suitable for various engineering constructions. This lab is equipped with various rocks and minerals, wooden models of volcanoes, fault zones and explanatory charts.

CAD LAB

Students are exposed to computer aided planning, modeling, designing for RCC/STEEL, quantity estimation and costing for various quantities in structures. This lab is equipped with 30 computers with Intel I5 configuration, the AutoCAD educational suite with 11 licenses, Structural Engineering software and Microsoft products.

GEOTECHNICAL ENGINEERING LAB

The knowledge of soil properties to decide any construction as the soil has to bear the weight of any structure, the testing of soil for various soil properties viz. specific gravity, grain size, consistency limit, density, shear strength, compressive strength etc. are done in the lab. The lab is equipped with Triaxial testing Machine, UCC Machine, Shear and Consolidation Machines.

HIGH WAY & CONCRETE LAB

The lab is equipped with various highway material and concrete testing machines such as Ring and Ball Apparatus, Standard Penetrometer, Ductility testing Machine, Abrasion testing Machine, Impact Testing Machine, Stability Testing Machine, Digital compression testing Machine etc. The testing of cement aggregates and concrete for various properties are prepared in the lab.

ENVIRNOMENTAL ENGINEERING LAB

The testing of water, waste water for various properties and its uses are done in the lab. It is equipped with various latest equipments such as U V Spectro Photometer, Flame Photometer, B.O.D Incubator, Flocculator, PH meter, Jar Test Apparatus etc.

ENGINEERING GEOLOGY LAB

Engineers need identify minerals, rocks and know their characteristic properties suitable for various engineering constructions. The lab is equipped with various mineral and rocks, wooden models of volcanoes fauld zones and other explanatory charts.

RESEARCH LAB

The lab is equipped with loading frame of 50 ton capacity to test beam, column and slab. NDT instruments like rebound, hammer, UPV, Profonieter and shake taste is available for PG and Ph D students to carry out research works.

DEPARTMENT OF MECHATRONICS ENGINEERING

MISSION

To contribute to the socio economical needs of the country by providing research oriented outstanding education in Mechatronics Engineering with diversified skills.

VISION

To develop department of Mechatronics Engineering as a leading educational and research program with maximum demand among world wide Mechatronics Industries.

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

y Inculcate knowledge of basic engineering sciences and fundamentals of mechanical, electrical and computer systems.

y Create ability in graduates to design, develop product and applications in the field of Automation and Mechatronics and be able to use engineering tools that will enhances their productivity.

y Prepare graduates to be effective engineers with good analytical and problem solving skill to innovate, research and develop in a multidisciplinary environment.

PROGRAM SPECIFIC OUTCOMES (PSOs)

y Recognize and apply the recent technological advancements for developing Mechatronics products to cater the global needs.

y Automate and maintain the mechanical systems by using electrical and electronic devices as well as computational tools.

PROGRAM OUTCOMES (POs)

y **Engineering Knowledge:** Apply the knowledge of math, Science and Mechatronics disciplines to solve real life industrial problems.

y **Problem Analysis:** Build prototype, test analyze and interpret the results.

y **Design/Development of Solutions:** Design mechatonics systems processes or products.

y **Conduct Investigations of Complex Problems:** Independently analyze complex problems with their course background and dissertation work carried out during program.

y **Modern Tool Usage:** Develop knowledge of computer based mechatronics engineering tools for modeling, simulation and optimization.

y **The Engineer and Society:** Apply mechatronics solution to address social and economic needs at global level.

y **Environment and Sustainability:** Implement Mechatronics system process which is environment friendly with appropriate consideration for public health and safety.

y **Ethics:** Understand professional and ethical responsibilities towards society and the environment.

y **Individual and Team work:** Work as a member of multidisciplinary teams.

y **Communication:** Communicate technical matters through visual, verbal and written modes.

y **Project Management and Finance:** Recognize the importance of continued learning due to constantly evolving technologies and develop entrepreneurial skills.

y **Life-long Learning:** Exhibit effective project management skills to conceive and develop a project plan.

DEPARTMENT OF ARCHITECTURE

MISSION

To build an institution of international standards and to create an environment for fostering creativity and growth in the field of architecture and allied disciplines

VISION

To establish an independent 'state of the art campus' for the oxford school of architecture, which will cater to the growing needs of the building industry by providing qualified architects and allied professionals.

The School of Architecture is presently running with 5 years of glorious architectural education. This year the intake has been increased to 120 with 3 years extended COA approval. A gamut of events, seminars and practical training sections are being conducted under the direction of the director. The department has been provided with 8 large studios with 4 lecture halls & a seminar hall which are well-lit and ventilated (with individual lockers facility for every student.) The department has well-established computer laboratory with 40 systems linked with broadband internet access facility (and every teacher is provided with Desktops. The architectural software for drawing work and for 3D visualizations etc.), are also available for students use. The department aims to have A0 plotter - HP make. A3 & A4 size printers & laser printers, 2 scanners and a xerox machine. The department has been equipped with a Climatology Laboratory with light level measuring instruments, sound level measuring instruments and various types of temperature and humidity measuring instruments and wind-speed measuring instruments and rain-gauges, etc. Skill development and professional attitude is blend into the course curricula with an integrated approach sustained with a good infrastructure, advance equipments and labs for nurturing the future generation of Architects.

MASTERS OF BUSINESS ADMINISTRATION

MISSION

The department aims to provide integrated knowledge and demonstrated ability to the students and to groom them towards building their careers as

well equipped professional. To foster a passion for learning, creative thinking, leadership skills that helps in developing entrepreneurial abilities among the students.

VISION

To impart value based management education to the students, to nurture and enhance their competencies and to prepare them to face the challenges of industry, society and country.

PROGRAMME EDUCATIONAL OBJECTIVES

y   To impart education and training to students in various disciplines of management, to foster the development of cognitive, affective and attitudinal skills among the student community.

y   To develop conceptual, analytical and interpersonal skills among the students that will help foster the development of essential attitudes necessary for becoming competent managers.

y   To nurture the students to achieve academic excellence through systematic plan of activities that includes student centric learning.

y   To encourage value based education among students through proper guidance and mentoring that will help them to develop as good professionals.

y   To promote the entrepreneurial capability among the student community.

y   To augment the employability skills of our students by providing soft skills development programmes.

PROGRAMME EDUCATIONAL OUTCOMES

The MBA program outcome aligns with the above stated educational objectives.

y   The students graduating from the MBA program will possess the necessary cognitive, affective and attitudinal skills needed for a managerial career.

y   The education on various disciplines of management encourages students to apply knowledge and skill to become efficient, productive and competent employees.

y   The value based learning helps students demonstrate professionalism, ethical values and attitude necessary to pursue their respective career.

y   Students will be well versed in effective communication skills.

y   The learner centric approaches groom the students in understanding and amalgamating tools and concepts from management in solving business problem.

y   The holistic development of the student helps them develop leadership skills that assist them in developing business decisions based on diversified perspectives.

The The MBA Programme of the Department of Management Studies was initiated in the year 2001 with an intake of 60 students and presently the sanctioned student intake for the MBA Programme is 180. The programme is approved by AICTE New Delhi and is affiliated to VTU, Belagavi. The department offers dual specialization in the following combinations of Marketing & Finance; Marketing & Human Resource; and Finance & Human Resource.

The MBA Programme focuses on the holistic development of the student that lays emphasis on acquiring practical skills, which helps in establishing strong industry interface. A lot of learner centric approaches like academic clubs, group assignments, business modeling and simulation with lateral connectivity and soft skills training helps in enhancing the employability skills of all the MBA students. Through the various clubs such as Human Resources, Finance, Marketing and Case study, students get exposure in presentations, Role plays, and Case study development for showcasing their talents. Here at clubs, we offer innovative and globally accepted projects and great opportunities for all-round development of our students to transform them to leaders of the future. The Department regularly organizes Expert Lectures, Workshops, Conferences, Seminars/Symposiums, Faculty Development Programmes, Management Development Programmes and also Soft skill Programmes by visiting faculty and eminent personalities from the corporate.

 As part of their curriculum students are required to undergo corporate exposure (Project work) in their area of specialisation. Additional Corporate exposure in the form of group assignments is encouraged among students during semester break to prepare them as competent Management Professionals in their field of interest.

Highly qualified faculty with rich teaching and industry experience are contributing towards the excellence of the teaching pedagogy, research & consultancy services. All the MBA class rooms have centralised air-conditioned and well ventilated gallery class rooms equipped with digital smart boards, LCD, audio systems, and Wi-Fi network system. The department is equipped with a modernised seminar hall for conduction of co-curricular activities

The MBA library contains large number of titles that includes reference books along with national and international journals with internet and Xerox facility. Centralized air-conditioned computer lab equipped with 120 computers and internet facility is provided.The department also has access to online journals.

The students of the department are bagging University Ranks continuously for the past 10 years.

MASTER OF COMPUTER APPLICATIONS

MISSION

Learner Centered Education Industry Centered Service and Research Strong Community Relationship serve the Under Served, Meet the Regional, National and Global Educational Needs Inter Organizational Linkage Strategic Future Oriented Planning Professionalism In Computer Applications Excellence in Knowledge, Skills, Service and Attitude Open Organizational Climate.

VISION

Excel to meet the global needs of Computer Education, Research, Service and Human Resource with Competitive edge.

LABORATORY FACILITIES

The departmental library, excellent browsing facilities and well equipped modern computer laboratories such as Data Structure & C Laboratory, UNIX & System Programming Laboratory & Web Programming Laboratory, Software Design & Algorithms Laboratory, DBMS & Project Laboratory/Research & Development Laboratory & Internet Lab for Students. All the laboratories are centrally air conditioned. Three laboratories housing 196 thin clients systems & two laboratories housing 132 numbers of desktops with latest configuration. The server room is equipped with latest DELL TM Power Edge TM R710 Rack Mount 3 servers with 2 socket (CPU) machine with 128 GB RAM. The Research & Development laboratory is housed with Mat Lab, SPSS & other research related software. The department has 2 seminar halls with centrally air-conditioned and equipped with digital podium facilities with a seating capacity of 200.

The objective of this program is to produce IT professionals who excel in the field of computer applications development and are sought after by different sectors of industry, business, government, etc. VTU has approved lateral entry for Two-Year MCA Program from academic year 2015-16.The network is supported by various state of art servers, such as Web, Mail, DNS etc. The department conducts a national level inter-college festival - OXYTECH, which provides a platform to our students to interact with students of other colleges. TOCE also has a vibrant Industry Institute Interaction Cell, and a full fledged Training and Placement Cell. Regular mock interviews, training programs, group discussions with special emphasis on soft skills are provided to the students. Our alumni are found in several blue chip organizations in India and abroad. Many reputed companies have been visiting the institution for Campus Recruitment. We have been getting 100% pass results with First Class Distinction. In addition, they are bringing laurels to the Department by bagging University ranks.

SALIENT FEATURE

y Ranked one of the top 10 colleges in terms of intellectual capital and academic excellence by Business & Management Chronicle magazine in June/July 2014.

y Approved By AICTE, New Delhi, Accredited By NBA, NAAC, New Delhi & Affiliated To VTU-Belgaum.

y MOU with Oklahoma State University, USA & Malta University, Malta.

y Conducts IEEE Conferences, National & International Symposiums, Workshops, FDPs and Inter-collegiate Technical Fest Oxytech for nurturing students under Extra-Curricular activities.

y Organizes industrial –webinars, Webcasts, Visits & Expert Lectures regularly..

DEPARTMENT OF SCIENCE AND HUMANITIES

ENGINEERING PHYSICS LAB

This lab has modern gadgets and equipments like Ultrasonic Interferometer, Laser source and B-H curve kit. There is a dark room attached to the lab for conducting optical experiments.

ENGINEERING CHEMISTRY LAB

Engineering Chemistry Lab-I and Lab-II consist of latest equipments like Electronic analytical balance, digital potentiometer, digital conductivity meter, colorimeter, flame photometer, digital pH meter, and Muffle furnace,

Hot air oven, placed in spacious instrumentation room. Chemicals are stored separately in store room, which also has an exhaust fan.

LANGUAGE LAB

The language lab is equipped with English lab solutions software supplied by Globarena with 40 computer systems. This software consists of English lab, Career lab and Aptitude lab and is designed to train the students on Language skills, Career skills and aptitude skills to enhance the employability skills. It is also having a self-learning kit to strengthen student's grammatical and communication skills by expanding their vocabulary base, phrasal expressions, etc. We also have WORDSWORTH software for the English Language Training.

AUTOMATED CAMPUS MANAGEMENT SYSTEM

We have implemented the Campus Management System (CMS) at TOCE, named as **EAZYCOLLEGE** which enables the students and parents to access

the performance of students through the internet. This CMS works on cloud which can be accessed anywhere in world over the internet.

Website address: **www.toce.eazycollege.in**

Unique login id and password will be given to Students and parents separately through the e-mail. All the parents need to send their e-mail id and mobile number (to receive SMS alerts) to **support@eazyschool.com** mentioning their ward's Full Name, Branch, Class and Section in the subject line. Parents can access their ward's performance in the Exams, attendance and fees due date through the CMS. They can communicate through this system to the college / HOD, if they need any other information. We communicate the Internal Test performance and attendance to the parents by SMS through the CMS.

The coordinators for the same are Prof. Suganya of ISE department under the guidance of Dr. D Jayaramaiah - ISE.

LIBRARY

Our Library Centre plays a key role in serving all patrons belongings to Oxford Engineering, B Architecture, MBA, MCA and Management Community. Our library has a space around 1752 Sq. mt. carpet area with more than 400 seating capacity for reading and reference. The Oxford Library has innumeralable books and journals. The Library functions all the days **between 9.00 AM to 10.00 PM except on National and Institutional holidays.** It has a comprehensive collection of literature predominantly related to B.Arch., Engineering BE / M-Tech and its allied subjects to meet the information needs of its users. Most of the library activities are computerized using "PUPILPOD", an integrated library software package. 14 more department libraries are also under this Information Centre. Our Information Centre is well equipped with rich databases to cater all needs of patrons "Library & Information Centre" encourages patrons for their academic achievements.

Our **Vision** is to build the library as a center for Excellence in accessing the right information at a right time to the right user. Our **Mission** is to embrace the principle of excellence in advancing the teaching, learning, research, and service mission of the Institute through the acquisition, organization and management of collections for access and use; through the provision of reference and instructional services; and through a variety of collaborative and reciprocal.

Purpose and Importance: "Library & Information Centre" encourages the use of its library for professional purposes, Students and Faculty can utilize the library regularly in an effective manner.

Library Membership: When enrolled as a student in our Institution, the users will receive smart card with a USN No. and same card can be used to borrow library books till the end.

The **fine** is charged for all students after the due dates, all type of users should maintain norms and rules of the library.

WORKING HOURS

MONDAY TO FRIDAY : 9.00 AM TO 10.00 PM

SATURDAY : 9.00 AM TO 8.00 PM

SUNDAY : HOLIDAY

SOURCES OF LIBRARY:

1. Around 55,688 collections of book are in the library, with special and selected Reference Books

2. 2,396 CDs

3. 1350 Bound Volumes

4. IP based VTU Consortium databases

5. Previous year question papers collection

6. Sufficient No. of Specific magazines and newspapers

LIBRARY SERVICES:

1. Lending service

2. Reference service

3. Referral service

4. Reprographic service

5. News paper clipping Service

6. Selective Dissemination of Information Service

7. Current Awareness Service

8. Inter Library Loan Service

9. E – Book and E-Journal Access

10. Previous year Question Bank

11. Book Bank services for privileged class students

GUIDELINES AND RULES OF THE LIBRARY

1. Before entering the library, **Readers / Students** should leave their personal belongings outside the library. Staff shall not be responsible for any **loss or damage** to personal belongings. (Valuable things like - money, Valet, Gold, Mobile etc, should not be left in the bag).

2. Personal Books, Issued - out Books, Manuals & Files will not be permitted in the library. However Readers can carry loose papers inside the library.

3. While entering Library, students have to wear the I.D. Users should produce the same to the library staff when it is required.

4. While entering as well as exit, Readers / Students should enter their details in the Gate entry Register

5. **Cell Phone** is **Strictly Prohibited** inside the library.

6. Kindly Do Not Displace the Newspaper, Books, Journals, Chairs and Tables in the Library.

7. No Books will be issued / renewed against I.D. cards of the other students. / I.D. Cards are not transferable.

8. Members ID card is Bar-Coded. If ID cards get mutilated / lost for whatever reason should be reported in writing to the librarian immediately.

9. Users can Access E-Journals like Indian National Digital Library in Engineering Science & Technology (INDEST AICTE consortium) during the Library hours.

10. Any kind of eatables are not allowed inside the library

11. Reference Books, Journals, Thesis, Dissertations & rare collection will not be issued {They Can be referred only at the designated place in the library}

12. Do not litter the library. Use dustbins and maintain cleanliness.

13. In the event of loss, Damage to the Library Book / Document, the same should be brought to the notice of the librarian. Users shall be liable to replace or pay for the damages.

14. Fine will be charged on a daily basis as per the rules, for books not returned in time. 2 rupees Fine Per day for 1st week, 5 rupees Fine per day for the 2nd Week, and 10 rupees fine per day for the 3rd week onwards.

15. Writing, Marking, Cutting, Folding or tearing any page from the Book / Periodicals is strictly prohibited and punishable. Heavy fine shall be levied for such cases.

16. No reader's shall take any Book, Periodical, CD or any other material from the library without having it **properly issued** by the authority.

17. All the readers are required to observe **Discipline** and **Complete Silence** in the Library.

18. Kindly make use of the library in an effective manner

19. The Librarian will block the library membership and refuse admission to anyone who violates the rules & regulations of the library or indulges in any other type of misconduct.

NOTE: KINDLY CO-OPERATE WITH LIBRARY STAFF FOR SMOOTH FUNCTIONING OF THE LIBRARY

ALUMNI ASSOCIATION

Alumni association is successfully functioning under the guidance of Dr. A.S. Aravind,Principal - TOCE, Dr. V.S Bharath (EEE), Dr. Surekha (Chemistry), Dr. Sathish Babu(Auto). The alumni association is organizing get together for the passed out students every year. The members of the Alumni association of Oxford help their juniors for better placement.

INDUSTRY INSTITUTION INTERACTION CELL

The Industry Institution Interaction cell, aims to help the Oxford in better interaction with the industry, arranging Guest Lectures by Industry Experts, Industrial visits, placement etc.

ENTREPRENEUR DEVELOPMENT CELL

The Entrepreneur development cell aims to make the students as future Entrepreneurs of the country. It provides necessary information and training to become a successful Entrepreneur. Dr. Dhanalakshmi R V, Hod of MBA and Dr. Prema, Assoc. Prof, MBA are the Incharge for this cell.

THE DEPARTMENT OF TRAINING & PLACEMENT

The Training & Placement Department of The Oxford College of Engineering focuses on enhancing the **'Employability Skills'** of our students. We put our efforts to make every student of our institution **'EMPLOYABLE'** and **'INDUSTRY READY'.** We have a well furnished state-of-the-art facility available at our Training & Placement dept., equivalent to that of corporate standards We impart training (Technical Skills + Soft Skills) as a part of our curriculum to mould and shape the personalities and make the students employable. We have industrial visits, Webinars, Infosys Campus Connect Programs, Wipro Mission 10X workshops, Technical Guest Lectures and regular Industry Institute Interaction having Technical collaboration with most of the reputed companies, to provide a real life exposure to our students.

Many of our Alumni are employed through the opportunities received from the following reputed entities.

LIST OF MAJOR COMPANIES VISITED THE COLLEGE FOR PLACEMENTS

COMPANIES VISITED DURING 2018-2019		
SAP LABS	Robert Bosch	Jaro education
Tech Mahindra	HGS	Global logic
IBM	Clonect	RMC Ready mix
Subex	Wiztoonz	Q spiders
Book my show.com	US International	PRDC
HPE	Health Asyst Pvt Ltd	APPSCRIP
Alpha 9 Marine	Vee Technologies	Coffee day
Westline Marine	HPINC	CYIENT
NTT Data	TCI TECH	SPXFLOW
Schneider Electric	Infosys BPO	Eureka Forbes
Microland	Eurofins	Ratnagiri Impex Pvt Ltd
L & T Services	Paypal	Janalakshmi
Otis Elevators Ltd	Infosys	Omics International
SKF	Net connect	SR Intelligence Technologies
NISSAN	ICICI Prudential	Kyyba International
Volvo	Muthoot Finance	Commerceo
Amazon	Pinaka Aerospace Solutions	Park Controls & Communications
GE Appliances	Intelliswift	Career Net Consulting
3D India Bitrix	Zycus Corporation	First American
Regenersis India Pvt Lts	SANKO GOSEI	Advance Business Healthcare
Quinnox	Sungard	Romors
Streams Inc	Macro systems	Popular Motor Corporation
SAN IT	Portea Medicals	E-Construct
IBM Tech	Accord Software	Novel Group
Juspay	Metric Stream	Mphasis
Milople	Ultra Tech Cement	Birla asset management company
Cameo Global	Dell- EMC	
J K Cement	DXC	

COMMUNICATION / WEB BASED FACILITIES

The college has an Internet browsing Laboratory with 120 computers and unlimited access through a Broad Band connectivity of 12 MBPS provided by M/s. Reliance Communications. The lab is open from 9 A.M to 6 P.M on all working days. The college has also WI–FI facilities. In addition Photocopy, STD, ISD, and Intercom facilities are also provided within the campus.

GENERATOR AND SEWAGE TREATMENT PLANT

The campus is equipped with two Diesel power generators of 750KVA capacity each. There is a sewage treatment plant to treat the waste water from college and hostels and provide the treated water for gardening in the campus.

HOSPITAL/PHARMACY

A General Hospital in the campus takes care of the general medical and dental complaints of the students and the Staff. The hospital has a team of well qualified, experienced doctors and paramedical staff. The campus also has a pharmacy store.

CAFETERIA

The college is equipped with a good cafeteria within the campus which provides varieties of quality vegetarian dishes and snacks. This cafeteria caters to varied tastes of students coming from different parts of the country.

BANK AND ATM

An extension counter of "Vijaya Bank" with ATM is functioning efficiently inside the campus.

SPORTS

The college campus has a playground for outdoor sports such as Football, Volleyball, Tennis, Basketball, Throw ball etc. The Recreation room provides indoor sports facilities such as Table Tennis, Caroms and Chess. The campus also houses a modern Gymnasium.

HOSTEL

The college hostel provides good boarding and lodging facilities for both Boys and Girls. The Hostel mess caters to the need of students coming from various parts of the country. Hot water facility is also available.

TRANSPORT

Transport facility is available to various parts of Bangalore. There are four different bus routes.

ROUTE 1.

J.P. Nagar to College Campus, JP Nagar - 9th block - BTM Layout – Silk board – Bommanahalli - TOCE.

ROUTE 2.

Vijayanagar to College Campus, Vijayanagar – Kattriguppe – Deepanjali Nagar – Mysore Road-Hosekara halli cross – Deva gowda Petrol Bunk –Kathriguppe – Banashankari – JP Nagar – Bannergatta Road – BTM Layout – Silk board - TOCE.

ROUTE 3.

Ulsoor to College campus, JP Nagar – M.G. Road – Ulsoor - Indira Nagar – Domlur – Koramangala – Silk Board – TOCE.

ROUTE 4.

Hanumanth Nagar to College campus, Hanumanth Nagar – Gandhi Nagar – south end – Jaya Nagar 4th block – Raggi Gudda – BTM Layout – Silk board - TOCE.

HOSTEL

CANTEEN

GYM

LIBRARY

5. FUNCTIONAL COMMIITTEES AND COORDINATORS

The following are the list of committees working for organizing various curricular/ extra-curricular activities in the college

SL NO	NAME OF THE COMMITTEE	FACULTY COORDINATORS/ ASST. COORDINATORS
1	VTU / AICTE	Dr. A S Aravind(Principal), Dr. M S Shashidhara (MCA), Dr. Ch. A. Naidu (CSE), Dr. Manju Devi (ECE)
2	NAAC & NBA	Dr. A S Aravind (Principal), Dr. Ch. A. Naidu (CSE), Dr. Mallikarjun (Maths), Ms.Devi Vigneswari (EEE)
3	Time-Table	Dr. Manju Devi (ECE)
4	Library	Dr.Mallikarjun K (Maths), Mr.Narayana Swamy (Lib)
5	Research	Dr. Manjunath (BT), Dr. Preeta Sharan (ECE), Dr. Tharaka Rami Reddy (MBA)
6	Placement	Ms.Vijayalakshmi, Mr. Dhananjay Kumar
7	Faculty Development	Dr. Dhanalakshmi (MBA), Dr. Kanagavalli (ISE)
8	Budget	Dr. Dhanalakshmi (MBA), Dr. Tharaka Rami Reddy (MBA), Dr. R. Kathiravan (MBA)
9	Purchase	Principal - TOCE, Purchase Committee members, All heads of the departments
10	College Magazine/Calendar	Dr.Bharath (EEE), Dr. E. Saravana Kumar (CSE),Ms.Sahana A (MBA), Mr. Jayakumar (EEE),Dr. Surekha M (Chemistry)
11	Newsletter	Dr. Manju Devi(ECE), Ms. Sowmya Padukone(ECE),Ms. Mrudula Shukla MCA)
12	IEEE Chapter	Dr. Yashodha(MT), Dr. Preetha Sharan (ECE)
13	CSI Chapter	Dr. D Jayaramaiah (ISE), Mr. Karthik S L (ISE)
14	IETE Chapter	Dr. Manju Devi (ECE), Mr. Jayaraj N (ECE)
15	ISTE Chapter	Dr. M S Shashidhara (MCA), Mr. Jayakumar (EEE)
16	IE(I) Chapter	Dr. Malleshaiah (Civil),Mr. Mahesh Kumar (CIVIL)
17	ACM Chapter	Dr. Saravana Kumar E (CSE), Ms. Shobha T (CSE)
18	Robotics Club	Dr. Yashodha (MT)
19	Innovation Club	Dr. Manjunath B.K (BT), Mr. Divakara (BT)
20	Bangalore Management Asso.	Dr. Tharaka Rami Reddy (MBA)
21	Maths Association	Dr. Mallikarjun K (Maths), Mr. Srinivas Reddy (Maths)

22	Science Association	Dr. Suchithra (Phy)
23	Cultural Association	Dr. R V Dhanalakshmi (MBA), Ms. Laya Tojo (ECE), Ms. Salma(BT), Ms. Shoba T(CSE), Ms. Sandhya Rai (EEE)
24	Alumni Association	Principal - TOCE, Dr. V.S Bharath (EEE), Dr. Surekha (Chemistry), Dr. Sathish Babu(Auto)
25	Sports	Dr. Madhusudan Reddy (ME), Mr. Mahesh (PED), Mr. Nanjunda Swamy (PED), Ms. Shruthi (PED)
26	NSS	Dr. T.S. Malleshiah (Civil), Mr. Mahesh (PED), Mr. Mahesh Kumar (Civil)
27	Students Grievances Redressal	Principal - TOCE, All HOD'S
28	Disciplinary	Dr. M S Shashidhara (MCA), Dr. Sathish Babu(Auto), Dr.Tharaka Rami Reddy (MBA)
29	Women's Grievance Cell & Sexual harassment	Dr. Yashodha (MT), Dr. Manju Devi (ECE), Dr. Surekha M (Chemistry),Dr. Kanagavalli (ISE), Dr. B.R. Raju (Auto)
30	Entrepreneurship Cell	Dr. Dhanalakshmi (MBA), Dr. Prema (MBA)
31	Society of Automotive Engineers	Mr. Sandeep Kumar Chawan (AU)
32	Anti Ragging	Dr. A S Aravind(Principal) and All HODs
33	Server & Internet Related (Issues)	Dr. M S Shashidhara (MCA), Mr.Ekambaram
35	Maintenance , UPS , Power sources & Electrical Related (Issues)	Dr. Gurudutt (Principal -TOSA),Dr. V S Bharath (EEE),Mr. Muniyappa (EEE), Mr. Raviraju (Maintenance), Mr. Francis Chacko (Maintenance Dept), Mr. Ramu (Security Supervisor)
36	Parents Relation Centre, Public Relation Committee	Dr. Mallikarjun K (Maths), Mr. Muneesh (Administrator)
39	Disability Resource Centre	Dr. Gayathri H N (Chemistry), Ms. Jyothi (Chemistry)
40	Internal Complaint/ Grievance Redressal	Dr. A S Aravind (Principal), Dr. M S Shashidhara (MCA),
41	Prevention of caste based discrimination cell/SC/ST welfare committee	Dr. A S Aravind (Principal), Dr. M S Shashidhara (MCA), Ms. Chandrakala (Students Welfare)
42	Hostel Committee	Dr. K Mallikarjun (Maths), Mr. Muneesh (Adm), Dr. Elsamma Thomas (Hostel), Hostel Wardens(Boys & Girls), Security supervisors

6. RULES & REGULATIONS

GENERAL

1. All students shall attend classes right from the reopening day of the Semester.

2. Students shall be punctual and regular for lecture classes, laboratories, workshops, seminars etc., and any other activity organized by the college.

3. Students shall be attentive in the classes and labs without creating any disturbance.

4. Students shall compulsorily wear their identity cards whenever they are in the college campus.

5. Loss / theft of ID cards / library cards and change of address or contact number shall be informed to HOD / college office without delay.

6. Use of mobile phones, iPods, and walkman are strictly banned in and around the campus. If any such item is in possession of the student, the same will be confisticated and will not be returned.

7. Any kind of indecent or tight fitting dresses are not permitted.

8. Students shall maintain strict discipline and good behavior at all times.

9. Smoking, chewing of pan masala / ghutka consuming alcoholic drinks and drugs of any kind in the campus are strictly prohibited.

10. Strike or any such undesirable activities in the campus are not permitted and those involved in such activities will be severely punished.

11. Tuition fees shall be paid within one week after the reopening of the odd semester in every academic year.

12. Students shall take prior permission before availing leave.

13. Medical leave will be accepted only in genuine cases with a proper medical certificate.

14. Leave / Permission letters shall be counter signed by parents/guardians/ hostel wardens.

15. Students are encouraged to participate in co-curricular and extracurricular activities and develop their skills.

16. Students are counseled periodically regarding academic performance, higher studies, placement, attendance, discipline etc.

17. Hostel students shall abide by the rules and regulations of the hostel.

18. Students are advised to park vehicles in the specified area and it is mandatory to wear helmets while riding two wheeler vehicles

> Ragging in any form is illegal and is strictly prohibited. Severe action including imprisonment will be taken against those

ACADEMIC RULES

1. Students shall submit their assignments, records, observation notebooks etc. within the specified time.

2. Each semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each subject with a provision of condonation of 10% of the attendance by the vice chancellor on the specific recommendation of the principal for reasons such as medical grounds, university level sports and cultural activities, academic matters such as seminars, workshops and paper presentations.

3. Students shall equip themselves with approved drawing material, instrument boxes and record note books as required.

4. Lab equipments must be handled with care. Loss or damage attracts fine.

5. Students have to use official lab record books only to write the practical record. No other book shall be permitted.

6. Students shall not go to laboratories during theory classes.

7. Students are encouraged to participate in conferences, workshops, seminars and technical paper presentation.

8. Attendance is mandatory for all the internal tests and exams to ensure good Internal Assessment marks and overall academic performance.

9. For U.G. programmes, the candidate shall complete the course with in a period of eight academic years from the date of first admission, failing which he / she has to discontinue the course. For MBA & MCA the respective periods are four years and six years.

EXAM RULES AND REGULATIONS

y Only a single answer book will be issued. No additional answer books are permitted.

- y Answer books should be handed over personally to room superintendent before leaving the examination hall.

- y The candidate should not take any books / notes, log tables, scribbling pads, cell phones, programmable calculators or any kind of references into the examination hall.

- y No candidate shall be admitted into the Exam hall after the commencement of the examination.

- y No candidate shall be allowed to leave the examination hall before 30 minutes after commencement of the examination.

- y The candidate should append his / her signature at the specified spaceon the answer book as and when he / she received the answer book

- y Answer books should be handed over personally to room superintendent before leaving the examination hall.

- y The student leaving the examination hall till 30 minutes before the scheduled completion time of the examination shall not be permitted to take the question paper.

- y Students are strictly instructed not to write any matter on the question paper except their USN.

- y The candidate should append his / her signature at the specified spaceon the answer book as and when he / she received the answer book.

Any candidate appearing for UG / PG examination is liable to be charged for committing malpractice in the following cases

- y Possessing any written matter on any paper, scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, kerchief, clothes, etc.

- y Copying from the material of another candidate or similar aid, or assistance is rendered to another candidate

- y Supply of copying material from inside or from outside the examination hall.

- y Unruly behavior inside or near the examination hall.

- y Communicating with any candidate or any other person inside or outside the examination hall.

- y For more detailed information on academic regulation please refer to VTU website: **www.vtu.ac.in**

ANTI RAGGING CELL

The College has an Anti - Ragging cell to curb the ragging among students. Ragging is strictly prohibited in the college campus and Hostels. In case of encountering such activity, the students affected can boldly report to members of the Anti - Ragging cell. The members of the cell are

Sl. No.	Name of the Member	Designation	Designation in the committee	Contact No.
01	Dr. A S Aravind	Principal	Chairman	
02	Dr.R.Ch.A Naidu	HOD -CSE	Member	9894634885
03	Dr. Kanagavalli	HOD - ISE	Member	9900300877
04	Dr. Manju Devi	HOD - ECE	Member	9448761979
05	Dr. Bharath V S	HOD - EEE	Member	9035325493
06	Dr. Madhusudhana Reddy	HOD-ME	Member	9739300630
07	Dr. Manjunath B K	HOD - BT	Member	9448839887
08	Dr. Malleshaiah	HOD - Civil	Member	9632278408
09	Dr. Raju B R	HOD - Auto	Member	9448373636
10	Mr.	HOD - CTM	Member	
11	Dr. Yashodha B S	HOD - MT	Member	9886702371
12	Dr. Mallikarjun K	HOD - Maths	Member	9740254828
13	Dr. Shanthala	HOD - Phy	Member	9880820145
14	Dr. Surekha M	HOD - Chem	Member	9902992281
15	Prof. Kirti Vinay Kumar	Principal - Arch	Member	9880208488
16	Dr. M.S.Shashidhara	HOD - MCA	Member	9845166153
17	Dr. Dhanalakshmi R V	HOD - MBA	Member	8754295354
18	Mr. Gurumurthy S	Warden	Member	7338254626
19	Dr. Elsamma Thomas	Hostel Warden	Member	8645283643
20	Mr. Muneesh	Administrator	Member	9964313495
21	Mr. G Mahesh	Phy.Edu. Director	Member	9902805745
22	Station House Officer, Madiwala Police Station	SHO	Member	080 22943116

STUDENT MEMBERS

Sl.No.	Name of the Student	Department	Semester
01		CSE	VII
02		CSE	VII
03		ISE	VII
04		ISE	VII
05		ECE	VII
06		ECE	VII
07		EEE	VII
08		EEE	VII
09		EEE	VII
10		ME	VII
11		ME	VII
12		ME	VII
13		BT	VII
14		BT	VII
15		CIVIL	VII
16		CIVIL	VII
17		MT	V
18		MT	V
19		MT	VII
20		MT	VII
21		CTM	VII
22		CTM	VII
23		AUTO	VII
24		AUTO	VII
25		B - ARCH	VII
26		B - ARCH	VII
27		MCA	V
28		MCA	V
29		MBA	III

GRIEVANCE REDRESSAL COMMITTEE

Sl	Name	Designation	GRC	Phone
1	Dr. A S Aravind	Principal	Chairman	30219736
2	Dr. R.Ch.A Naidu	HOD- CSE	Member	30219774
3	Dr.Malleshaiah	HOD – Civil	Member	30219780
4	Dr. Manjunath B K	HOD – BT	Member	30219611
5	Dr. M S Shashidhara	HOD – MCA	Member	30219797
6	Dr. Raju B R	HOD – AUTO	Member	30219606
7	Dr. Mallikarjuna K	Dean Exams, HOD – Maths	Member	30219612
8	Dr. Dhanalakshmi R V	HOD– MBA	Member	30219605
9	Dr. Shanthala	HOD – Phy	Member	30219613
10	Mr. Nagaraj S	Administrator	Member	30219770
11	Dr. Elsamma Thomas	Hostel Warden	Member	30219732
12	Mr. Gurumurthy S	Warden	Member	30219732

GRIEVANCE REDRESSAL COMMITTEE MAIL ADDRESS

1	Dr. A S Aravind	engprincipal@theoxford.edu
2	Dr. R.Ch.A Naidu	engdhodcse@theoxford.edu
3	Dr. Malleshaiah	theoxfordcivil@gmail.com
4	Dr. Manjunath B K	paulbtoxford@gmail.com
5	Dr. M S Shashidhara	engdhodmca@theoxford.edu
6	Dr. Raju B R	engdhodautomobile@theoxford.edu
7	Dr. Mallikarjuna K	mallikarjun_8@yahoo.co.in
8	Dr. Dhanalakshmi R V	hodmbatoce@theoxford.edu
9	Dr. Shanthala	abdulkhaderch@gmail.com
10	Mr. Nagaraj S	info@theoxford.edu
11	Dr. Elsamma Thomas	oxfordhostel1@gmail.com
12	Mr. Gurumurthy S	oxfordhostel1@gmail.com

WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

Sl	Name	Department	Phone
1	Ms. Shobha T	CSE	30219774
2	Ms. Sandhya Rani	ISE	30219790
3	Ms. Soumya Paduokone	ECE	30219642
4	Ms. Manjula	EEE	30219608
5	Ms. K Valarmathy	BT	30219611
6	Ms.	CIVIL	30219782
7	Ms.	MT	30219753
8	Ms Sahana A	MBA	30219605
9	Dr. Shanthala	Physics	30219613
10	Dr Gayathri H N	Chemistry	30219648
11	Ms. Hemalatha	Maths	30219612

CALENDAR FOR THE YEAR 2019-20

AUGUST		
01/08/2019	Thursday	
02/08/2019	Friday	
03/08/2019	Saturday	
04/08/2019	Sunday	
05/08/2019	Monday	First working day for III, V, VII sem B.E, III & V sem MCA
06/08/2019	Tuesday	
07/08/2019	Wednesday	
08/08/2019	Thursday	
09/08/2019	Friday	
10/08/2019	Saturday	
11/08/2019	Sunday	
12/08/2019	Monday	**Bakrid - Holiday**
13/08/2019	Tuesday	
14/08/2019	Wednesday	
15/08/2019	Thursday	**Independence day - Holiday**
16/08/2019	Friday	
17/08/2019	Saturday	
18/08/2019	Sunday	
19/08/2019	Monday	
20/08/2019	Tuesday	
21/08/2019	Wednesday	
22/08/2019	Thursday	
23/08/2019	Friday	
24/08/2019	Saturday	
25/08/2019	Sunday	
26/08/2019	Monday	
27/08/2019	Tuesday	
28/08/2019	Wednesday	
29/08/2019	Thursday	
30/08/2019	Friday	
31/08/2019	Saturday	

SEPTEMBER		
1/09/2019	Sunday	
2/09/2019	Monday	**Ganesh Chathurthi - Holiday**
03/09/2019	Tuesday	
04/09/2019	Wednesday	
05/09/2019	Thursday	
06/09/2019	Friday	
07/09/2019	Saturday	
08/09/2019	Sunday	
09/09/2019	Monday	
10/09/2019	Tuesday	**Moharram - Holiday**
11/09/2019	Wednesday	
12/09/2019	Thursday	**1st internal test**
13/09/2019	Friday	**1st internal test**
14/09/2019	Saturday	**1st internal test**
15/09/2019	Sunday	
16/09/2019	Monday	
17/09/2019	Tuesday	
18/09/2019	Wednesday	
19/09/2019	Thursday	
20/09/2019	Friday	
21/09/2019	Saturday	**1st Parents teachers meeting**
22/09/2019	Sunday	
23/09/2019	Monday	
24/09/2019	Tuesday	
25/09/2019	Wednesday	
26/09/2019	Thursday	
27/09/2019	Friday	
28/09/2019	Saturday	**Mahalaya Amavasya - Holiday**
29/09/2019	Sunday	
30/09/2019	Monday	

OCTOBER		
01/10/2019	Tuesday	
02/10/2019	Wednesday	**Mahatma Gandhi Jayanthi - Holiday**
03/10/2019	Thursday	
04/10/2019	Friday	
05/10/2019	Saturday	
06/10/2019	Sunday	
07/10/2019	Monday	**Maha Navami, Ayudha Pooja - Holiday**
08/10/2019	Tuesday	**Vijaya Dasami - Holiday**
09/10/2019	Wednesday	
10/10/2019	Thursday	
11/10/2019	Friday	
12/10/2019	Saturday	
13/10/2019	Sunday	
14/10/2019	Monday	2nd IA test
15/10/2019	Tuesday	2nd IA test
16/10/2019	Wednesday	2nd IA test
17/10/2019	Thursday	
18/10/2019	Friday	
19/10/2019	Saturday	**2nd Parents teachers meeting**
20/10/2019	Sunday	
21/10/2019	Monday	
22/10/2019	Tuesday	
23/10/2019	Wednesday	
24/10/2019	Thursday	
25/10/2019	Friday	
26/10/2019	Saturday	
27/10/2019	Sunday	
28/10/2019	Monday	**Balipadyami - Holiday**
29/10/2019	Tuesday	**Deepavali - Holiday**
30/10/2019	Wednesday	
31/10/2019	Thursday	

NOVEMBER		
01/11/2019	Friday	**Kannada Rajyotsava - Holiday**
2/11/2019	Saturday	
03/11/2019	Sunday	
04/11/2019	Monday	
05/11/2019	Tuesday	
06/11/2019	Wednesday	
07/11/2019	Thursday	
08/11/2019	Friday	
09/11/2019	Saturday	
10/11/2019	Sunday	
11/11/2019	Monday	
12/11/2019	Tuesday	
13/11/2019	Wednesday	
14/11/2019	Thursday	
15/11/2019	Friday	Kanakadasa Jayanthi - Holiday
16/11/2019	Saturday	
17/11/2019	Sunday	
18/11/2019	Monday	
19/11/2019	Tuesday	
20/11/2019	Wednesday	
21/11/2019	Thursday	3rd IA test
22/11/2019	Friday	3rd IA test
23/11/2019	Saturday	3rd IA test
24/11/2019	Sunday	
25/11/2019	Monday	
26/11/2019	Tuesday	
27/11/2019	Wednesday	
28/11/2019	Thursday	
29/11/2019	Friday	
30/11/2019	Saturday	3rd Parents teachers meeting, Last working day for III, V & VII sem B.E, III & V sem MCA

DECEMBER		
01/12/2019	Sunday	
02/12/2019	Monday	
03/12/2019	Tuesday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
04/12/2019	Wednesday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
05/12/2019	Thursday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
06/12/2019	Friday	Practical examination for III V, VII sem B.E ,III & V sem MCA,
07/12/2019	Saturday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
08/12/2019	Sunday	
09/12/2019	Monday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
10/12/2019	Tuesday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
11/12/2019	Wednesday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
12/12/2019	Thursday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
13/12/2019	Friday	Practical examination for III, V, VII sem B.E ,III & V sem MCA
14/12/2019	Saturday	
15/12/2019	Sunday	
16/12/2019	Monday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
17/12/2019	Tuesday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
18/12/2019	Wednesday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
19/12/2019	Thursday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
20/12/2019	Friday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
21/12/2019	Saturday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
22/12/2019	Sunday	
23/12/2019	Monday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
24/12/2019	Tuesday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
25/12/2019	Wednesday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
26/12/2019	Thursday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
27/12/2019	Friday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
28/12/2019	Saturday	Theory examinations for III, V , VII sem B.E, III & V Sem MCA
29/12/2019	Sunday	
30/12/2019	Monday	
31/12/2019	Tuesday	

JANUARY		
01/01/2020	Wednesday	
02/01/2020	Thursday	
03/01/2020	Friday	
04/01/2020	Saturday	
05/01/2020	Sunday	
06/01/2020	Monday	
07/01/2020	Tuesday	
08/01/2020	Wednesday	
09/01/2020	Thursday	
10/01/2020	Friday	
11/01/2020	Saturday	
12/01/2020	Sunday	
13/01/2020	Monday	
14/01/2020	Tuesday	
15/01/2020	Wednesday	**Makara Sankaranti - Holiday**
16/01/2020	Thursday	
17/01/2020	Friday	
18/01/2020	Saturday	
19/01/2020	Sunday	
20/01/2020	Monday	
21/01/2020	Tuesday	
22/01/2020	Wednesday	
23/01/2020	Thursday	
24/01/2020	Friday	
25/01/2020	Saturday	
26/01/2020	Sunday	
27/01/2020	Monday	First working day for IV & VI sem MCA and IV sem M.Tech
28/01/2020	Tuesday	
29/01/2020	Wednesday	
30/01/2020	Thursday	
31/01/2020	Friday	

FEBRUARY		
01/02/2020	Saturday	
02/02/2020	Sunday	
03/02/2020	Monday	
04/02/2020	Tuesday	
05/02/2020	Wednesday	
06/02/2020	Thursday	
07/02/2020	Friday	
08/02/2020	Saturday	
09/02/2020	Sunday	
10/02/2020	Monday	First working day for II, IV, VI & VIII sem B.E & IV sem MBA
11/02/2020	Tuesday	
12/02/2020	Wednesday	
13/02/2020	Thursday	
14/02/2020	Friday	
15/02/2020	Saturday	
16/02/2020	Sunday	
17/02/2020	Monday	
18/02/2020	Tuesday	
19/02/2020	Wednesday	
20/02/2020	Thursday	
21/02/2020	Friday	Maha Shivarathri - Holiday
22/02/2020	Saturday	
23/02/2020	Sunday	
24/02/2020	Monday	
25/02/2020	Tuesday	
26/02/2020	Wednesday	
27/02/2020	Thursday	1st IA test for IV & VI sem MCA and IV sem M.Tech
28/02/2020	Friday	1st IA test for IV & VI sem MCA and IV sem M.Tech
29/02/2020	Saturday	1st IA test for IV & VI sem MCA and IV sem M.Tech

MARCH		
01/03/2019	Sunday	
02/03/2019	Monday	
03/03/2019	Tuesday	
04/03/2019	Wednesday	
05/03/2019	Thursday	1st working day for II sem MCA & M.Tech
06/03/2019	Friday	
07/03/2019	Saturday	1st Parents teachers meeting for IV & VI sem MCA and IV sem M.Tech
08/03/2019	Sunday	
09/03/2019	Monday	
10/03/2019	Tuesday	
11/03/2019	Wednesday	
12/03/2019	Thursday	1st IA test for II, IV, VI & VIII sem B.E & IV sem MBA
13/03/2019	Friday	1st IA test for II, IV, VI & VIII sem B.E & IV sem MBA
14/03/2019	Saturday	1st IA test for II, IV, VI & VIII sem B.E & IV sem MBA
15/03/2019	Sunday	
16/03/2019	Monday	
17/03/2019	Tuesday	
18/03/2019	Wednesday	
19/03/2019	Thursday	
20/03/2019	Friday	
21/03/2019	Saturday	1st parents teachers meeting for II, IV, VI & VIII sem B.E & IV sem MBA
22/03/2019	Sunday	
23/03/2019	Monday	
24/03/2019	Tuesday	
25/03/2019	Wednesday	Ugadi - Holiday
26/03/2019	Thursday	
27/03/2019	Friday	
28/03/2019	Saturday	
29/03/2019	Sunday	
30/03/2019	Monday	
31/03/2019	Tuesday	

APRIL		
01/04/2019	Wednesday	
02/04/2019	Thursday	2nd IA test for IV & VI sem MCA and IV sem M.Tech &1st IA test for II sem MCA & M.Tech
03/04/2019	Friday	2nd IA test for IV & VI sem MCA and IV sem M.Tech & 1st IA test for II sem MCA & M.Tech
04/04/2019	Saturday	2nd IA test for IV & VI sem MCA and IV sem M.Tech &1st IA test for II sem MCA & M.Tech
05/04/2019	Sunday	
06/04/2019	Monday	**Mahaveer Jayanthi - Holiday**
07/04/2019	Tuesday	
08/04/2019	Wednesday	
09/04/2019	Thursday	
10/04/2019	Friday	Good Friday - Holiday
11/04/2019	Saturday	2nd Parents teachers meeting for IV & VI sem MCA and IV sem M.Tech & 1st Parents teachers meeting for II sem MCA & M.Tech
12/04/2019	Sunday	
13/04/2019	Monday	
14/04/2019	Tuesday	**Ambedkar Jayanthi - Holiday**
15/04/2019	Wednesday	
16/04/2019	Thursday	
17/04/2019	Friday	
18/04/2019	Saturday	
19/04/2019	Sunday	
20/04/2019	Monday	2nd IA test for II, IV, VI & VIII sem B.E & IV sem MBA
21/04/2019	Tuesday	2nd IA test for II, IV, VI & VIII sem B.E & IV sem MBA
22/04/2019	Wednesday	2ndIA test for II, IV, VI & VIII sem B.E & IV sem MBA
23/04/2019	Thursday	
24/04/2019	Friday	Annual Sports Day
25/04/2019	Saturday	2nd Parents teachers meeting for II, IV, VI & VIII sem B.E & IV sem MBA
26/04/2019	Sunday	
27/04/2019	Monday	
28/04/2019	Tuesday	
29/04/2019	Wednesday	
30/04/2019	Thursday	

MAY		
01/05/2019	Friday	**May Day - Holiday**
02/05/2019	Saturday	
03/05/2019	Sunday	
04/05/2019	Monday	
05/05/2019	Tuesday	IGNUS 2k19
06/05/2019	Wednesday	IGNUS 2k19
07/05/2019	Thursday	NCSEM - National conference
08/05/2019	Friday	NCSEM - National conference
09/05/2019	Saturday	
10/05/2019	Sunday	
11/05/2019	Monday	3rd IA test for IV & VI sem MCA and IV sem M.Tech & 2nd IA test for II sem MCA & M.Tech
12/05/2019	Tuesday	3rd IA test for IV & VI sem MCA and IV sem M.Tech & 2nd IA test for II sem MCA & M.Tech
13/05/2019	Wednesday	3rd IA test for IV & VI sem MCA and IV sem M.Tech & 2nd IA test for II sem MCA & M.Tech
14/05/2019	Thursday	
15/05/2019	Friday	
16/05/2019	Saturday	3rd Parents teachers meeting for IV & VI sem MCA and IV sem M.Tech
17/05/2019	Sunday	
18/05/2019	Monday	
19/05/2019	Tuesday	
20/05/2019	Wednesday	Last working day for IV & VI sem MCA and IV sem M.Tech
21/05/2019	Thursday	3rd IA test for II, IV, VI & VIII sem B.E & IV sem MBA
22/05/2019	Friday	3rd IA test for II, IV, VI & VIII sem B.E & IV sem MBA
23/05/2019	Saturday	3rd IA test for II, IV, VI & VIII sem B.E & IV sem MBA
24/05/2019	Sunday	
25/05/2019	Monday	Ramzan - Holiday
26/05/2019	Tuesday	Starting of practical examinations for IV & VI sem MCA
27/05/2019	Wednesday	
28/05/2019	Thursday	
29/05/2019	Friday	MILANA - college cultural fest
30/05/2019	Saturday	
31/05/2019	Sunday	

JUNE		
01/06/2019	Monday	Last working day for II, IV, VI & VIII sem B.E & IV sem MBA
02/06/2019	Tuesday	
03/06/2019	Wednesday	Starting of theory examinations for IV sem M.Tech & MCA, II, IV, VI & VIII sem B.E & IV sem MBA
04/06/2019	Thursday	
05/06/2019	Friday	
06/06/2019	Saturday	
07/06/2019	Sunday	
08/06/2019	Monday	
09/06/2019	Tuesday	
10/06/2019	Wednesday	
11/06/2019	Thursday	3rd IA test for II sem MCA & M.Tech
12/06/2019	Friday	3rd IA test for II sem MCA & M.Tech
13/06/2019	Saturday	3rd IA test for II sem MCA & M.Tech
14/06/2019	Sunday	
15/06/2019	Monday	Starting of theory examinations for II, IV, VI & VIII sem B.E & IV sem MBA
16/06/2019	Tuesday	
17/06/2019	Wednesday	
18/06/2019	Thursday	
19/06/2019	Friday	
20/06/2019	Saturday	
21/06/2019	Sunday	
22/06/2019	Monday	Last working day for II sem MCA & M.Tech
23/06/2019	Tuesday	
24/06/2019	Wednesday	
25/06/2019	Thursday	Starting of practical examinations for II sem MCA & M.Tech
26/06/2019	Friday	
27/06/2019	Saturday	
28/06/2019	Sunday	
29/06/2019	Monday	
30/06/2019	Tuesday	

JULY		
01/07/2019	Wednesday	Starting of theory examinations for II sem MCA & M.Tech
02/07/2019	Thursday	
03/07/2019	Friday	
04/07/2019	Saturday	
05/07/2019	Sunday	
06/07/2019	Monday	
07/07/2019	Tuesday	
08/07/2019	Wednesday	
09/07/2019	Thursday	
10/07/2019	Friday	
11/07/2019	Saturday	
12/07/2019	Sunday	
13/07/2019	Monday	
14/07/2019	Tuesday	
15/07/2019	Wednesday	
16/07/2019	Thursday	
17/07/2019	Friday	
18/07/2019	Saturday	
19/07/2019	Sunday	
20/07/2019	Monday	
21/07/2019	Tuesday	
22/07/2019	Wednesday	
23/07/2019	Thursday	
24/07/2019	Friday	
25/07/2019	Saturday	
26/07/2019	Sunday	
27/07/2019	Monday	
28/07/2019	Tuesday	
29/07/2019	Wednesday	
30/07/2019	Thursday	
31/07/2018	Friday	

MARKS CARD				
Sl. No.	**Subject with Code**	**Mid Term Test**		**Average**
		I	**II**	**III**	
ODD SEMSTER				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
TOTAL					
EVEN SEMSTER				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
TOTAL					

NOTE : Three tests are compulsory. Average marks of best two tests will be communicated to the University. Marks once sent will be final and there is no provision for correction of the internal assessment marks.

TIME TABLE FOR THE ACADEMIC YEAR 2019 - 2020									
PERIOD	**I** 9.00 - 9.55 a.m.	**II** 9.55 - 10.50 a.m.		**III** 11.00 - 11.55 a.m.	**IV** 11.55 12.50 p.m.		**V** 1.30 - 2-25 p.m.	**VI** 2.25- 3.20 p.m.	**VII** 3.20 - 4.15 p.m.
DAY									
ODD SEMESTER									
Monday			BREAK 10.50am- 11.00am			LUNCH BREAK 12.50 pm - 1.30 pm			
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
EVEN SEMESTER									
Monday			BREAK 10.50am- 11.00am			LUNCH BREAK 12.50 pm - 1.30 pm			
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

CHILDREN'S EDUCATION SOCIETY (REGD)

THE OXFORD COLLEGE OF ENGINEERING

Bommanahalli, Hosur Road, Bangalore – 68

080-30219601-602, Fax: 080-25730551, 30219629,

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

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

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I,_____S/o,D/o
Mr./Mrs/Ms._____have carefully read
and fully understood the law prohibiting ragging and the directions of the Supreme
Court and the Central / State Government in this regard.

2. I have received a copy of the **AICTE** Regulations* on Curbing the Menace of Ragging
in Higher Educational Institutions, 2009, and have carefully gone through it.

3. I hereby undertake that

   y I will not indulge in any behavior or act that may come under the definition of ragging,

   y I will not participate in or abet or propagate ragging in any form,

   y I will not hurt anyone physically or psychologically or cause any other harm

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per
the provisions of the **AICTE** Regulations mentioned above and/or as per law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any
institution

Signed this_____day of_____month of_____year

Signature

Name: Address:

*AICTE regulations may be obtained at www.aicte.ac.in/notices/minutesrag230409.pdf
**AS per AICTE/UGC Guidelines online affidavit has to be filed using website link:
WWW.AMANMOVEMENT.ORG**

CHILDREN'S EDUCATION SOCIETY (REGD)

THE OXFORD COLLEGE OF ENGINEERING

Bommanahalli, Hosur Road, Bangalore – 68

080-30219601-602, Fax: 080-25730551, 30219629,

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

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

UNDERTAKING BY THE PARENT/GUARDIAN

1. I,_____

   F/o, M/o,G/o_____have

   carefully read and fully understood the law prohibiting ragging and the directions of

   the Supreme Court and the Central / State Government in this regard as well as the

   AICTE Regulations* on Curbing the Menace of Ragging in Higher Educational

   Institutions 2009.

2. I assure you that my son/daughter/ward will not indulge in any act of ragging.

3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be

   punished as per the provisions of the AICTE Regulations mentioned above and/or as

   per the law in force.

Signed this_____day of_____month of_____year

Signature

Name: Address:

*AICTE regulations may be obtained at www.ugc.ac.in/notices/minutesrag230409.pdf

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Boards Displayed in the Institution regarding Do's and Dont's for students

Library Instructions/Rules and Dos and Don'ts

Library General Instructions

Behavior in the Library

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Guidelines and Rules of the Library

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Labs Instructions/Rules and regulations/Dos and Don'ts

Do's and Donts in the Lab

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Computer Lab Instructions

Do's and Donts of Mechanical Engineering

Do's and Donts of Civil Engineering

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Do's and Donts of EEE

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Computer Lab Instructions

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Do's and Don'ts Department wise

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

CHILDREN'S EDUCATION SOCIETY (REGD.)
THE OXFORD COLLEGE OF ENGINEERING
THE DEPARTMENT OF CIVIL ENGINEERING
ENVIRONMENTAL ENGINEERING LABORATORY

DO's

- Wear apron(s), gloves and shoes in the laboratory at all times.
- Call Laboratory Instructor/Faculty-in-charge before dealing with an unknown chemical/complex experimental procedure.
- Keep contact details of Laboratory Instructor/Faculty-in-charge in case of emergency situations or to call in case of any doubt(s).
- Read the safety instructions on the chemical containers before handling them.
- Watch your step while walking around in the laboratory.
- Clean the instruments/glassware after completion of the experimental procedure.
- Equip your knowledge on Environment, Health & Safety (EHS) aspects with regard to working in the Environmental Engineering Laboratory on a frequent/regular basis.
- Keep the laboratory ventilated at all times to avoid accumulation of toxic gases and for easy working conditions.

DONT'S

- Wear shorts, open half-sleeve shirts and Jeans, skirts/short-skirts, plunging necklines or any kind of slippers/chappals or walking barefoot in the laboratory.
- Perform any complex experimental procedure unless fully knowledgeable/aware of it.
- Handle any toxic/hazardous chemicals without help of the Laboratory Instructor/Faculty-in-charge or a knowledgeable/experienced person in the area of environmental/occupational health and safety aspects.
- Fight/Push/Play around with anyone in the laboratory, which will result in breakage of laboratory instruments/glassware, or spillage of chemicals which could be toxic and hazardous to human health.

GPS Map Camera

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.901272°
Long 77.63081°
06/11/21 12:20 PM

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

CHILDREN'S EDUCATION SOCIETY (REGD.)

THE OXFORD COLLEGE OF ENGINEERING

DEPT. OF ELECTRICAL AND ELECTRONICS ENGG.

DO'S AND DONT'S IN THE LAB

DO's:-

1. Proper dress code has to be followed (Shirts and Jeans with Shoes) while entering in the Lab.
3. Students should carry observation notes and record completed in all aspects.
4. Correct specifications of the equipment have to be mentioned in the circuit diagram.
5. Student should be aware of operating equipment.
6. Students should be at their concerned experiment table, unnecessary moment should restricted.
7. Student should follow the indent procedure to receive and deposit the equipment from the Lab Store Room.
8. After completing the connections Students should verify the circuits by the Lab Instructor.
9. The reading must be shown to the Staff In-Charge for verification.
10. Students must ensure that all switches are in the OFF position, all the connections are removed.

DONT's:-

1. Don't come late to the Lab.
2. Don't enter into the Lab with Gold rings, bracelets and bangles.
3. Don't make or remove the connections with power ON.
4. Don't switch ON the supply without verifying by the Staff Member.
5. Don't switch OFF the machine with load.
6. Don't leave the lab without the permission of the Staff In-charge

GPS Map Camera

Bengaluru, Karnataka, India

89, Service Rd, near Hemadri Ceramics, Madiwala, 1st Stage, BTM Layout, Bengaluru, Karnataka 560037, India
Lat 12.902425°
Long 77.631955°
08/11/21 12:48 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
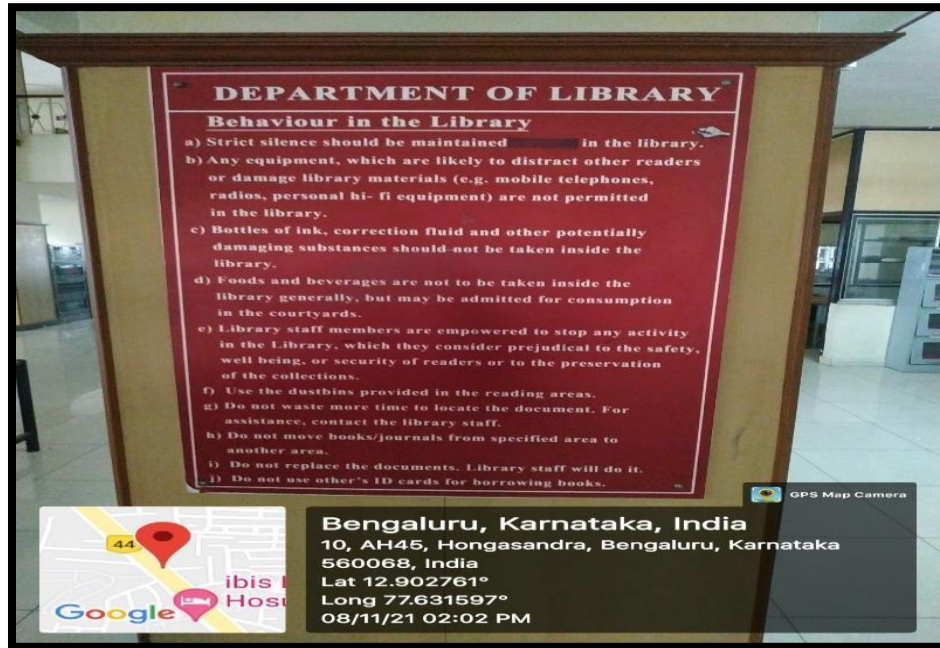Approved by A.I.C.T.E. New Delhi.
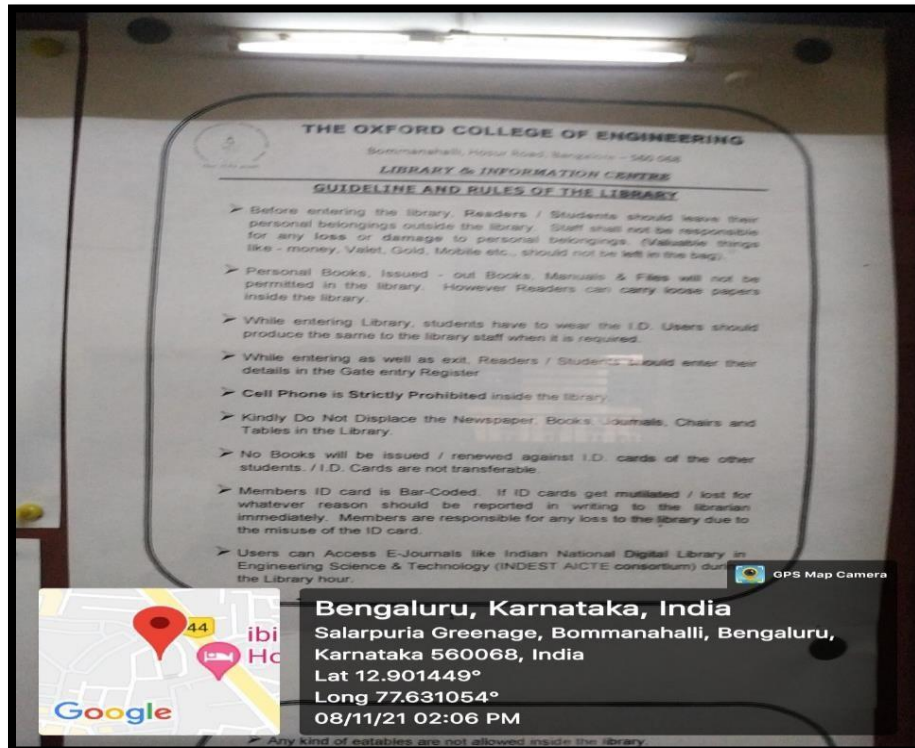Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
Instruction to be followed in the Computer Laboratory

1. No person other than a bonafide student, staff & official visitor of the institution will be admitted to the computer laboratories.
2. Each Student is required to adhere strictly to the timings assigned to him/her as per the laboratory work schedule.
3. Students are not allowed inside the computer lab without their identity cards.
4. No student will be permitted to be inside the lab during the time he/she has a theory class.
5. Each student should maintain silence, work only the assigned lab problem exercise.
6. Any student found indulging in talking, playing music, meddling with system, defining/ redefining the passwords, etc, will immediately be debarred from further use of the lab facilities.
7. Any student found causing damage to the equipment inside the laboratory will be debarred from the further use of the lab facilities.
8. Any student wishing to use the lab facilites at a time not allocated to him officially will have to take permission of the lab instructor in charge before entering the lab. All the students should enter their name & class in the logbook present in the respective labs before using the lab facilites.
9. Program listings / Project details can be taken on hard copy with prior permission of the lab instructor, stationery should be brought by the student.
10. Students are advised to create a folder in their name in the Hard Disk of the back up server and to store all their files in that folder.
11. Since, files will be periodically deleted from the Hard Disk for the purposes of maintenance, students should take periodic back up of their files on their storage devices with permission.
12. Before leaving the computer lab students should shut down & switch off the system and arrange the chairs, keyboard & mouse neatly in the proper place.

Bengaluru, Karnataka, India
23, AMR Tech Park Internal Rd, Hongasandra,
Bengaluru, Karnataka 560068, India
Lat 12.901003°
Long 77.631161°
06/11/21 12:09 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
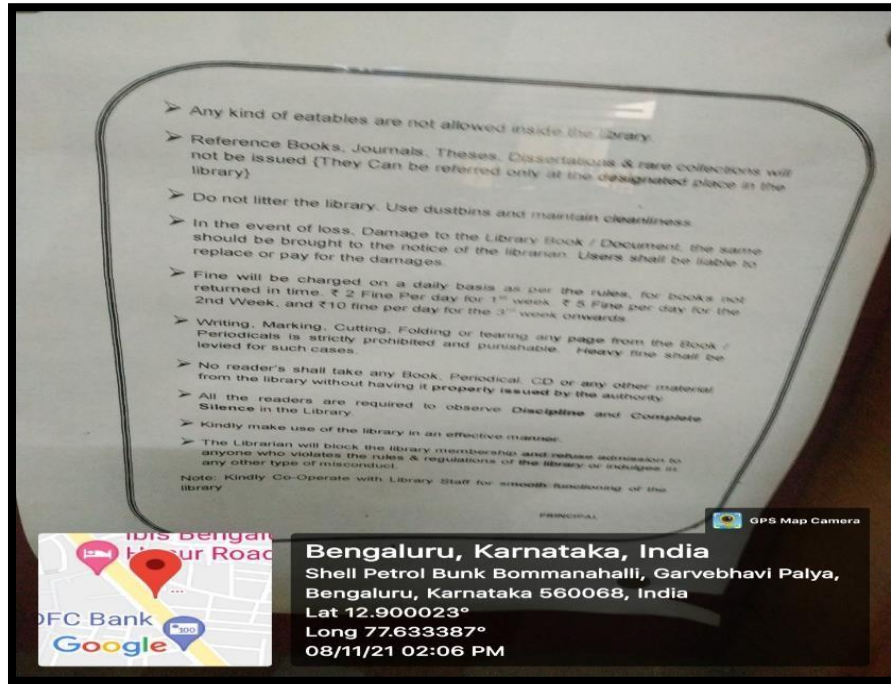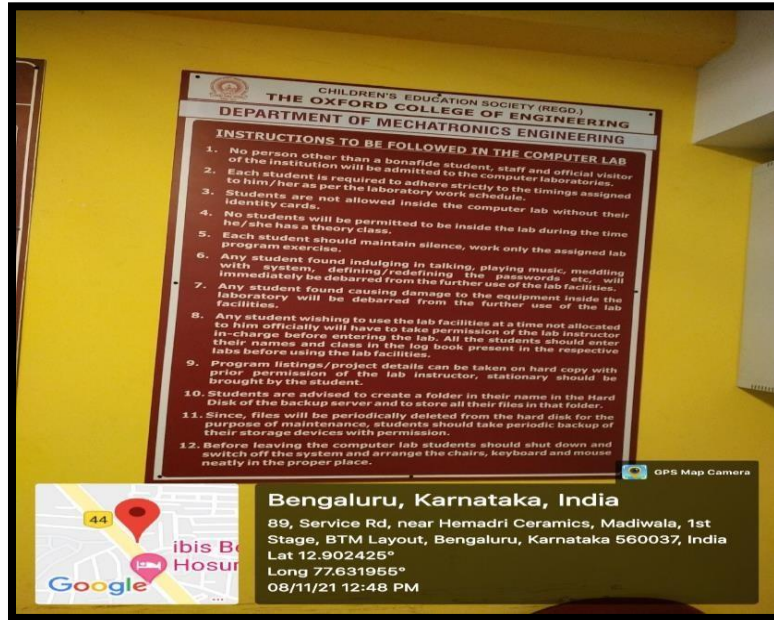
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

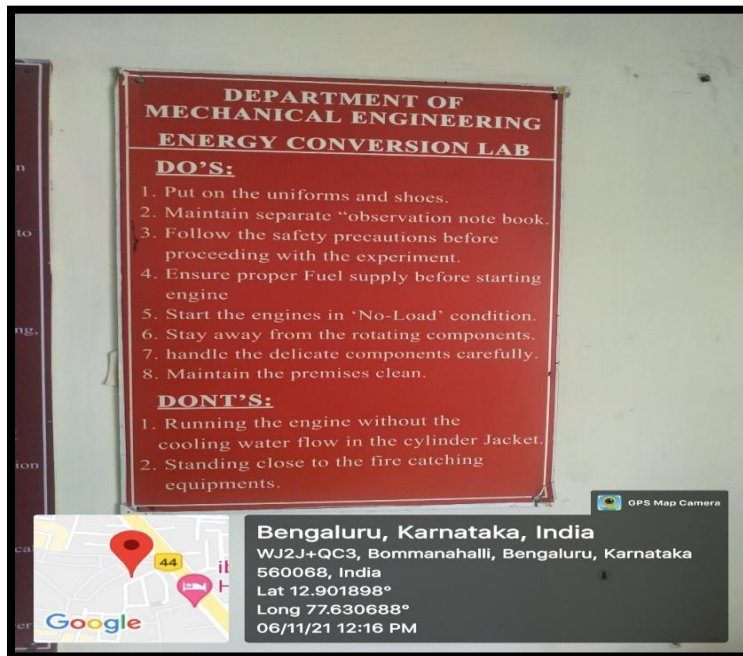Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

DEPARTMENT OF CSE
COMPUTER LABORATORY

DO 'S

1. Do log off the computer when you finish your work.
   [Try to remember to shut down the computer when you leave]
2. Do ask the staff for assistance if you need help.
3. Do keep your voice low while discussing with others in the lab.
4. Do try and store your work on your own diskette zip disk, CD-R/W, or "H" drive.
5. Suggestions are welcome for the improve inout of the lab activities.
6. Run Critical updates when prompted.
7. Run Virus Updates when Prompted.
8. Back up your documents regularly.
9. You can take printout of your job with permission.

DONT'S

1. Don't access, upload or download obscene, pornographic, threatening, or in discriminatory materials.
2. Don't use multi - user domains.
3. Don't attempt to bypass the computer security system.
4. Don't attempt to install, remove, or copy software.
5. Don't eat or drink while working at a computer.
6. Don't open E- mail from the Internet in the regular lab sessions.
7. Don't install programs from the Internet.
8. Don't install file sharing software such as Kazaa and Lime wire.
9. Don't use obvious passwords such as your name or birthday.
10. Don't send passwords over email.
11. Don't install any network devices (ie., wireless) without contacting Technical support staff.

GPS Map Camera

Bengaluru, Karnataka, India

AB1502 Salarpuria satva Greenage Bommanhali,, Hosur Rd, Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.901905°
Long 77.630355°
06/11/21 12:11 PM

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
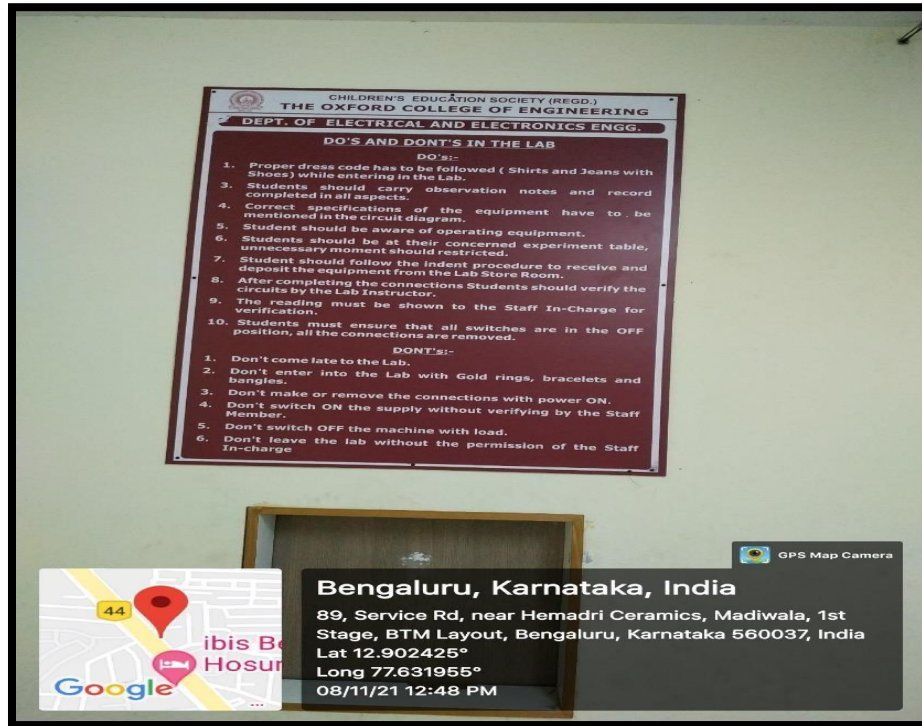
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

DEPARTMENT OF BIOTECHNOLOGY
BIOSAFETY GUIDELINES FOR
CHEMICAL ENGINEERING
LABORATORIES

DO'S
- Laboratory coats should be worn and fastened at all times
- Updated observation note book should be brought for practical class
- Previous experiment should be valuated and duly signed by the staff member
- Record note book should be written legibly and neatly
- Work area should be cleaned with appropriate solvent before and after work
- Report to the lab 5min in advance
- All the systems should be switched off after the use
- Sensors should be handled gently and carefully
- In case of fire break fire extinguisher should be used
- All the equipments should be switched off just after the work

DONT'S
- Do not eat, drink or smoke in the lab
- Do not lick labels, chew pencils, chew your nails, etc
- Do not spill or waste any chemical or reagent
- Do not handle any of the electrical instrument with wet hand
- Do not inhale the vapors of solvents
- Do not touch the chemicals with bare hands
- Never exceed the prescribed pressure and temperature of equipments

Bengaluru, Karnataka, India
WJ2J+QC3, Bommanahalli, Bengaluru, Karnataka
560068, India
Lat 12.901891°
Long 77.630805°
06/11/21 12:14 PM

DEPARTMENT
OF
MECHANICAL ENGINEERING
MACHINE SHOP

DO'S:
1. Wear the uniform and shoes compulsorily.
2. Keep the tools & instruments borrowed near your work place and return them as soon as completion of work.
3. Clean the work place after completion of work.
4. Keep the work place and surroundings clean
5. Check the oil level before starting the machine and inform the instructor if it is showing empty

DONT'S:
1. Handling cutting tools roughly during grinding.
2. Changing gears while spindle in motion.
3. Leaving chuck keys in the jaw after tightening the job.

Bengaluru, Karnataka, India
WJ2J+QC3, Bommanahalli, Bengaluru, Karnataka
560068, India
Lat 12.901895°
Long 77.630792°
06/11/21 12:15 PM

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.
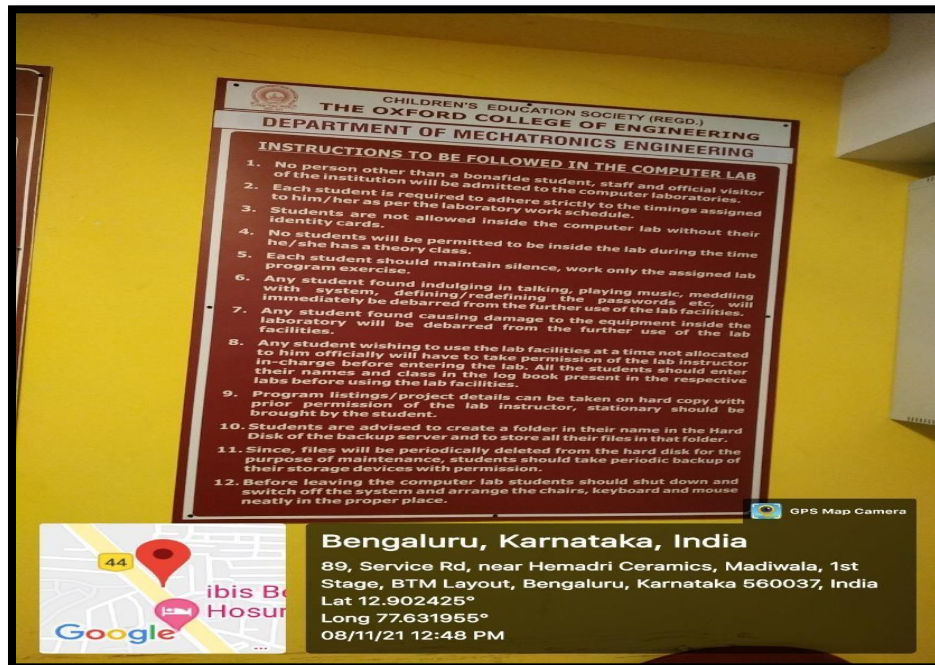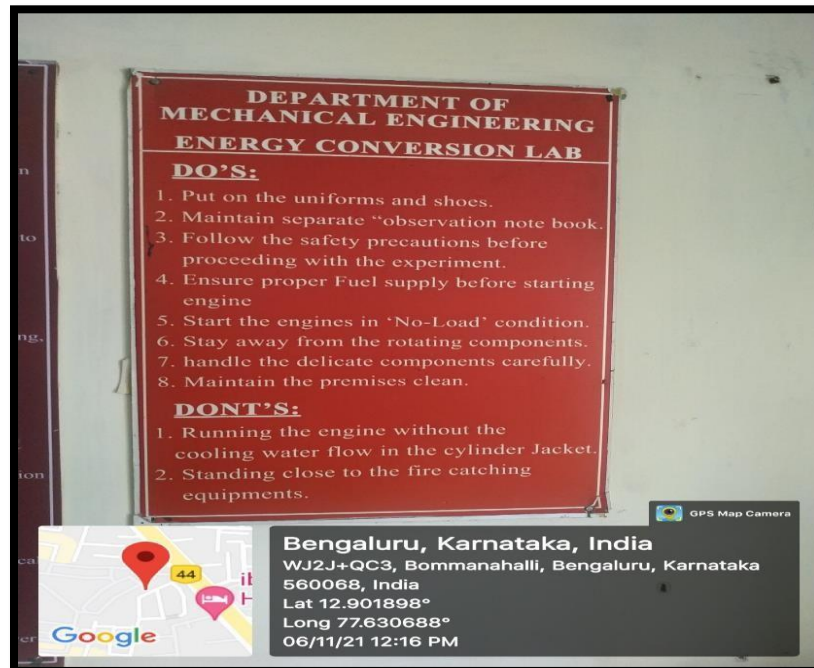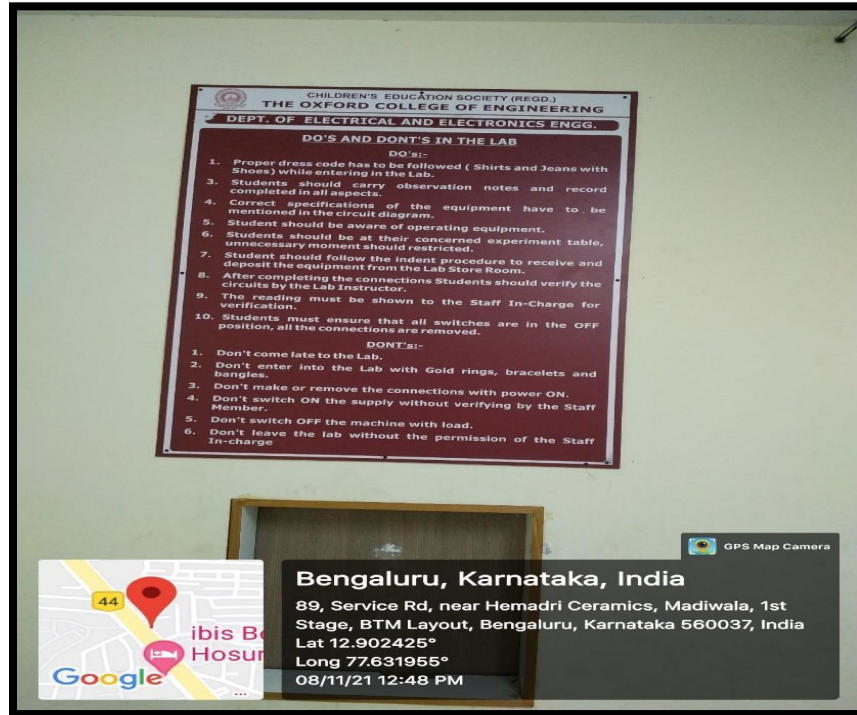
Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

DEPARTMENT OF MECHANICAL ENGINEERING
ENERGY CONVERSION LAB

DO'S:

1. Put on the uniforms and shoes.
2. Maintain separate "observation note book.
3. Follow the safety precautions before proceeding with the experiment.
4. Ensure proper Fuel supply before starting engine
5. Start the engines in 'No-Load' condition.
6. Stay away from the rotating components.
7. handle the delicate components carefully.
8. Maintain the premises clean.

DONT'S:

1. Running the engine without the cooling water flow in the cylinder Jacket.
2. Standing close to the fire catching equipments.

GPS Map Camera

Bengaluru, Karnataka, India
WJ2J+QC3, Bommanahalli, Bengaluru, Karnataka
560068, India
Lat 12.901898°
Long 77.630688°
06/11/21 12:16 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
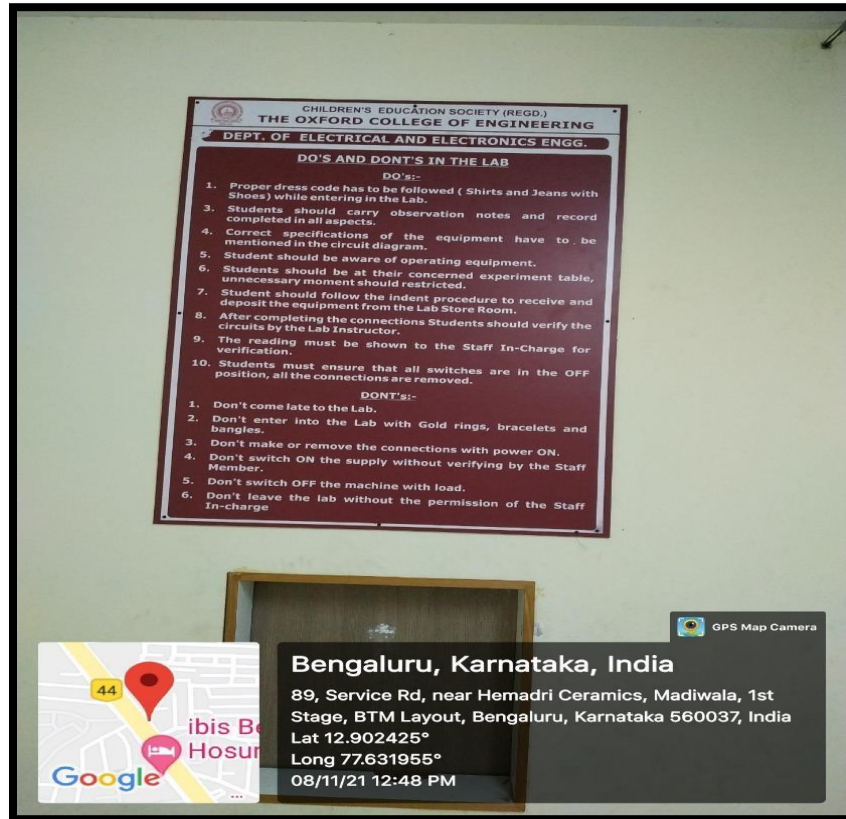
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGG.

LABORATORY INSTRUCTIONS

- The students are expected to be punctual and regular to the laboratory classes.
- The students have to come prepared for the experiments as per the cycle of experiments.
- Students shall be permitted to do the experiment only if he brings the completed observation note book and laboratory record.
- Students are expected to draw the consumables from the stores after filling up the consumable - slip signed by the staff in- charge.
- After making the connections the students are required to get the connections checked by the staff before switching on the power supply.
- Students should not leave the laboratory without getting the observation note- books signed by the concerned staff.
- The students should return all the consumables drawn by them to the stores.
- If any instrument /equipment is not functioning properly, it has to be brought to the notice of the staff concerned.

Bengaluru, Karnataka, India
Begur Devachikkanahalli Road Junction Bus Stop, Service Rd, Popular Colony, Mangammanapalya, Bengaluru, Karnataka 560068, India
Lat 12.903097°
Long 77.631239°
06/11/21 12:01 PM

DEPARTMENT OF INFORMATION SCIENCE & ENGG.

Instruction to be followed in the Computer Laboratory

1. No person other than a bonafide student, staff & official visitor of the institution will be admitted to the computer laboratories.
2. Each Student is required to adhere strictly to the timings assigned to him/her as per the laboratory work schedule.
3. Students are not allowed inside the computer lab without their identity cards.
4. No student will be permitted to be inside the lab during the time he/she has a theory class.
5. Each student should maintain silence, work only the assigned lab problem exercise.
6. Any student found indulging in talking, playing music, meddling with system, defining/ redefining the passwords, etc, will immediately be debarred from further use of the lab facilities.
7. Any student found causing damage to the equipment inside the laboratory will be debarred from the further use of the lab facilities.
8. Any student wishing to use the lab facilities at a time not allocated to him officially will have to take permission of the lab instructor in charge before entering the lab. All the students should enter their name & class in the logbook present in the respective labs before using the lab facilities.
9. Program listings / Project details can be taken on hard copy with prior permission of the lab instructor, stationery should be brought by the student.
10. Students are advised to create a folder in their name in the Hard Disk of the back up server and to store all their files in that folder.
11. Since, files will be periodically deleted from the Hard Disk for the purposes of maintenance, students should take periodic back up of their files on their storage devices with permission.
12. Before leaving the computer lab students should shut down & switch off the system and arrange the chairs, keyboard & mouse neatly in the proper place.

Bengaluru, Karnataka, India
Shree krishna classy Below poorvika mobils Garebhavipalya service road, Hosur Rd, Bandepalya, Garvebhavi Palya, Bengaluru, Karnataka 560068, India
Lat 12.900376°
Long 77.633387°
06/11/21 12:07 PM

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
COMPUTER LABORATORY

DO 'S
1. Do log off the computer when you finish your work.
   [Try to remember to shut down the computer when you leave]
2. Do ask the staff for assistance if you need help.
3. Do keep your voice low while discussing with others in the lab.
4. Do try and store your work on your own diskette zip disk, CD-R/W, or "H" drive.
5. Suggestions are welcome for the improvement of the lab activities.
6. Run Critical updates when prompted.
7. Run Virus Updates when Prompted.
8. Back up your documents regularly.
9. You can take printout of your job with permission.

DONT'S
1. Don't access, upload or download obscene, pornographic, threatening, or in discriminatory materials.
2. Don't use multi - user domains.
3. Don't attempt to bypass the computer security system.
4. Don't attempt to install, remove, or copy software.
5. Don't eat or drink while working at a computer.
6. Don't open E- mail from the Internet in the regular lab sessions.
7. Don't install programs from the Internet.
8. Don't install file sharing software such as Kazaa and Lime wire.
9. Don't use obvious passwords such as your name or birthday.
10. Don't send passwords over email.
11. Don't install any network devices (ie., wireless) without contacting Technical support staff.

Bengaluru, Karnataka, India
23, AMR Tech Park Internal Rd, Hongasandra,
Bengaluru, Karnataka 560068, India
Lat 12.900956°
Long 77.631095°
06/11/21 12:09 PM

DEPARTMENT OF
ELECTRONICS & COMMUNICATION ENGG.

LABORATORY INSTRUCTIONS
- The students are expected to be punctual and regular to the laboratory classes.
- The students have to come prepared for the experiments as per the cycle of experiments.
- Students shall be permitted to do the experiment only if he brings the completed observation note book and laboratory record.
- Students are expected to draw the consumables from the stores after filling up the consumable - slip signed by the staff in- charge.
- After making the connections the students are required to get the connections checked by the staff before switching on the power supply.
- Students should not leave the laboratory without getting the observation note- books signed by the concerned staff.
- The students should return all the consumables drawn by them to the stores.
- If any instrument /equipment is not functioning properly, it has to be brought to the notice of the staff concerned.

Bengaluru, Karnataka, India
Begur Devachikkanahalli Road Junction Bus Stop, Service Rd,
Popular Colony, Mangammanapalya, Bengaluru, Karnataka
560068, India
Lat 12.903097°
Long 77.631239°
06/11/21 12:01 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
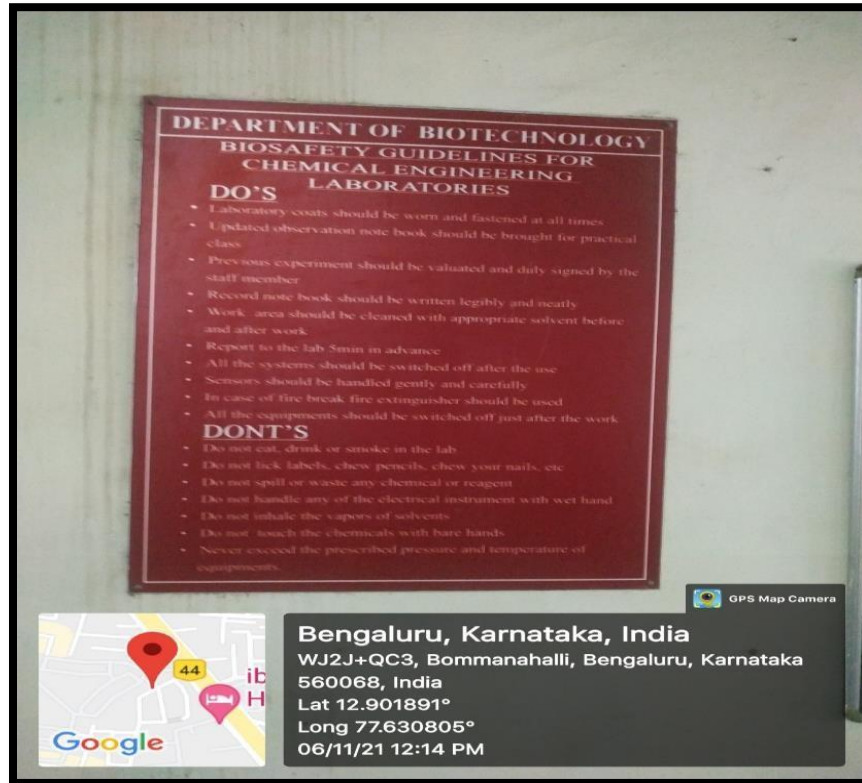Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGG.

LABORATORY GUIDELINES

- The students are expected to be punctual and regular to the laboratory classes.
- The students have to come prepared with the program codes in the observation note book.
- Compilation procedure for the programs should be written in the first page of the observation and the record note book.
- All the students must enter login and logout timing in the logbook.
- Throughout the semester the student is required to use the same system allocated to him at the start of the semester.
- Use of Floppy/CD/ Pen drive is strictly prohibited.
- Computers must be shutdown properly before leaving the lab.

GPS Map Camera

Bengaluru, Karnataka, India
1st Floor, AMR Tech Park I Annexe, Nos. 23 & 24,
Hongasandra, Hosur Road, Hongasandra, Bengaluru,
Karnataka 560068, India
Lat 12.900603°
Long 77.63135°
06/11/21 12:02 PM

DEPARTMENT OF ▬▬▬

Instruction to be followed in the Computer Laboratory

1. No person other than a bonafide student, staff & official visitor of the institution will be admitted to the computer laboratories.
2. Each Student is required to adhere strictly to the timings assigned to him/her as per the laboratory work schedule.
3. Students are not allowed inside the computer lab without their identity cards.
4. No student will be permitted to be inside the lab during the time he/she has a theory class.
5. Each student should maintain silence, work only the assigned lab problem exercise.
6. Any student found indulging in talking, playing music, meddling with system, defining/ redefining the passwords, etc, will immediately be debarred from further use of the lab facilities.
7. Any student found causing damage to the equipment inside the laboratory will be debarred from the further use of the lab facilities.
8. Any student wishing to use the lab facilites at a time not allocated to him officially will have to take permission of the lab instructor in charge before entering the lab. All the students should enter their name & class in the logbook present in the respective labs before using the lab facilites.
9. Program listings / Project details can be taken on hard copy with prior permission of the lab instructor, stationery should be brought by the student.
10. Students are advised to create a folder in their name in the Hard Disk of the back up server and to store all their files in that folder.
11. Since, files will be periodically deleted from the Hard Disk for the purposes of maintenance, students should take periodic back up of their files on their storage devices with permission.
12. Before leaving the computer lab students should shut down & switch off the system and arrange the chairs, keyboard & mouse neatly in the proper place.

GPS Map Camera

Bengaluru, Karnataka, India
26/1, next to The Oxford, Junction, Bengaluru,
Karnataka 560068, India
Lat 12.900749°
Long 77.632114°
06/11/21 12:06 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
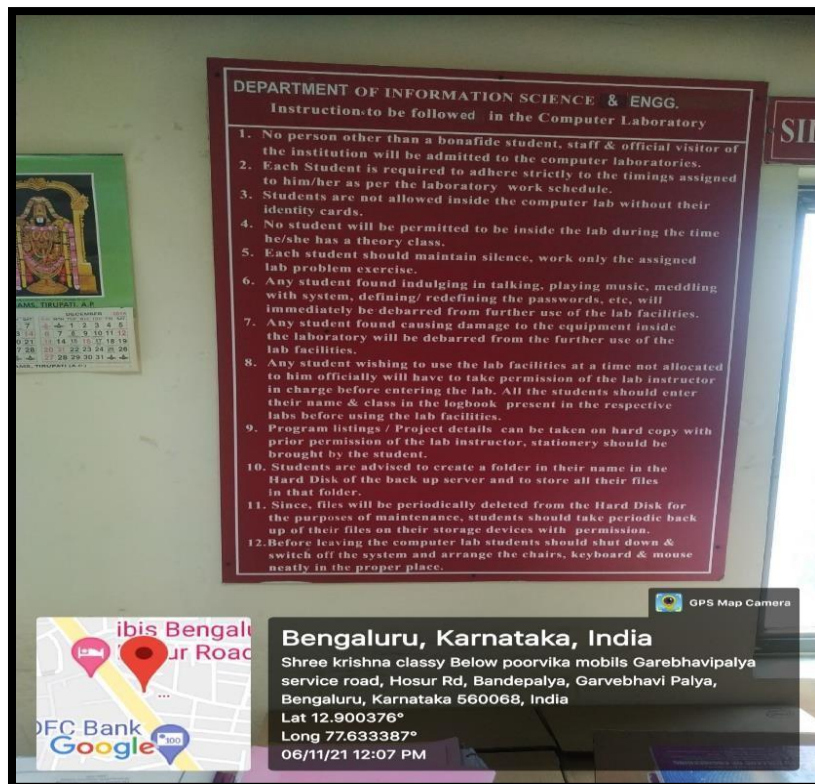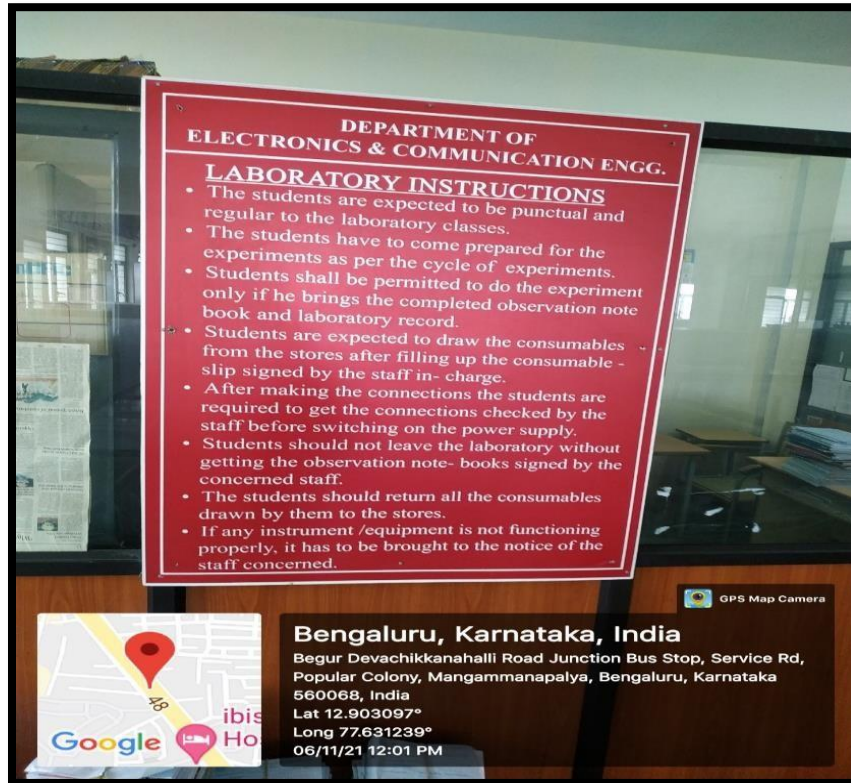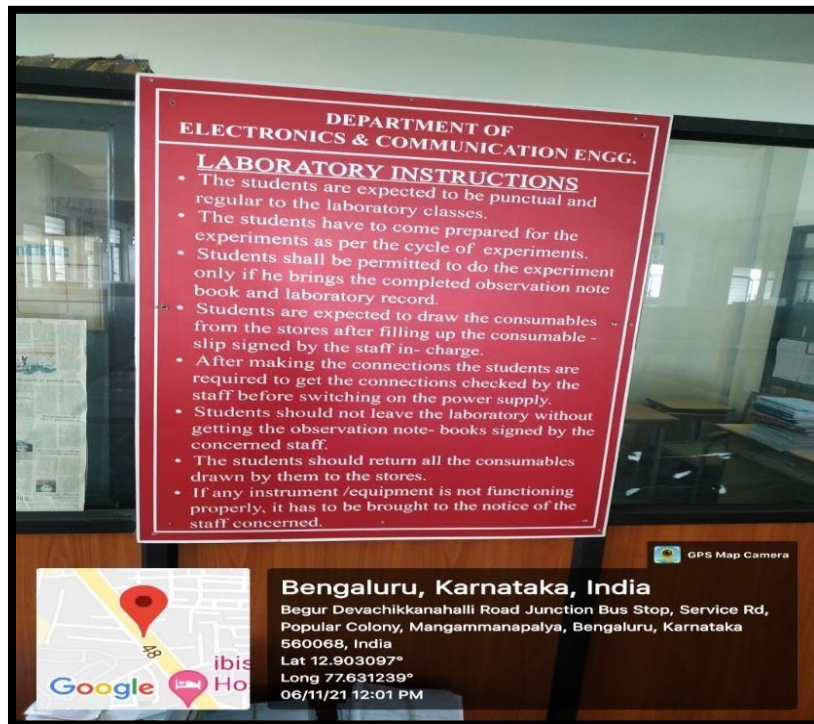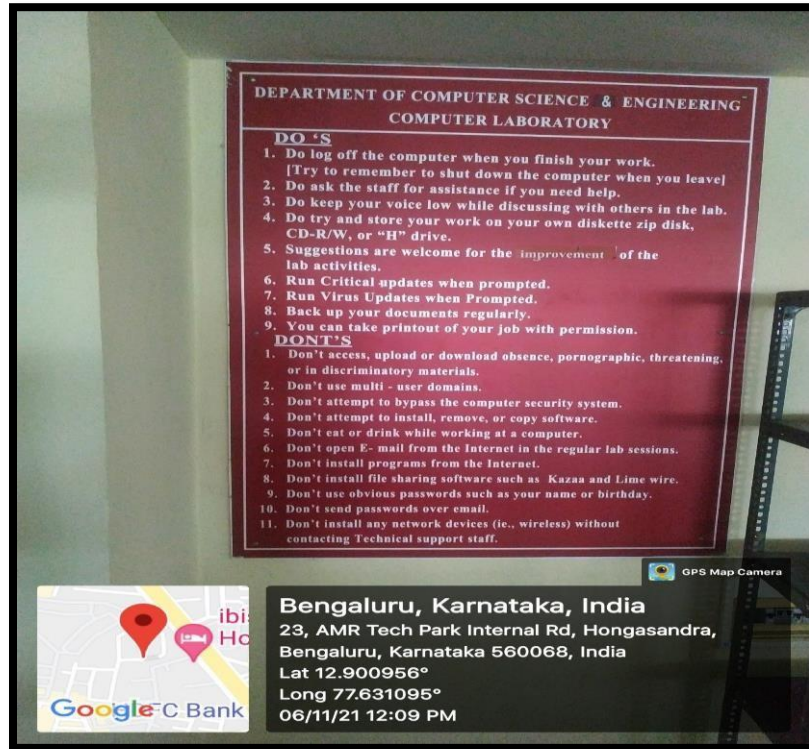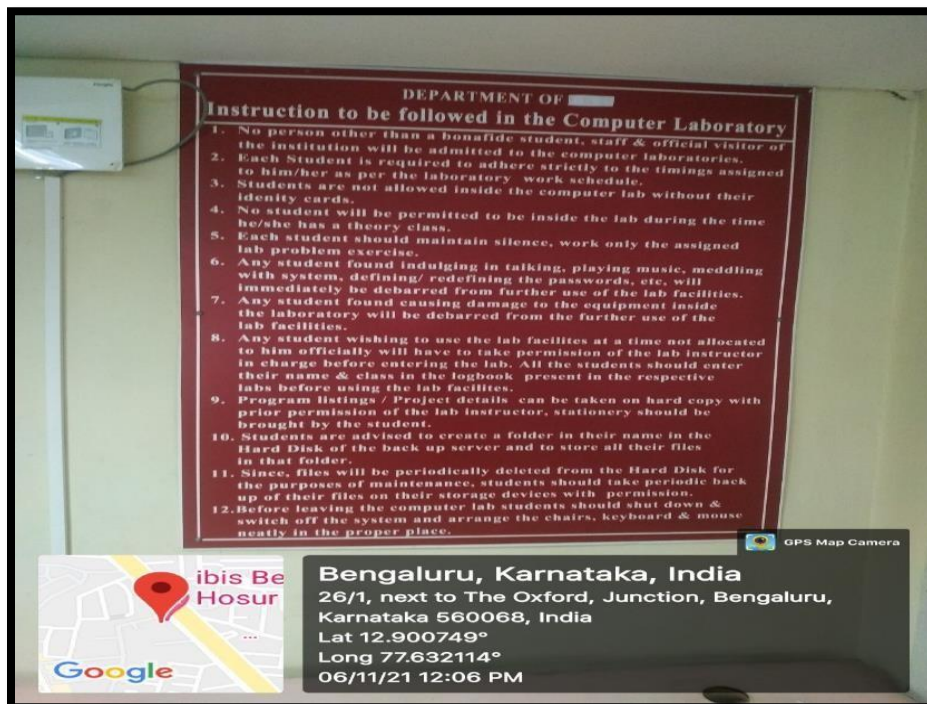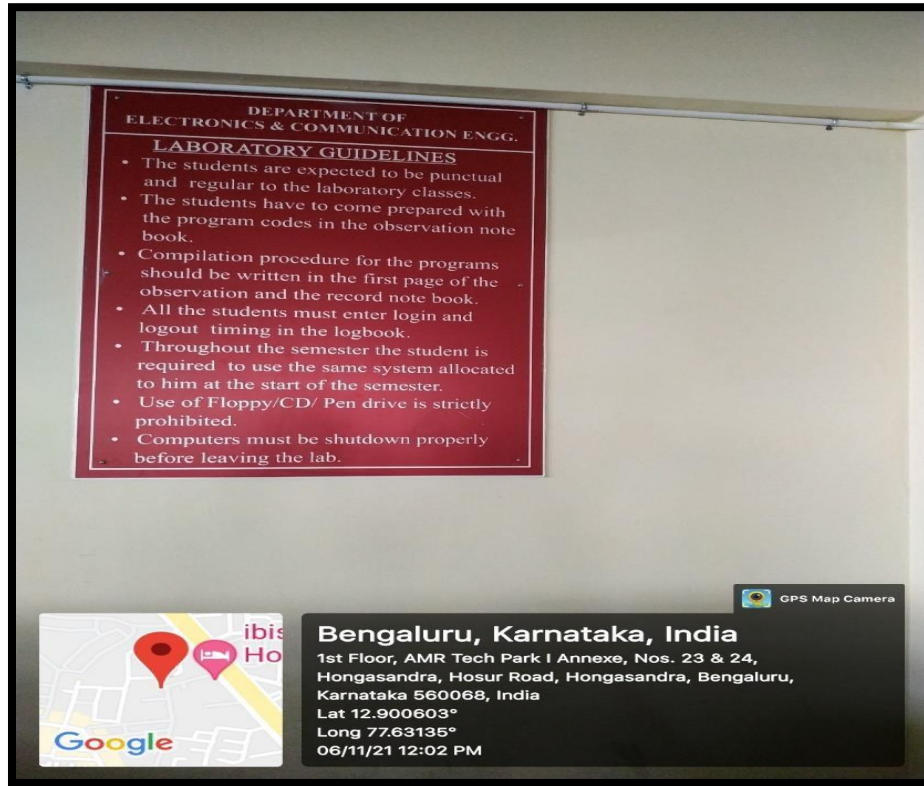Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF INFORMATION SCIENCE & ENGG.
Instruction to be followed in the Computer Laboratory

1. No person other than a bonafide student, staff & official visitor of the institution will be admitted to the computer laboratories.
2. Each Student is required to adhere strictly to the timings assigned to him/her as per the laboratory work schedule.
3. Students are not allowed inside the computer lab without their identity cards.
4. No student will be permitted to be inside the lab during the time he/she has a theory class.
5. Each student should maintain silence, work only the assigned lab problem exercise.
6. Any student found indulging in talking, playing music, meddling with system, defining/ redefining the passwords, etc. will immediately be debarred from further use of the lab facilities.
7. Any student found causing damage to the equipment inside the laboratory will be debarred from the further use of the lab facilities.
8. Any student wishing to use the lab facilities at a time not allocated to him officially will have to take permission of the lab instructor in charge before entering the lab. All the students should enter their name & class in the logbook present in the respective labs before using the lab facilities.
9. Program listings / Project details can be taken on hard copy with prior permission of the lab instructor, stationery should be brought by the student.
10. Students are advised to create a folder in their name in the Hard Disk of the back up server and to store all their files in that folder.
11. Since, files will be periodically deleted from the Hard Disk for the purposes of maintenance, students should take periodic back up of their files on their storage devices with permission.
12. Before leaving the computer lab students should shut down & switch off the system and arrange the chairs, keyboard & mouse neatly in the proper place.

Bengaluru, Karnataka, India
Shree krishna classy Below poorvika mobils Garebhavipalya service road, Hosur Rd, Bandepalya, Garvebhavi Palya, Bengaluru, Karnataka 560068, India
Lat 12.900376°
Long 77.633387°
06/11/21 12:07 PM

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
COMPUTER LABORATORY

DO 'S
1. Do log off the computer when you finish your work. [Try to remember to shut down the computer when you leave]
2. Do ask the staff for assistance if you need help.
3. Do keep your voice low while discussing with others in the lab.
4. Do try and store your work on your own diskette zip disk, CD-R/W, or "H" drive.
5. Suggestions are welcome for the improvement of the lab activities.
6. Run Critical updates when prompted.
7. Run Virus Updates when Prompted.
8. Back up your documents regularly.
9. You can take printout of your job with permission.

DONT'S
1. Don't access, upload or download obsence, pornographic, threatening, or in discriminatory materials.
2. Don't use multi - user domains.
3. Don't attempt to bypass the computer security system.
4. Don't attempt to install, remove, or copy software.
5. Don't eat or drink while working at a computer.
6. Don't open E- mail from the Internet in the regular lab sessions.
7. Don't install programs from the Internet.
8. Don't install file sharing software such as Kazaa and Lime wire.
9. Don't use obvious passwords such as your name or birthday.
10. Don't send passwords over email.
11. Don't install any network devices (ie., wireless) without contacting Technical support staff.

Bengaluru, Karnataka, India
23, AMR Tech Park Internal Rd, Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.900956°
Long 77.631095°
06/11/21 12:09 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
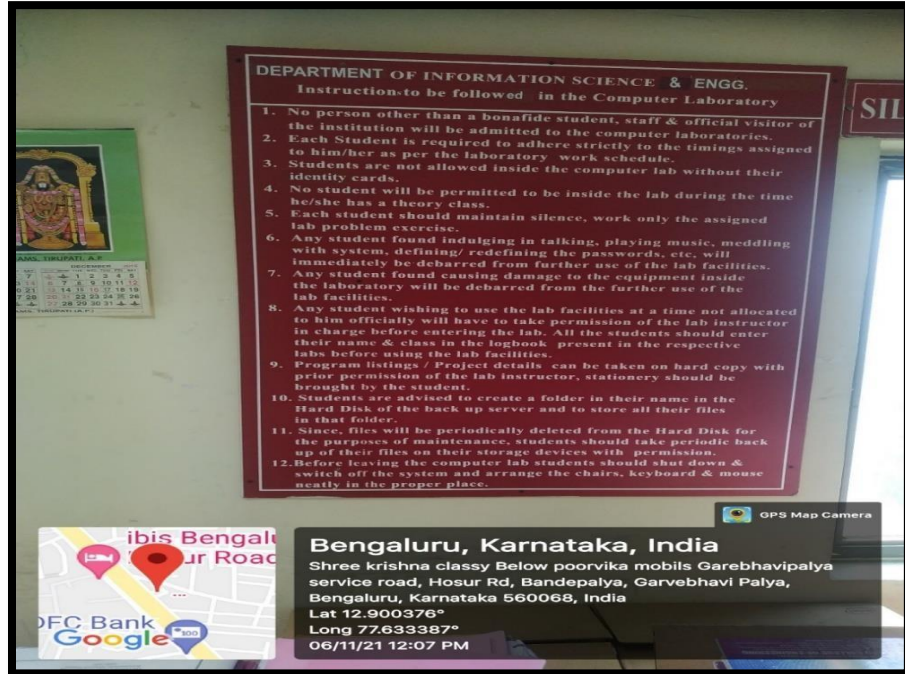
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

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

DEPT. OF MECHANICAL ENGINEERING

DO'S AND DONT'S IN THE CAED LAB

Do's

- Do log off the computer when you finish your work [Try to remember to shut down the computer when you leave].
- Do ask the staff for assistance if you need help.
- Do keep your voice low while discussing with others in the lab.
- Do try to store your work on your own diskette zip disk, CD-R/W, or 'H' drive.
- Suggestions are welcome for the improvement of the lab activities.
- Run critical updates when prompted.
- Run virus updates when prompted.
- Back up your documents regularly.
- You can take printouts of your job with permission.

Dont's

- Don't access, upload or download obscene, pornographic, threatening or in-discriminatory materials.
- Don't use multiuser domains.
- Don't attempt to by-pass the computer security system.
- Don't attempt to install, remove or copy software.
- Don't eat or drink while working at a computer.
- Don't open Email from the Internet in the regular lab sessions.
- Don't install programs for the Internet.
- Don't use pen drive
- Leave your footwear outside.

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.90117°
Long 77.630691°
08/11/21 03:28 PM

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

DEPT. OF PHYSICS

DO'S AND DONT'S IN THE CAMA / CIM LAB

Do's

- Students are expected to be punctual and regular in the practical classes.
- All students should positively bring their record book and manual and other required stationery items.
- The record and manual book must be kept in good condition.
- Students must come prepared for the experiments as per the given lab cycle.
- While doing experiments students should maintain discipline.
- Students are required to handle the equipment with utmost care.
- All the entries should be done in pen except graphs.
- Student should get the readings and calculation checked by the faculty on the same day.
- Attendance is compulsory and forms part of the IA marks

Dont's

- Students shall not come to the lab during the time he/she has theory classes.
- Students are not allowed in the lab without their ID card.
- Students shall not come to the lab without completed record and manual book.
- Students will not be allowed to leave the lab before disconnecting the circuit and handing over the components to the instructor before leaving the lab.
- Students will not be allowed to come in casual dress
- Leave your foot wear outside.

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.901019°
Long 77.630607°
08/11/21 03:30 PM

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

DEPARTMENT OF ENGINEERING PHYSICS

Laboratory Instructions

Meticulously follow the Instructions Given:

- Students are excepted to be punctual and regular to the Lab classes.
- Every student equip with a white apron.
- All the students should positively bring their record book and observation note and other required stationary items.
- The Record and Observation book must be kept in good condition.
- Students have to come prepared for the experiments as per the given lab cycle.
- Students are permitted to do the physics only if He/She bring the completed Record and Observation book.
- While doing the expect students should maintain discipline.
- Students are required to handle the equipment with utmost care.
- All the entries should be done in pen except graph.
- Students should get the experiment reading and calculations checked by the faculty on the same day.
- After completing the experiment student should disconnect the circuit and they should hand over the components to the instructor before leaving the lab.
- No students will be permitted to be inside the lab during the time he/ she has theory classes.
- Students are not allowed inside the Physics lab without their identity cards.

ATTENDANCE IS COMPULSARY AND FORMS THE PARTS OF IA MARKS

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.900907°
Long 77.630567°
08/11/21 03:30 PM

DEPARTMENT OF MECHANICAL ENGINEERING

HEAT AND MASS TRANSFER LAB

DO'S:

1. Wear the uniforms.
2. Maintain the observations.
3. Proper precautions should be taken while handling of equipments.
4. The voltage regulators should be operated with In the specified values.
5. The valves and knobs should be closed after conducting the experiment.
6. Check the water level or oil level before starting the experiment and inform the instructor if it is showing empty.

DONT'S:

1. Operating or varying the voltages while equipment is in running condition.
2. Touching the equipments at High temperature.

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.9009°
Long 77.630565°
08/11/21 03:31 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
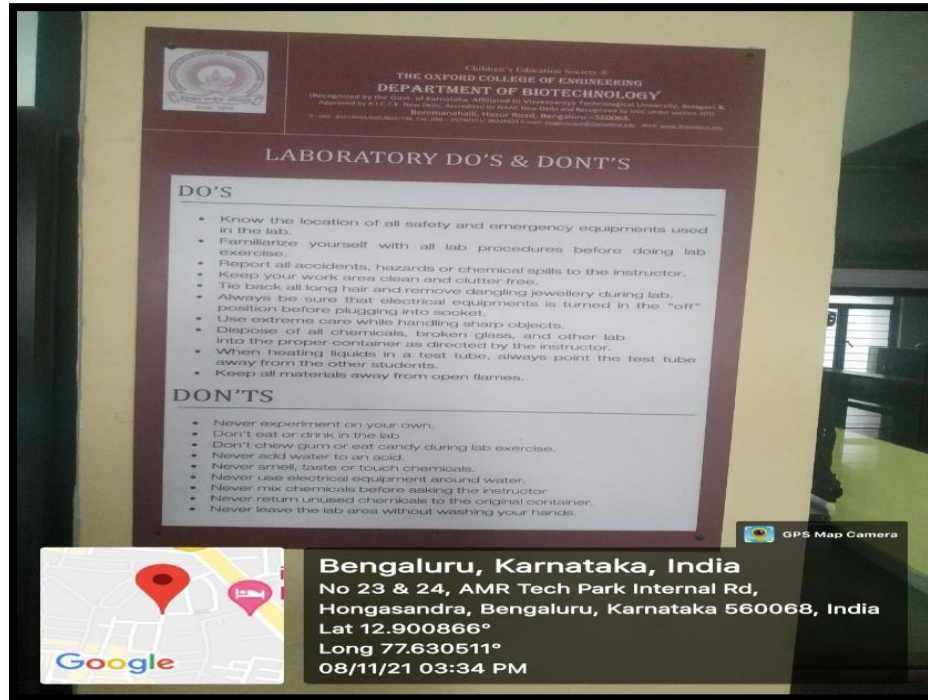
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

Children's Education Society ®
THE OXFORD COLLEGE OF ENGINEERING
DEPARTMENT OF BIOTECHNOLOGY

LABORATORY DO'S & DONT'S

DO'S

- Know the location of all safety and emergency equipments used in the lab.
- Familiarize yourself with all lab procedures before doing lab exercise.
- Report all accidents, hazards or chemical spills to the instructor.
- Keep your work area clean and clutter free.
- Tie back all long hair and remove dangling jewellery during lab.
- Always be sure that electrical equipments is turned in the "off" position before plugging into socket.
- Use extreme care while handling sharp objects.
- Dispose of all chemicals, broken glass, and other lab into the proper container as directed by the instructor.
- When heating liquids in a test tube, always point the test tube away from the other students.
- Keep all materials away from open flames.

DON'TS

- Never experiment on your own.
- Don't eat or drink in the lab
- Don't chew gum or eat candy during lab exercise.
- Never add water to an acid.
- Never smell, taste or touch chemicals.
- Never use electrical equipment around water.
- Never mix chemicals before asking the instructor
- Never return unused chemicals to the original container.
- Never leave the lab area without washing your hands.

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.900866°
Long 77.630511°
08/11/21 03:34 PM

THE OXFORD COLLEGE OF ENGINEERING
DEPARTMENT OF BIOTECHNOLOGY
BIOSAFETY GUIDELINES FOR LABORATORIES

1. FOOD STORAGE, EATING AND DRINKING ARE PROHIBITED IN LAB
2. MOUTH PIPETTING IS PROHIBITED
3. LABORATORY COATS ARE OBLIGATORY
4. WORKING SURFACE MUST BE DECONTAMINATED USING SOAP AND ALCOHOL AFTER EACH WORKING DAY
5. WASTE PRODUCTS MUST BE DECONTAMINATED BY AUTOCLAVING
6. FREQUENT HAND WASH IS OBLIGATORY
7. DISPOSABLE GLOVES SHOULD BE WORN WHEN HANDLING HAZARDOUS CHEMICALS

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd,
Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.900777°
Long 77.630465°
08/11/21 03:34 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
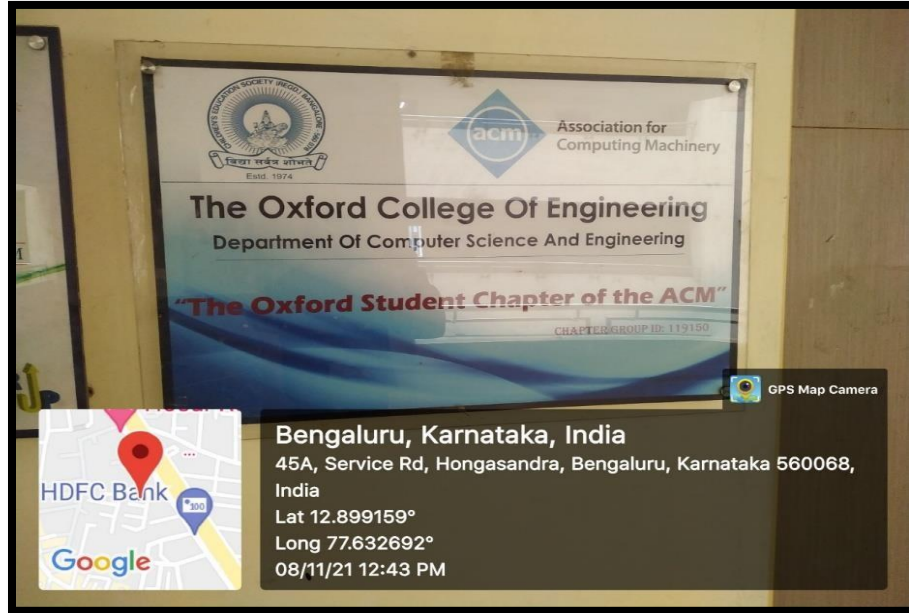Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Student Charter

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

STUDENT CHARTER

A. INSTITUTION'S RESPONSIBITIES TOWARDS THE STUDENTS:

- Communicate aims and objectives to all the Students.
- Workout programmes to achieve these aims and objectives.
- Periodically obtained feedback from Students so as to enable the review of training program.
- To ensure effective teaching-learning programmes as ongoing project.
- To ensure that overall progress of students in monitored continuously and the assessment mechanism is reliable to provide all the information about admission procedures, fee structure, refund polices and others resources of support available to the Students.

B. STUDENT'S RESPONSIBITIES OF LEARNING:

- Students shall appreciate the Institution's growth and objectives and work towards realizing these objectives.
- Students should be aware and be updated about admission policy, rules and regulations of the Institution.
- Make optimum use of learning resources and other services available in the Institution.
- Preparation for periodical internal assessment and university Examination diligently.
- Feedback for system improvement towards short term and long term learning experiences.

GPS Map Camera

Bengaluru, Karnataka, India
10, AH45, Hongasandra, Bengaluru, Karnataka
560068, India
Lat 12.902761°
Long 77.631597°
08/11/21 02:02 PM

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Department wise Do's and Don'ts

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF ELECTRICAL &
ELECTRONICS ENGINEERING
INSTRUCTIONS TO STUDENTS
- All students should be in tight dress.
- All students should wear safety shoes.
- Students should not switch on the supply without staff's permission.
- students will not be permitted to conduct the experiment without their observations and record note books.
- After the completion of the experiment, students must get their readings acknowledged by the staff member.
- Students should maintain discipline inside the laboratory.
- In case of any electric shock, inform immediately to the staff member so that first aid will be given.

HOD/ EEE

Bengaluru, Karnataka, India
7, Hosur Rd, Next to Oxford College, Bommanahalli,
Bengaluru, Karnataka 560068, India
Lat 12.901752°
Long 77.631334°
08/11/21 12:51 PM

DEPARTMENT OF
MECHANICAL ENGINEERING
ENERGY CONVERSION LAB
DO'S:
1. Put on the uniforms and shoes.
2. Maintain separate "observation note book.
3. Follow the safety precautions before proceeding with the experiment.
4. Ensure proper Fuel supply before starting engine
5. Start the engines in 'No-Load' condition.
6. Stay away from the rotating components.
7. handle the delicate components carefully.
8. Maintain the premises clean.

DONT'S:
1. Running the engine without the cooling water flow in the cylinder Jacket.
2. Standing close to the fire catching equipments.

Bengaluru, Karnataka, India
WJ2J+QC3, Bommanahalli, Bengaluru, Karnataka
560068, India
Lat 12.901898°
Long 77.630688°
06/11/21 12:16 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

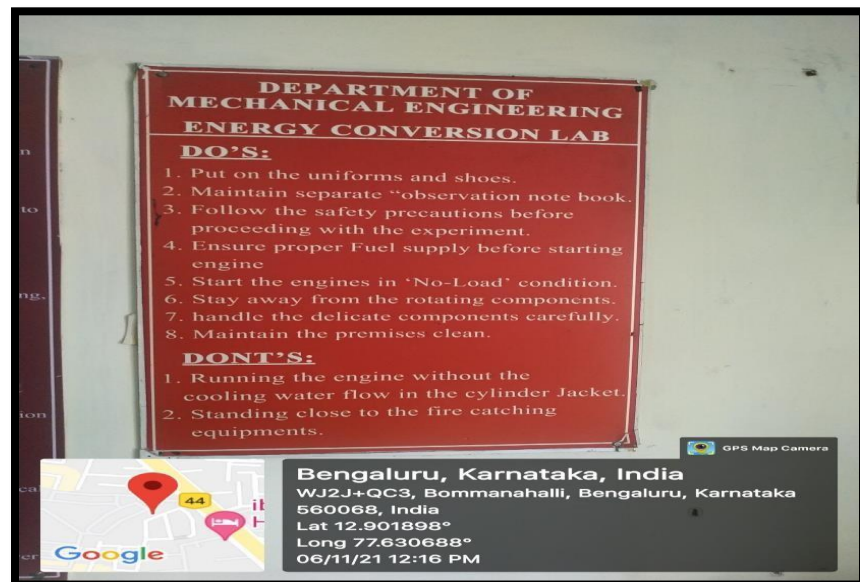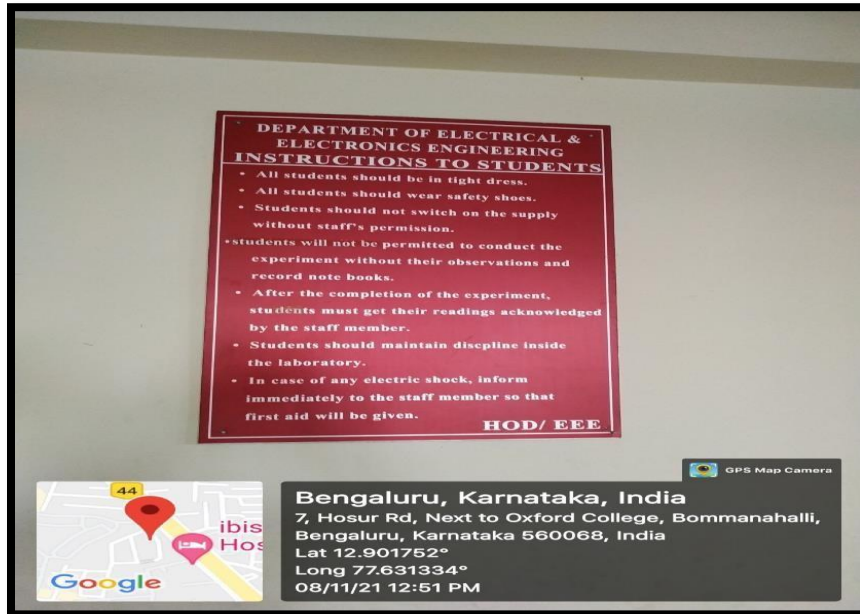(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.

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

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

DEPARTMENT OF MECHANICAL ENGINEERING FOUNDRY AND FORGING LAB

DO'S:

1. Handle all tools and equiment carefully.
2. Care to be taken to avoid accident, injuries and burns
3. Avoid spilling of foundry sand & carbon dust in the work area
4. Handle inflammables kerosene, diesel, and coal. etc. carefully
5. Ensure that sledge hammer handles are proper and in good condition.
6. Take utmost care while wroking near Furnace (hot zone)

DONT'S:

1. Wastage of fuels like coal, kerosene...etc.
2. Mixing of foreign materials to the foundry sand
3. Unnecessary feeding of fuel (coal to furnaces.
4. Formation of cold forged component.

Bengaluru, Karnataka, India
AB1502 Salarpuria satva Greenage Bommanhali,, Hosur Rd, Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.90165°
Long 77.630351°
06/11/21 12:17 PM

CHILDREN'S EDUCATION SOCIETY (REGD.)
THE OXFORD COLLEGE OF ENGINEERING
THE DEPARTMENT OF CIVIL ENGINEERING
ENVIRONMENTAL ENGINEERING LABORATORY

DO's

- Wear apron(s), gloves and shoes in the laboratory at all times.
- Call Laboratory Instructor/Faculty-in-charge before dealing with an unknown chemical/complex experimental procedure.
- Keep contact details of Laboratory Instructor/Faculty-in-charge in case of emergency situations or to call in case of any doubt(s).
- Read the safety instructions on the chemical containers before handling them.
- Watch your step while walking around in the laboratory.
- Clean the instruments/glassware after completion of the experimental procedure.
- Equip your knowledge on Environment, Health & Safety (EHS) aspects with regard to working in the Environmental Engineering Laboratory on a frequent/regular basis.
- Keep the laboratory ventilated at all times to avoid accumulation of toxic gases and for easy working conditions.

DONT'S

- Wear shorts, open half-sleeve shirts and Jeans, skirts/short-skirts, plunging necklines or any kind of slippers/chappals or walking barefoot in the laboratory.
- Perform any complex experimental procedure unless fully knowledgeable/aware of it.
- Handle any toxic/hazardous chemicals without help of the Laboratory Instructor/Faculty-in-charge or a knowledgeable/experienced person in the area of environmental/occupational health and safety aspects.
- Fight/Push/Play around with anyone in the laboratory, which will result in breakage of laboratory instruments/glassware, or spillage of chemicals which could be toxic and hazardous to human health.

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd, Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.901272°
Long 77.63081°
06/11/21 12:20 PM

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
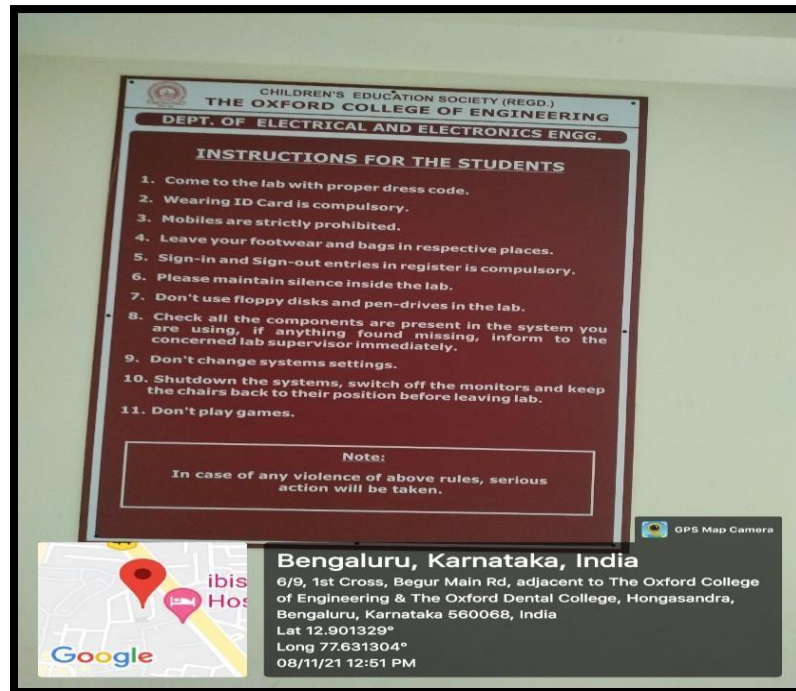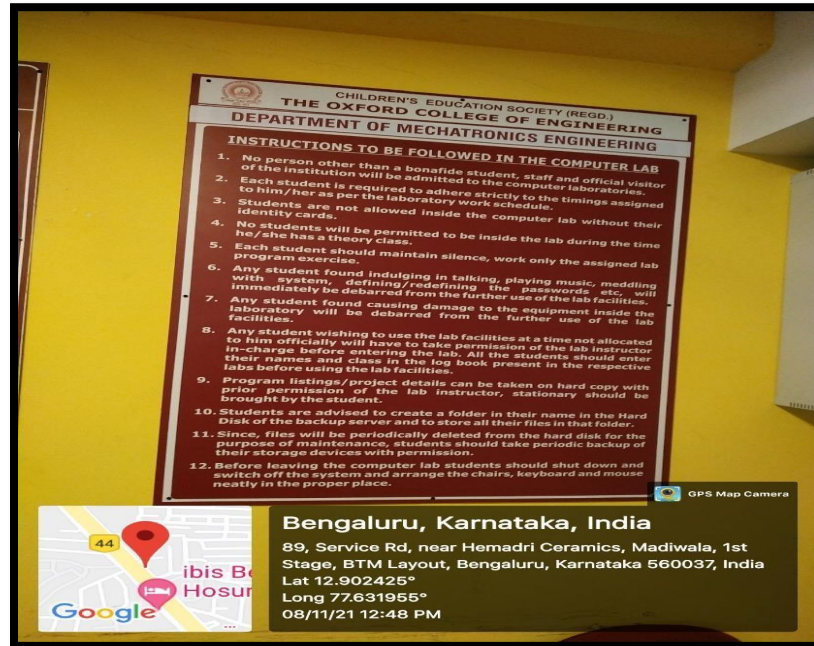Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING
INSTRUCTIONS TO STUDENTS

- All students should be in tight dress.
- All students should wear safety shoes.
- Students should not switch on the supply without staff's permission.
- students will not be permitted to conduct the experiment without their observations and record note books.
- After the completion of the experiment, students must get their readings acknowledged by the staff member.
- Students should maintain discpline inside the laboratory.
- In case of any electric shock, inform immediately to the staff member so that first aid will be given.

HOD/ EEE

GPS Map Camera

Bengaluru, Karnataka, India
7, Hosur Rd, Next to Oxford College, Bommanahalli, Bengaluru, Karnataka 560068, India
Lat 12.901752°
Long 77.631334°
08/11/21 12:51 PM

DEPARTMENT OF MECHANICAL ENGINEERING
ENERGY CONVERSION LAB

DO'S:

1. Put on the uniforms and shoes.
2. Maintain separate "observation note book.
3. Follow the safety precautions before proceeding with the experiment.
4. Ensure proper Fuel supply before starting engine
5. Start the engines in 'No-Load' condition.
6. Stay away from the rotating components.
7. handle the delicate components carefully.
8. Maintain the premises clean.

DONT'S:

1. Running the engine without the cooling water flow in the cylinder Jacket.
2. Standing close to the fire catching equipments.

GPS Map Camera

Bengaluru, Karnataka, India
WJ2J+QC3, Bommanahalli, Bengaluru, Karnataka 560068, India
Lat 12.901898°
Long 77.630688°
06/11/21 12:16 PM

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DEPARTMENT OF
MECHANICAL ENGINEERING
FOUNDRY AND FORGING LAB

DO'S:
1. Handle all tools and equiment carefully
2. Care to be taken to avoid accident, injuries and burns
3. Avoid spilling of foundry sand & carbon dust in the work area
4. Handle inflammables kerosene, diesel, and coal. etc. carefully
5. Ensure that sledge hammer handles are proper and in good condition
6. Take utmost care while wroking near Furnace (hot zone)

DONT'S:
1. Wastage of fuels like coal, kerosene...etc
2. Mixing of foreign materials to the foundry sand
3. Unnecessary feeding of fuel (coal to furnaces.
4. Formation of cold forged component.

Bengaluru, Karnataka, India
AB1502 Salarpuria satva Greenage Bommanhali,, Hosur Rd, Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.90165°
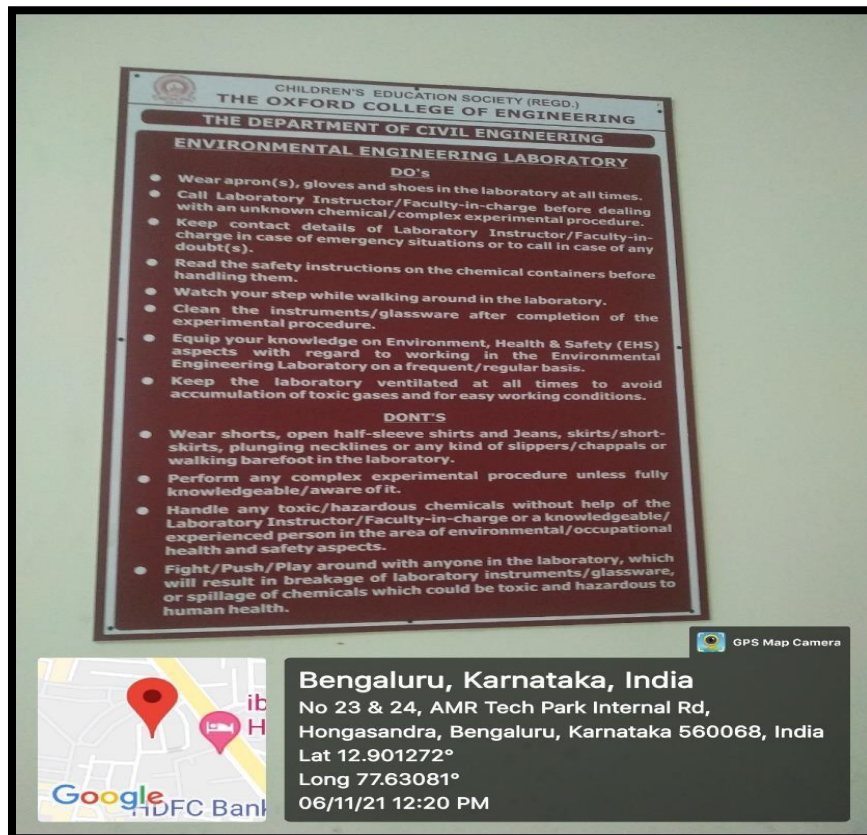Long 77.630351°
06/11/21 12:17 PM

CHILDREN'S EDUCATION SOCIETY (REGD.)
THE OXFORD COLLEGE OF ENGINEERING
THE DEPARTMENT OF CIVIL ENGINEERING
ENVIRONMENTAL ENGINEERING LABORATORY

DO's
- Wear apron(s), gloves and shoes in the laboratory at all times.
- Call Laboratory Instructor/Faculty-in-charge before dealing with an unknown chemical/complex experimental procedure.
- Keep contact details of Laboratory Instructor/Faculty-in-charge in case of emergency situations or to call in case of any doubt(s).
- Read the safety instructions on the chemical containers before handling them.
- Watch your step while walking around in the laboratory.
- Clean the instruments/glassware after completion of the experimental procedure.
- Equip your knowledge on Environment, Health & Safety (EHS) aspects with regard to working in the Environmental Engineering Laboratory on a frequent/regular basis.
- Keep the laboratory ventilated at all times to avoid accumulation of toxic gases and for easy working conditions.

DONT'S
- Wear shorts, open half-sleeve shirts and Jeans, skirts/short-skirts, plunging necklines or any kind of slippers/chappals or walking barefoot in the laboratory.
- Perform any complex experimental procedure unless fully knowledgeable/aware of it.
- Handle any toxic/hazardous chemicals without help of the Laboratory Instructor/Faculty-in-charge or a knowledgeable/experienced person in the area of environmental/occupational health and safety aspects.
- Fight/Push/Play around with anyone in the laboratory, which will result in breakage of laboratory instruments/glassware, or spillage of chemicals which could be toxic and hazardous to human health.

Bengaluru, Karnataka, India
No 23 & 24, AMR Tech Park Internal Rd, Hongasandra, Bengaluru, Karnataka 560068, India
Lat 12.901272°
Long 77.63081°
06/11/21 12:20 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
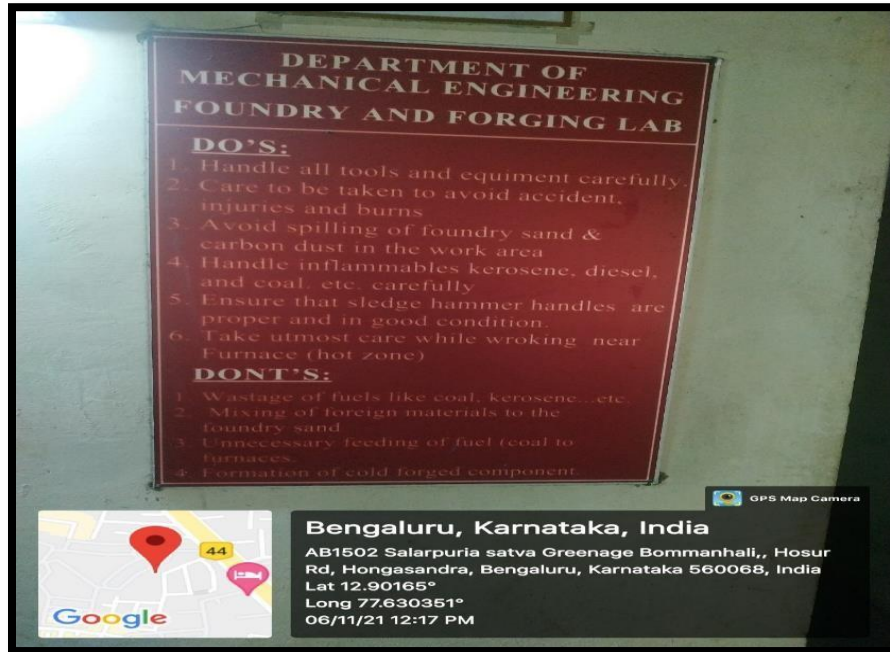
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

CHILDREN'S EDUCATION SOCIETY (REGD.)

THE OXFORD COLLEGE OF ENGINEERING

DEPARTMENT OF MECHATRONICS ENGINEERING

INSTRUCTIONS TO BE FOLLOWED IN THE COMPUTER LAB

1. No person other than a bonafide student, staff and official visitor of the institution will be admitted to the computer laboratories.

2. Each student is required to adhere strictly to the timings assigned to him/her as per the laboratory work schedule.

3. Students are not allowed inside the computer lab without their identity cards.

4. No students will be permitted to be inside the lab during the time he/she has a theory class.

5. Each student should maintain silence, work only the assigned lab program exercise.

6. Any student found indulging in talking, playing music, meddling with system, defining/redefining the passwords etc, will immediately be debarred from the further use of the lab facilities.

7. Any student found causing damage to the equipment inside the laboratory will be debarred from the further use of the lab facilities.

8. Any student wishing to use the lab facilities at a time not allocated to him officially will have to take permission of the lab instructor in-charge before entering the lab. All the students should enter their names and class in the log book present in the respective labs before using the lab facilities.

9. Program listings/project details can be taken on hard copy with prior permission of the lab instructor, stationary should be brought by the student.

10. Students are advised to create a folder in their name in the Hard Disk of the backup server and to store all their files in that folder.

11. Since, files will be periodically deleted from the hard disk for the purpose of maintenance, students should take periodic backup of their storage devices with permission.

12. Before leaving the computer lab students should shut down and switch off the system and arrange the chairs, keyboard and mouse neatly in the proper place.

GPS Map Camera

Bengaluru, Karnataka, India

89, Service Rd, near Hemadri Ceramics, Madiwala, 1st Stage, BTM Layout, Bengaluru, Karnataka 560037, India
Lat 12.902425°
Long 77.631955°
08/11/21 12:48 PM

CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
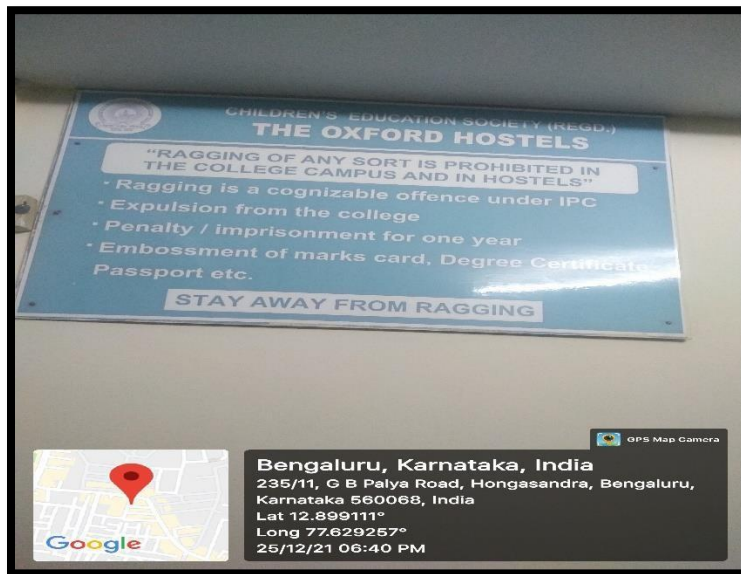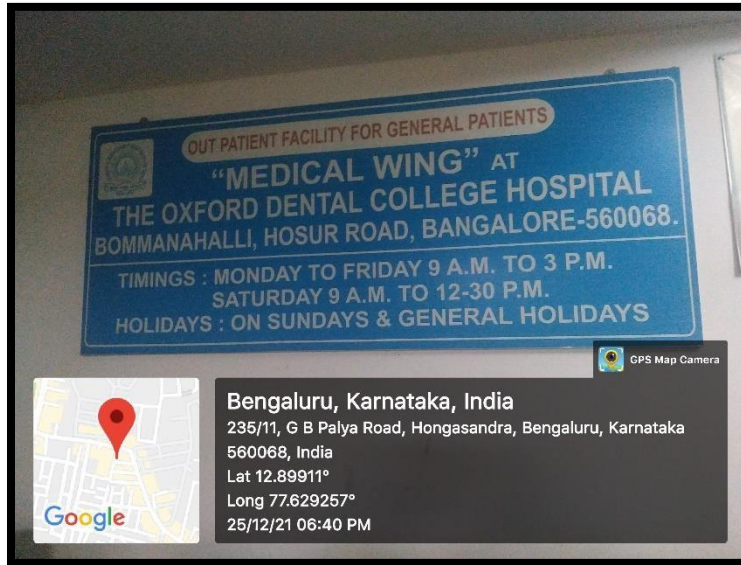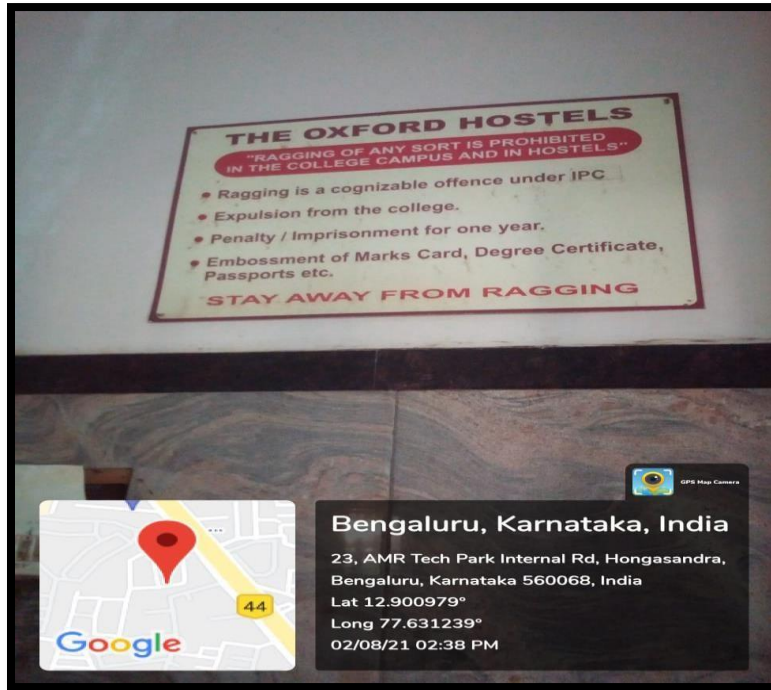Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Geotagged Photographs of the Boards Displayed for Hostel Rules & Regulations

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.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
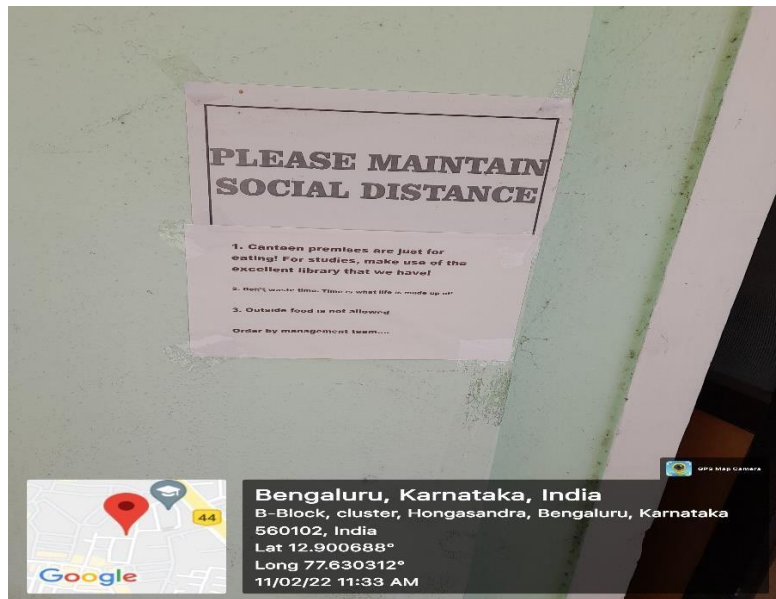Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Geotagged Photographs of the Boards Displayed for Canteen

CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
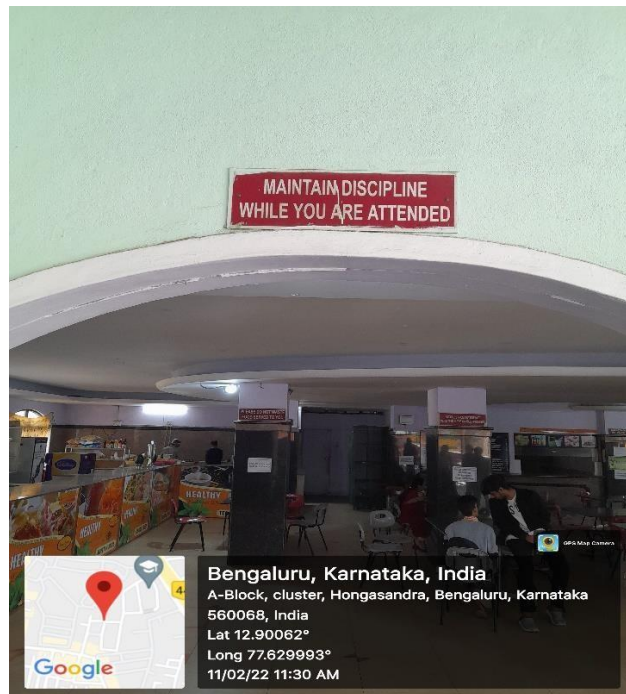
Approved by A.I.C.T.E. New Delhi.

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

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.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

EATABLES FROM OUTSIDE NOT
PERMITTED IN THE CANTEEN PREMISES

DO NOT LITTER
EATABLES

GPS Map Camera

Bengaluru, Karnataka, India
6/9, 1st Crossm Begur Rd, Hongasandra, Bengaluru,
Karnataka 560068, India
Lat 12.900354°
Long 77.630431°
11/02/22 11:31 AM

CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
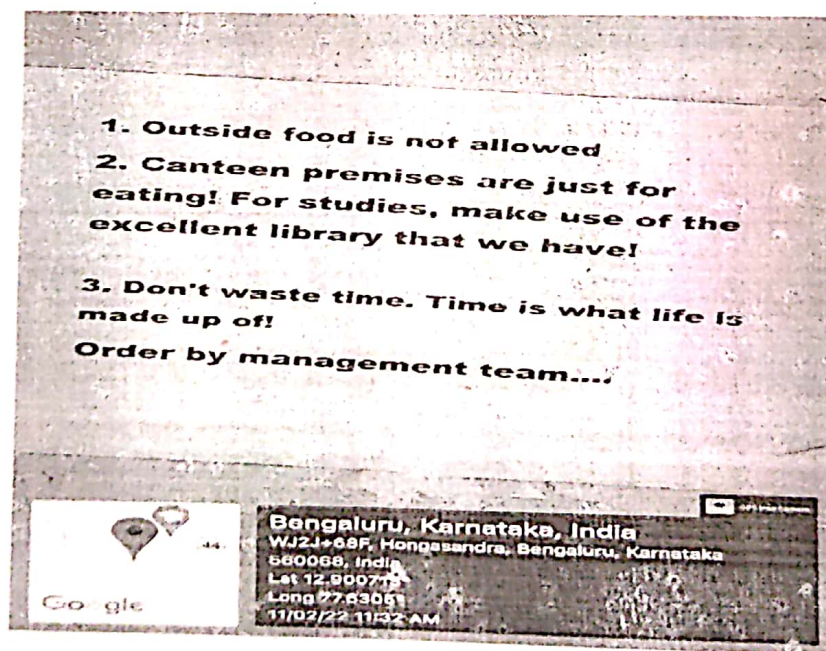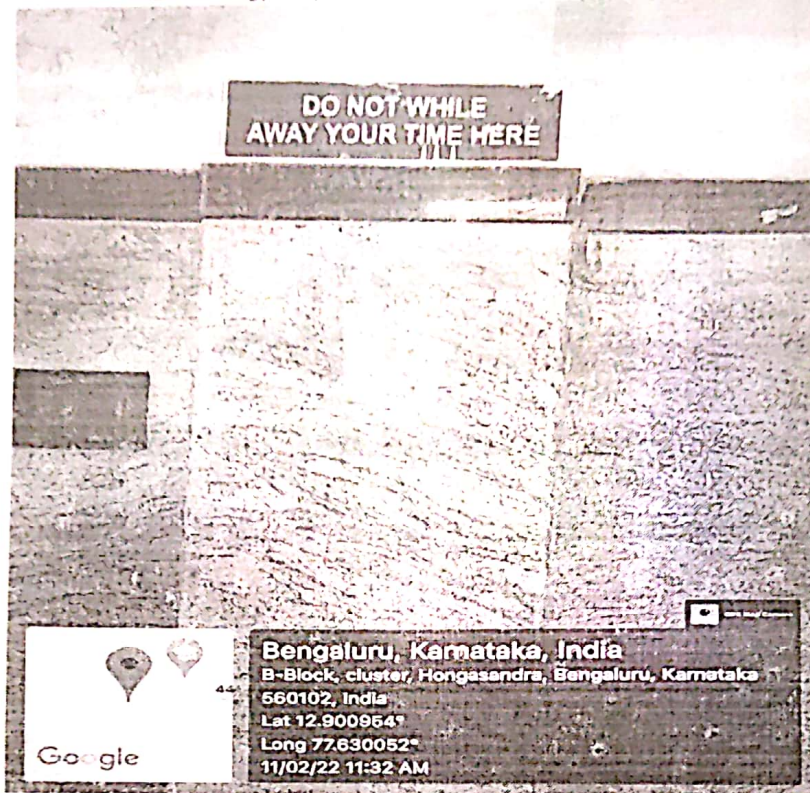Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602, Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

DO NOT WHILE
AWAY YOUR TIME HERE

Bengaluru, Karnataka, India
B-Block, cluster, Hongasandra, Bengaluru, Karnataka
560102, India
Lat 12.9009547
Long 77.630052°
11/02/22 11:32 AM
Google

1. Outside food is not allowed

2. Canteen premises are just for eating! For studies, make use of the excellent library that we have!

3. Don't waste time. Time is what life is made up of!

Order by management team....

Bengaluru, Karnataka, India
WJ2J+68F, Hongasandra, Bengaluru, Karnataka
560068, India
Lat 12.9007
Long 77.6305
11/02/22 11:32 AM
Google

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