Estd. 1974

PREAMBLE

The Oxford College of Engineering, believes in imparting holistic education and accordingly formulated academic integrity policy which encompasses utilization of state of art teaching learning mechanisms, so as to create a Learner centric Environment. The ethos is to convert the students into a global citizen with values, ethics and knowledge. In line with this, The Oxford College of Engineering has formulated rules and regulations for the academic community.

POLICIES ENCOMPASSING ACADEMIC INTEGRITY

RULES & REGULATIONS.

GENERAL

1. All students shall attend classes right from the first day of commencement 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 other gadgets are strictly banned in and around the campus. If any such item is in possession of the student, the same will be confiscated and will not be returned.
7. Dress code should be mandatorily followed and Students shall maintain strict discipline and good behavior at all times.
8. Smoking, alcohol and any kind of substance are strictly prohibited in the campus.
9. Strike or any such undesirable activities in the campus are not permitted and those involved in such activities will be severely punished.
10. Tuition fees shall be paid within one week after the reopening of the odd semester in every academic year.
11. Students should take prior permission before availing leave. Medical leave will be accepted only in genuine cases with a proper medical certificate.
12. Leave / Permission letters shall be counter signed by Parents / guardians /hostel wardens.
13. Students are encouraged to participate in co-curricular and extracurricular activities and develop their skills.
14. Students are mentored / counseled periodically regarding their academic performance, higher studies, placement, attendance, discipline, etc.
15. Hostel students shall abide by the rules and regulations of the hostel.
16. 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. Sever action including imprisonment will be taken against those who indulge in such activities.

ACADEMIC RULES

1. The candidate shall 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.
2. Students shall submit their assignments, records, observation notebooks etc. within the specified time.
3. Students are advised to get familiarized with the VTU schemes and norms.
4. Students shall equip themselves with approved drawing material, instrument boxes and record note books as required.
5. Lab equipment must be handled with care. Loss or damage attracts fine.
6. Students have to use official lab record books only to write practical record. No other books shall be permitted.
7. Students are encouraged to participate in conferences, workshops, seminars and technical paper presentation.
8. Attendance is mandatory for all the internal tests to ensure good Internal Assessment marks and overall academic performance.
9. The maximum duration for the completion of course is for U.G. programmes is 8 years and for PG programmes is 4 years.

EXAM RULES AND REGULATIONS

1. Students strictly instructed not to write anything on the question paper except their USN.
2. The student should append his / her signature at the specified space on the answer book as and when he / she received the answer book.
3. The student should not take any books / notes, log tables, scribbling pads, cell phones, programmable calculators or any kind of reference into the examination hall.
4. No student shall be admitted into the Exam hall after the commencement of the examination.
5. The late coming students are not permitted to write the examination.
6. Answer books should be handed over personally to room supervisor before leaving the examination hall.

Any candidate appearing for UG/PG examination is liable to be charged for committing malpractice in the following cases.

- Possessing any written material in paper, scribble pad, calculator, palm, hand, leg, kerchief, clothes etc.,
- Copying from the material or another candidate or similar aid, or assistance rendered to another candidate.

- Supply of copying material from inside or from outside the examination hall.
- Unruly behavior inside or near the examination hall.
- Communicating with any candidate or any other person inside or outside the examination hall.

LIBRARY

Our Central Library plays a key role in serving all patrons of The Oxford College of Engineering (BE, MBA, MCA & M Tech programs). The carpet area of Library is around 1752 Sq.mt. with more than 400 seating capacity for reading and reference. The Oxford library has innumerable books, journals, e-books, e-journals. The library functions **between 9.00AM to 10.00PM except on National and Institutional holidays.** It has a comprehensive collection of literature predominantly related to Engineering BE/M. Tech/MBA & MCA and its allied subject to meet the information needs of its users. The library activities are computerized using "JUNO" an integrated library software. Central Library controls 12 Departmental Libraries. The Central Library is well equipped with rich databases to cater all needs of 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 principal of excellence in advancing the teaching, learning, research, and service mission of the institute through the acquisition, organization and management of collection for access and use; through the provision of reference and instructional service; and through a variety of collaborative and reciprocal.

Purpose and Importance: "Library & Information Center" encourages Students and Faculty to utilize the library regularly in an effective manner.

Library Membership: When a student enrolled in our institution, the students will receive smart card with a USN and same card can be used to borrow library books.
The Fine is charged for students if library books are not returned after the due date lapsed and the users should follow the norms and rules of the library mandatorily.

WORKING HOURS

MONDAY TO FRIDAY	:	9.00 AM TO 10.00 PM
SATURDAY	:	9.00 AM TO 8.00 PM
SUNDAY	:	HOLIDAY

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, Manuals & Files etc., are not allowed in the Library. However, Readers can carry loose papers inside the library to make a note of references.

3) Students have to wear the ID cards and produce the same to the library staff when it is required.

4) While entering the library as well as leaving, readers/students should enter their details in the gate entry register.

5) Cell Phones, gadgets etc., are Strictly Prohibited inside the library.

6) No. Books will be issued/ renewed against ID cards of the other students and ID cards are not transferrable.

7) Members ID card is bar-Coded. If ID card get mutilated / lost for whatever reasons should be reported in writing to the librarian immediately.

8) Users can access E-Journals in VTU e-consortium, National Digital Library of India during the library hours.

9) Any kind of eatables are not allowed inside the library.

10) Reference Books, Journals, Thesis, Dissertations & rare collection will not be issued (They can be referred only at the designated place in the library).

11) Maintain cleanliness inside the library.

12) In the event of loss, damage to the library Book/ Documents, the same should be brought to the notice of the librarian. Users shall be liable to replace or pay for the damages.

13) Writing, marking, cutting, Folding or tearing any page from the Books/Periodicals is strictly prohibited and punishable. Heavy fine shall be levied for such cases.

14) No readers shall take any book, Periodical, CD or any other material from the library without having it properly issued by the authority.

15) All the readers are required to observe Discipline and Complete Silence in the Library.

16) The librarian will block the library membership who violates the rules & regulations of the library or indulges in any other type of misconduct.

PROFORMA CRITERIA FOLLOWED TO IDENTIFY ADVANCED LEARNERS/SLOW LEARNERS

- Slow and advanced learners are identified by the Head of the department, Class teacher Course faculty and mentor based on their continuous internal evaluation (CIE)
- Students who have scored less than 60% in CIE are classified under slow learners and those who have scored above 80% in CIE are classified as advanced learners
- Slow learners are assisted by attending remedial classes conducted by the subject teachers and through counselling by mentors, class teachers and subject faculties
- Advanced learners are encouraged to do innovative projects and recommended for getting rewards

GUIDELINES FOR IDENTIFYING ADVANCED LEARNERS:

- Advanced learners are those students who have outgrown their learning materials. Students are placed in categories based on their grade and performance in internal exams.

FOLLOWING SPECIAL ACTIVITIES ARE CONDUCTED FOR ADVANCED LEARNERS:

- Advising for career planning
- Encouraged to participate in BE (honours) program.
- Demonstration or seminar on the advanced topic
- Leading the students for Competitive Examinations.
- Instructing programs for gaining advanced technical know-how.
- Motivating the students to participate in various symposiums like quiz, poster presentation, Conferences, inter institution competition etc.
- Encouraging to take course in Coursera and NPTEL
- Inspiring them to take value added course, certification courses

GUIDELINES FOR IDENTIFYING SLOW LEARNERS:

- The slow learner requires additional attention to cope up with the syllabus Each department tries to help the ir students by excellent mentoring system. Faculties take special care and extra classes for the slow learners for which timetable is framed.
- Based on every internal performance slow learner are identified. These are the students who get less than 60% in their continuous internal evaluation.

FOLLOWING ACTIONS ARE TAKEN TO IMPROVE THE ACADEMIC PERFORMANCE OF SLOW LEARNERS

- Subject teachers take extra classes or remedial classes to help the slow learners.
- Remedial classes are conducted to help the students to cope up with the syllabus.
- Mentors do personal counseling to motivate the students and help them to improve their academics.
- Student's academic performance is conveyed to the parents by the mentor.

PRINCIPAL
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