CHILDREN'S EDUCATION SOCIETY ®
THE OXFORD COLLEGE OF SCIENCE
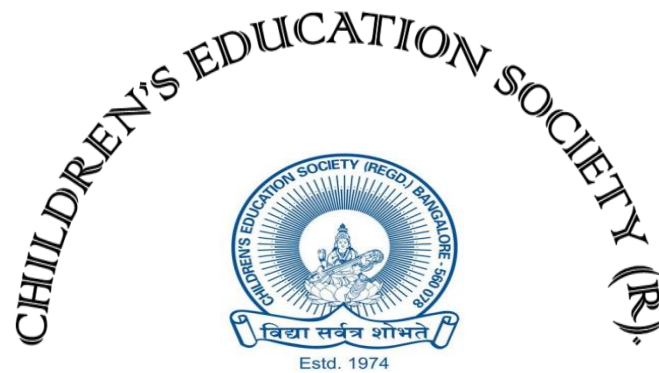
RULES REGULATING POLICIES,
PROCEDURES & PRACTICES, 2017

CHILDREN'S EDUCATION SOCIETY ®

THE OXFORD COLLEGE OF SCIENCE

RULES REGULATING POLICIES, PROCEDURES & PRACTICES, 2017

No: CES/100/ RRR/2016-17   **Dated 06-04-2017**

NOTIFICATION

The Managing Committee of Children's Education Society (R.) hereby enacts the rules that shall be called "**Rules Regulating Policies, Procedures & Practices, 2017**". The applied matters shall be incidental therewith & ancillary thereto and is applicable to the Teaching Staff, Nonteaching Staff, Students and all other Stakeholders of The Oxford College of Science, whichsshall come into force from sixth day of April, 2017.

SNVL Narasimha Raju
President

"VIDYA SARVATRA SHOBHATE"

The logo statement envisions the knowledge to one and all for better future. The Institution stresses the importance of nourishing young minds with enough food for thought, sensitizing them to the socio economic realities thereby energizing them to work for bright and prosperous tomorrow.

Goddess Saraswati the repository of knowledge or "Vidya" stands for the overall development of the student's personality that results froman ideal combination of values, knowledge and skills.

VISION

To participate in the nations march towards a knowledge society by nurturing intellectual growth and sound value systems in students through science education.

MISSION

To realize the empowering and ennobling aims of education through scientific knowledge and research by providing an excellent learning environment with emphasis on values.

I N D E X

Abbreviations

AICTE :All India Council for Technical Education

BU : Bangalore University

CAS : Current Awareness Service

CBCS : Choice Based Credit System

CH : Commuted Leave

CL : Casual Leave

CSIR : Council for Scientific and Industrial Research

DD : Demand draft

DELNET : Developing Library Network

EBSCO

EL : Earned Leave

EPF : Employees Provident Fund

ESE : End Semester Examinations

ESI : Employment State Insurance

FDP : Faculty Development Program

GOC : Good Office Committee

GMF : General Maintenance Fee

HoD : Head of Department

HR : Human Resources

LAC : Library Advisory Committee

LIC : Local Inquiry Commission

LOP : Loss of Pay

I A : Internal Assessment

ICCR : Indian Council For Cultural Relations

ICT : Information and Communication Technology

IE : Internal Examination

IEEE : Institute of Electrical and Electronics Engineers

INFLIBNET : Information and Library Network

IRC : Institutional Research Committee

I QAC : Internal Quality Assurance Cell

IUF : Infrastructure Usage Fee

MoU : Memorandum of Understanding

NOC : No Objection Certificate

NDC : No Due Certificate

OBC :Other Backward Classes

ODC : Over Due Charges

OOD : On Official Duty

PDC : Provisional Degree Certificate

PF : Provident Fund

PG : Post Graduate

POC : Proof of Concept

PUC : Pre-University Certificate

RAC : Research Advisory Committee

R& D : Research and Development

SC : Schedule Caste

SE :   Statement of Expenditure

ST : Schedule Tribe

SWD : Social Welfare Department

TC : Transfer Certificate

TOCS : The Oxford College of Science

UG : Under Graduate

UGC : University Grants Commission
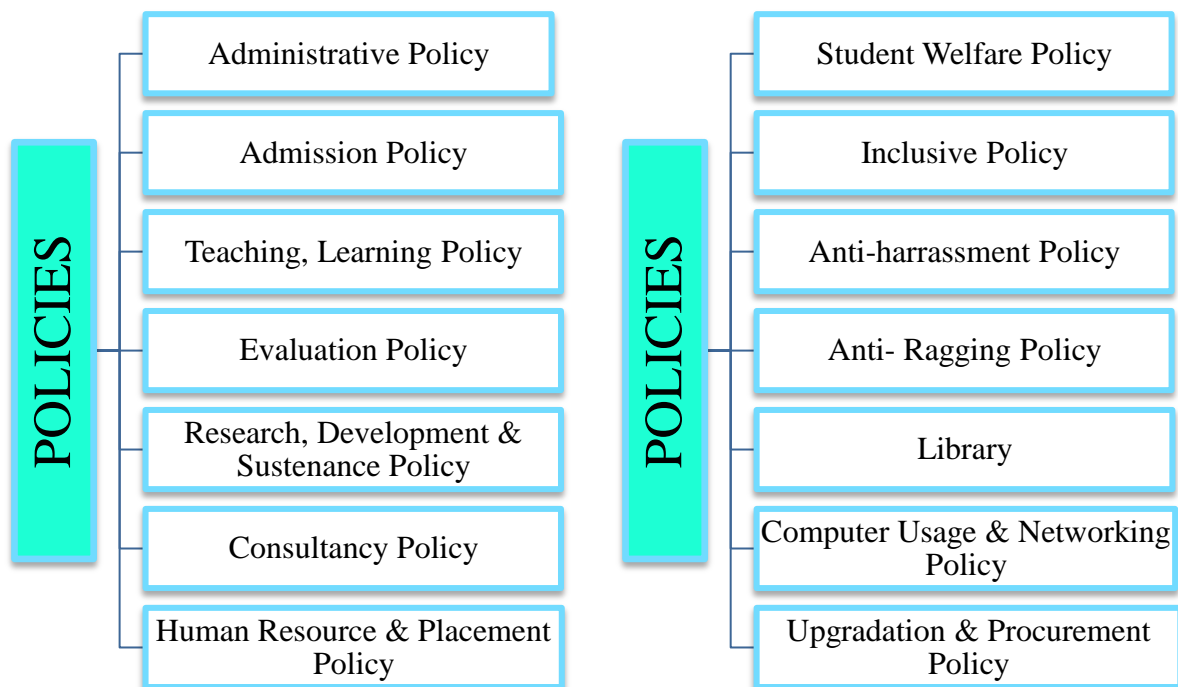
1. ADMINISTRATIVE POLICY

1.1 Statement:

The policy aims at providing comprehensive framework of regulations governing the general administration thereby enhancing consistency in the interpretation and application of all the policies. The policy navigatesand monitors the development, approval, communication, and maintenance of different policies and ensures to reach organizational goals and expectations.

1.2 Scope:

This policy and its components, applies to all the students, faculty, non-teaching staff, administrative staff and all other stakeholders associated with the institution.

1.3 Objectives:

- To set out clear organizational standards for the development, implementation and distribution of college policies
- To ensure consistency and an understanding of the colleges' administrative, operational, financial, and human resource goals, priorities and objectives.
- To aid those in administrative positions to consistently achieve fair and equitable decisions
- To encourage decentralized organizational structure by defining job role and responsibilities
- To monitor and ensure all the policies are effectively implemented.

POLICIES		POLICIES	
	Administrative Policy		Student Welfare Policy
	Admission Policy		Inclusive Policy
	Teaching, Learning Policy		Anti-harrassment Policy
	Evaluation Policy		Anti- Ragging Policy
	Research, Development & Sustenance Policy		Library
	Consultancy Policy		Computer Usage & Networking Policy
	Human Resource & Placement Policy		Upgradation & Procurement Policy

Regulator for college:

 ♦ The college shall release the calendar of events at the beginning of the academic year
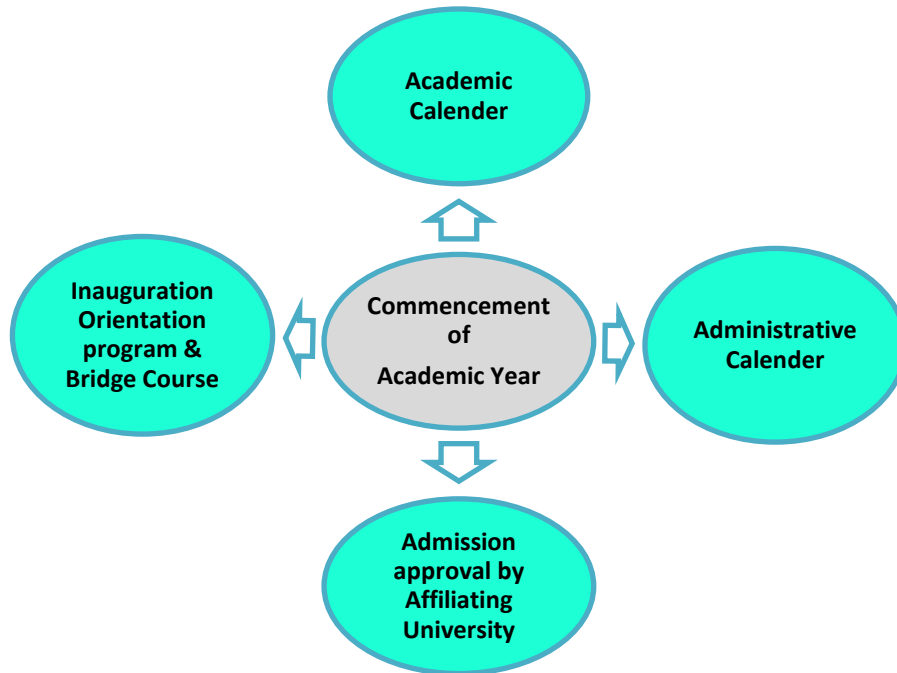
 ♦ The college shall constitute Internal Quality Assurance Cell to monitor all the Deanery and other activities of the college. The College shall obtain feedback and recommend suitable mechanism to ensure quality.
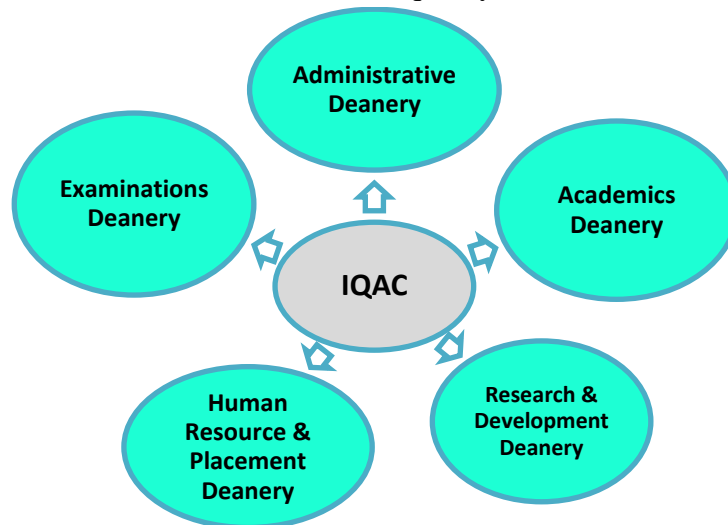
1.4 Regulator for students:

1.4.1 College Timing:

 ♦ The timing of the college shall be from 8:30 am to 4.00 pm on all working days with a lunch break between 12.30 – 1.30 pm.
 ♦ Student shall be in the campus at the prescribed time and shall attend regular theory classes, practical sessions, remedial classes if necessary and shall come early or stay back beyond working hours if practical session extends

- Late entry to the college shall not be entertained.

1.4.2 Identity Cards (ID Cards):

- Students shallwearID cards at all time within the campus and shall provide to the staff and security when demanded.
- Student shallnot be allowed to enter the campus without ID card
- Duplicate ID cards shall be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs 500.
- Studentshall surrender ID card when leaving the campus while collecting deposited original documents
- Student shall not be permitted to enter library and borrow books without ID card

1.4.3 Dress Code:

The college shall expect the students to keep in mind the basic norms of modesty and decency with regards to dress. Uniform symbolizes unity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it shall be taken as a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity. The following dress code shall be followed

Uniform: Monday and Saturday:
- Formal white full sleeve shirt and grey trouser with grey/white/red striped tie and charcoal grey blazer

Formals/Informals: Tuesday to Friday

Boys	•☑ Pants or Jeans with decent Shirts or T shirts
Girls	•☑ Churidar, Pants, Kurtas, Tops, (No tight fitting or short tops)
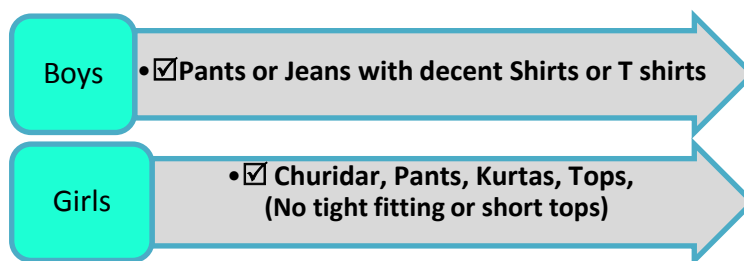
- ☒ Pyjama/Kurta, Ethnic wear, Shorts, Track Pants – for Boys
- ☒ Capris, Gowns, Ripped Jeans, Ghaghara or any other Ethnic Wears – for girls
- ☒ Colouring of hair and unconventional haircutsare strictly prohibited
- ☒ Sporting of beard is strictly prohibited.

- Any student violating the dress code will not be allowed to sit in the class.
- Any member of the teaching or non- teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

1.4.4 Assembly:

- Assemblyshall be held on every Monday and Saturday at sharp 9:15 am.

- Students are expected to assemble in their respective classes at the time of the assembly and maintain discipline.
  - Studentsshall follow the instructions provided during assembly without fail

1.4.5 Attendance and Leave:

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave by informing the Class Co-ordinator/HOD.

- The College mandates 85% attendance in each paper to promote teaching and learning outcome.
- The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Examination (ESE). College shall strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC act.
- The student fulfilling the eligibility criteria laid by the affiliating university is eligible to pay examination fee. If the student fails to fulfil the eligibility criteria then he/she shall be detained and accordingly the student shall have to repeat the semester (Readmission) after seeking the permission of the Registrar, Bangalore University.
- The student by mere paying examination fee shall not have right to appear for End Semester Examination (ESE). Student shall comply with the criteria laid down in Evaluation Policy to take-up Internal/End Semester Examination.
- Students having < 40% shall not be permitted to write First Internal examination. In exceptional cases penalty for shortage of attendance shall be imposed (Rs. 500 for each subject).
- Students having < 70% shall not be permitted to write Second Internal examination. In exceptional cases penalty for shortage of attendance shall be imposed (Rs. 500 for each subject). Further, students not satisfying the above criteria shall be required to submit written answers for 5 years question papers for award of minimum Internal Assessment Marks.
- Students with < 75% shall not be permitted to write End semester examination.
- Students bringing in Political group activists into the college premises, Political pressure or letters from Political groups, making videos of the college processes providing incorrect/false information about the college to the media and acts of similar nature regarding attendance will be summarily rusticated from the college immediately.
- Student if absent for one period in a day, he/she shall be marked absent for that period only.
- Attendance is available for students/parents to view on the College website. Every student shall be provided with a unique password at the beginning of the academic year to access information, including attendance. Parents can make use of this facility to know about their wards attendance
- Students shall check the attendance regularly, and if any discrepancy is found, the same shallbe brought to the notice of the class co-ordinator/ HOD in writing within two working days.

- It is mandatory for students to attend the internal test. College shall not be conducting retest.
- Studentsabsent on medical grounds, shall produce a bonafide medical certificate.
- If a student is absent continuously for three classes in a subject/paper, he/she shall submit admit slip duly signed by HOD to attend classes failing which attendance shall not be given.
- Prolonged or serious illness, hospitalization or advised rest for long period shall be reported to the Class Coordinator/HOD within a week. The letter duly signed by parent/guardian along with prescription, medical certificate shall be submitted to the Class Coordinator/HOD on the day of reporting to college. Student shall make up the attendance by attending classes regularly after reporting to college. Only genuine cases with regular attendance and good performance in previous semester shall be considered for attendance at the end of the semester
- Absence due to regular sickness like fever, cold/cough, vomiting, diarrhoea or due to family function etc., shall not be considered for attendance as these couple of days absence is covered in the 25% relaxation provided in the attendance while fixing eligibility criteria. Hence, student shall attend classes regularly to make up the attendance.
- Attendance carries 5 marks both in theory and practical Internal Assessment.
- Attendance shall not be givento students for attending classes of Certificate Courses enrolled for after college hours.
- Attendance shall not be given to students who have taken up job while studying.

1.4.6 Payment of fees:

- Fee shall be remitted in the admission office at the beginning of every academic year
- Fee for the entire duration of the course (all three years)shall be levied on the students discontinuing the course of study in the mid stream of academic year/semester.
- Uniform, ID card, Campus Management System fee shall be paid at the admission counter in beginning of the academic year
- Every eligible student in each semester shall pay the Examination fees (amount prescribed by the affiliating University) after obtaining the No Due Certificate within the stipulated time
- The college under any circumstances shall not entertain late payment of examination fee.
- Student shall maintain the Receipts issued by the office safely and produce them on demand. Duplicate Fee Receipt shall not issued at any circumstances.
- Students shall check the receipt issued and mistakes if any shall be rectified immediately. Complaints made later shall not be entertained
- Every student shall remit the convocation fee (amount prescribed by the affiliating University) within the stipulated time as per notification.
- All the dues (breakage, common breakage, alumini association fee etc.), general shall be paid at the admission fee counter.

1.4.7 Cleanliness:

- Student shall maintain cleanliness in classrooms, verandas and in college premises.
- Student shall avoid leaning against walls and door-ways.
- Students shall desist from disfiguring the classrooms, the furniture, compound walls and buildings or any part of the college campus by pasting poster's, fixing nails or writing on them.
- Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class leader shall be responsible for the cleanliness of the room allotted to it
- Students shall refrain from sticking chewing gum on the walls or college furniture
- Strict actions will be initiated against those who destruct or cause to destruct, disfigure the properties of the college.

1.4.8 Use of Electronic Gadgets:

- As per the UGC specifications students are not permitted to carry Mobile phones, laptops, IPads, PSP's, cameras or any other electronic gadgets to the classrooms.
- Any student found using gadgets inside the classroom shall be confiscated and shall not be returned.
- Video recording using mobile phones, smart phones, iPad or handycam within the campus without the permission of Principal shall be dealt seriously and may lead upto rustication of the student.
- Parents are to note that any request for returning the gadget shall not be entertained.

1.4.9 Celebrations:

- The college at any cost shall not entertain Birthday celebration or any other celebrations inside the classrooms.
- Prior permission of the Principal is compulsory to conduct any programmes inside the college of in the auditorium. Auditorium shall be booked in advance.

1.4.10 Parking in college premises:

- Students are expected to park their vehicles in the allotted slot only between 8:30 am to 5:00 pm
- Students shall part the vehicle at their own risk and College shall not be responsible for any kind of damage to the vehicle.
- Students are expected to pay the parking charges to the guard in the beginning of every month.

1.4.11 Internet policy:

- Students shall not engage in cyber bullying by posting email, blogs, video footage, images, photographs on social networking sites, chat rooms, you tube, sms, mms which are violent, aggressive or threatening, vulgar or obscene.

- Students shall restrict themselves from sending or posting information that is defamatory to the institution and to the members of the school fraternity.
- Students are to refrain from introducing software onto the network of the institution and/ or jeopardizing the security of the organization's electronic communications systems.
- Students shall abide by theInternet usage policy. Any violation of this policy, severe disciplinary action shall be taken which may result in suspension or expulsion from the college.

1.4.12 Anti -bullying policy:

- There shall not be any discrimination against any community or category of students of the college
- All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behaviour that is respectful and civil
- Stringent action will be taken against the erring students/ officials/ faculty members.

1.4.13 General Policy:

- Student shall wear ID card while in campus
- Students shall be seated in their respective classrooms before 9.25 AM for morning session and 1.25 PM for afternoon session post lunch on all working days.
- Students shall rise when the faculty enters the class, and remain standing until they are instructed to sit down.
- Students are advised to check the college notice board everyday for any updates.
- Students shall observe punctuality. Permitting entry into the classroom if he/she is late is at the discretion of the faculty
- Students shall not loiter and maintain silence in the corridors during class hours.
- Student is not allowed to leave the lecture hall without the permission of the faculty or until the class is dismissed.
- Students are liable to disciplinary action (even dismissal) if found smoking in the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- The laws of the country forbid ragging. Students found ragging others will be handed over to the police. They will not be allowed to continue studies in the College.
- Students are forbidden to bring fire crackers, cake and Holi colours to the campus. Also forbidden to play Holi in the vicinity of the college campus
- Insubordination, habitual inattentiveness, neglect of work, indecent language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal
- Boys and girls are expected to conduct themselves with dignity and maturity. In their inter- relationships, they shall observe norms of decency and propriety
- The campus shall be kept clean at all times. Littering, defacing the walls or desks,

damaging College property etc. are offences. Every class under the guidance of the class leader shall be responsible for the cleanliness of the room allotted to it.

- College shall take note of any serious misconduct of its students outside the campus, though the College it does not fall under its purview

- Posters and notices shall not be put up without the permission of the Principal. If permission is granted, all posters and notices shall be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the college.

- Vehicle Parking shall be allowed on all working days from 8.30 a.m to 6.00 p.m. Students are required to leave their two wheelers in the custody of the parking attendant. However Parking attendant shall not be responsible for helmet, other accessories and theft of petrol. The attendant shall not be responsible for vehicles not locked and for which parking fee has not been paid

- Practices for all programmes should be held either prior to the classes or after classes with the permission of the cultural Co-ordinator/HOD.

- Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders into the campus

- Money shall not be collected from fellow students for any purpose without the prior permission of the Principal.

- Students are not allowed to organize picnics or class socials. The College reserves the right to initiate action against the class or group of students, who violate this rule

- Use of mobile phones in the College premises is prohibited. Students are informed not to use mobiles within the college campus. Once confiscated, mobile phones will not be returned to the students without the assurance of the Parents. Possession of mobile phones or similar electronic devices during examination is considered as a serious malpractice.

- College does not hold any responsibility for the student's personal belongings during the course including the examination period.

- Students creating chaos forming groups, shouting slogans against college in the campus, involved in activities against the college and particularly against the image of the college such as bringing Political groups into the college premises, making videos of the college processes providing incorrect/false information about the college to the media and acts of similar nature will be summarily rusticated from the college immediately.

1.4.14 Certificate collection:

- Original academic documents (10th, 12th/degree marks cards etc.,) shall be collected only after the final year End Semester Examination and after the payment of all dues to the college.

- Original academic documents shall be returned after the completion of the course of study.

- Original academic documents shall be returned and Markscards/Degree certificates shall be issued only to the student

- Parents/guardians/friends/relatives shall not be entertained to receive the original documents or marks cards or certificates
- Original academic documents deposited and other marks cards/degree certificates shall be claimed within a year after leaving the college. The college office shall not be held responsible for any damage or loss to the certificates left unclaimed by the student.
- Ordinarily a notice of 24 hours is necessary for issue of certificates.

1.4.15 Collection of MarksCards/Degree Certificate:

By-Post	• Student shall mail the details viz., Name, Reg. No, Course, Semester, Postal Address to scienceoffice@theoxford.edu	In-hand	• Student shall produce No Due Certificate in office
	• Remit Postal charges • Marks cards/ Degree certificates shall be posted		• Sign in Register and Collect the Certificate
	• College shall not responsible for any damage to the certificates		**• Certificate shall not be given to family or friends**

1.4.16 Procedure to procure certificates from college
1.4.16.1   Transfer Certificate (Issuance)

Letter from Principal wherein the student has taken admission	→	**Procure No due Certificate from College & Hostel**	→	**Submit No due Certificate with Requisition form in office**	→	**TC shall be posted to the Principal wherein the student has taken admission**
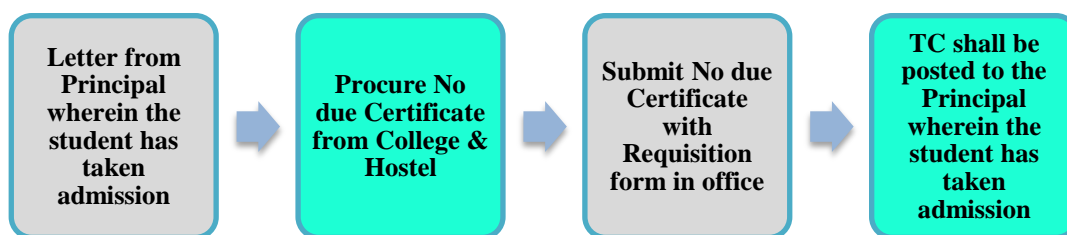
1.4.16.2 Transfer Certificate (Procurement)

| Admission to the college | → | Obtain TC form from Office | → | Submit to University previously studied | → | Submit Transfer certificate either by post or in hand to office |
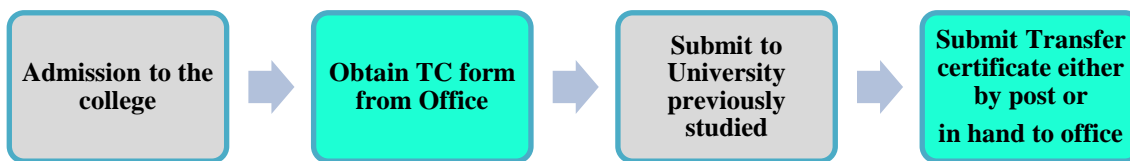
1.4.16.3 Bonafide/Study/Conduct Certificate

| Obtain requisition form from Office | → | Fillup the requisition form for the certificates required | → | Submit the form in Office | → | Procure the certificate |
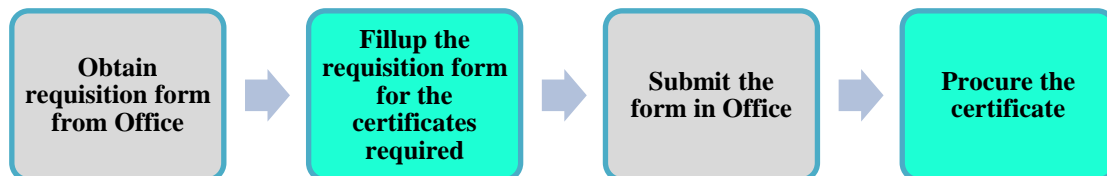
Note: Conduct certificate shall be issued only on recommendation of the HOD. It is the responsibility of the students to earn a good conduct certificate. It is not issued as a matter of right.

1.4.16.4 Provisional Degree Certificate

| Obtain requisition form from Office | → | Attach photocopy of all Marks card with percentage | → | Submit the form with necessary documents in office | → | Collect the certificate within one working day |
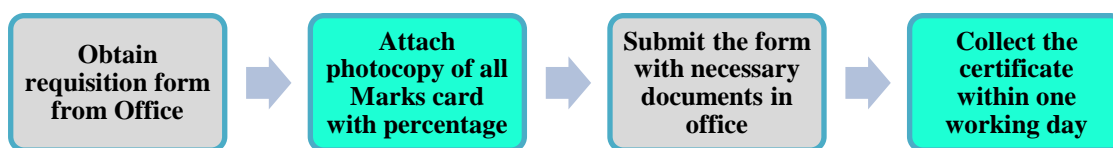
Note: PDC shall be issued only after the receipt of all markscards and shall not be issued based on result sheet

1.4.17 Requirements to procure certificates from University

Sl. No.	Certificates / Marks Cards	Covering letter	Application	Photo	Marks Cards/ Degree Certificate/ Result	No Due certificate	DD	University Circular/ Notification	Affidavit with Notary attestation	FIR Copy	Letter from Company or College	Result Sheet	A form / Invigilation Diary/Absentee statement
1	Migration Certificate	✓	✓	✓	✓	✓	✓	-	-	-	-	-	-
2	Provisional Degree Certificate – Counter Signature from University	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
3	Name correction or any marks correction in marks card	✓	✓	✓	✓	-	✓	-	✓	-	-	-	-
4	Correction in Degree Certificate	✓	✓	✓	✓	-	-	-	-	-	-	-	-
5	Convocation Certificate	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
6	Convocation Certificate – Tatkal	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
7	Duplicate Degree Certificate	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-
8	Duplicate Marks card	✓	✓	✓	✓		✓	-	✓	✓	-	-	-

9	Medium of Instruction Certificate (English)	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
10	Rank Certificate	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
11	Consolidated Marks Cards	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
12	Revaluation	✓	✓	-	-	-	✓	-	-	-	-	-	-
14	Official Transcript	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
15	Geniness of marks cards & Degree certificate Verification	✓	✓	✓	✓	-	✓	-	-	-	✓	-	-
16	Not Processed Result	✓	-	-	-	-	-	-	-	-	✓	✓	✓
17	Improvement (Only PG)	✓	-	-	✓	-	-	✓	-	-	✓	-	-
18	Fails in Aggregate (Within 50%)	✓	-	-	✓	-	-	-	-	-	✓	-	-

Note:

DD shall be raised in favour of "The Finance Officer, Bangalore University, Bengaluru".S

DD shall include Application fee, University Fee, Yearly charges etc.

1.4.18 Procedure to apply for scholarship

1.4.18.1 SC/ST Scholarship
- Student shall Upload details in web portal of Social Welfare Department.
- Submit the uploaded form to office along with photocopy of all Marks Cards, Income Certificate and Caste Certificate
- College shall forward the form with relevant documents to Social Welfare Department (SWD)
- Disbursement of scholarship in the form of cheque after receiving from SWDprovided student owes No Dues to college.

1.4.18.2 Post Metric Scholarship (For OBC - 2A, 2B, 3A, 3B)
- Student shall Upload details in web portal of Department of Minority Welfare and Department of Backward Classes.
- Submit the uploaded form to office along with photocopy of all Marks Cards, Income and Caste Certificate
- College shall forward the form with releavant documents to Department of Minority Welfare and Department of Backward Classes.
- Disbursement of scholarship cheque after receiving provided student owes No Dues to college.

1.4.18.3 Defence/Ex-Servicemen Scholarship
- Student shall submit the duly filled in application form including the Defence form with all necessary documents
- Recommendation/ Forwardal by Principal

1.4.18.4 ICCR Scholarship
- College shall enroll students with ICCR scholarship. However, the students shall abide by the regulations laid down by ICCR, New Delhi to avail merit scholarship

1.4.19 Submission of Documents

Karnataka Student

Under Graduation	Post-Graduation
10th, PUC, 12th, marks cards or equivalent certificate, Transfer Certificate	Degree marks card, Transfer Certificate . M.Sc Chemistry & Biochemistry students shall submit their 12th marks card along with the above mentioned certificates.

TC procurement form available in the office.

Non- Karnataka Students

Under Graduation	Post-Graduation

10th, PUC, 12th, marks cards or equivalent certificate, Transfer Certificate, Migration Certificate	Degree marks cards, Transfer certificate, Migration certificate M.Sc Chemistry & Biochemistry students shall submit 12th marks card along with the other above mentioned certificates.

International Students
10th, PUC, 12th, marks cards or equivalent certificate, Transfer Certificate, photocopy of Passport, Visa during admission.
Eligibility Certificate from Bangalore University

1.4.19.1 Uploading Procedures:

Fill application form in Online portal	→	Signature, Thumb impression and photo.	→	Verify data with class teacher before the final submission	→	Ensure that correct language, Name, DoB, Address & course are uploaded
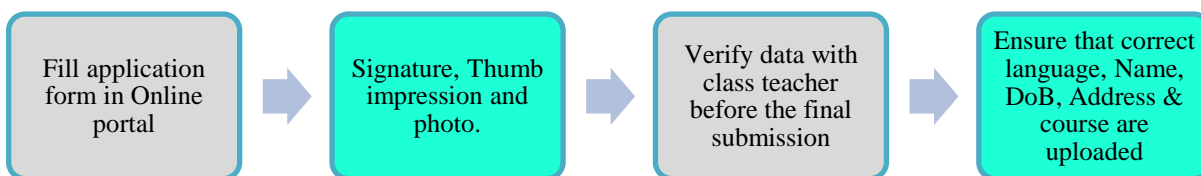
1.4.20 Concession for Study tour:

1. Choose Institutes/Industry relevant to the curriculum

5. Submit Report to the department /IQAC

Study Tour

2. Obtain permission from Principal

4. Avail Train Concession form from office

3. Seek permission from Institute/Industry and freeze the date of visit
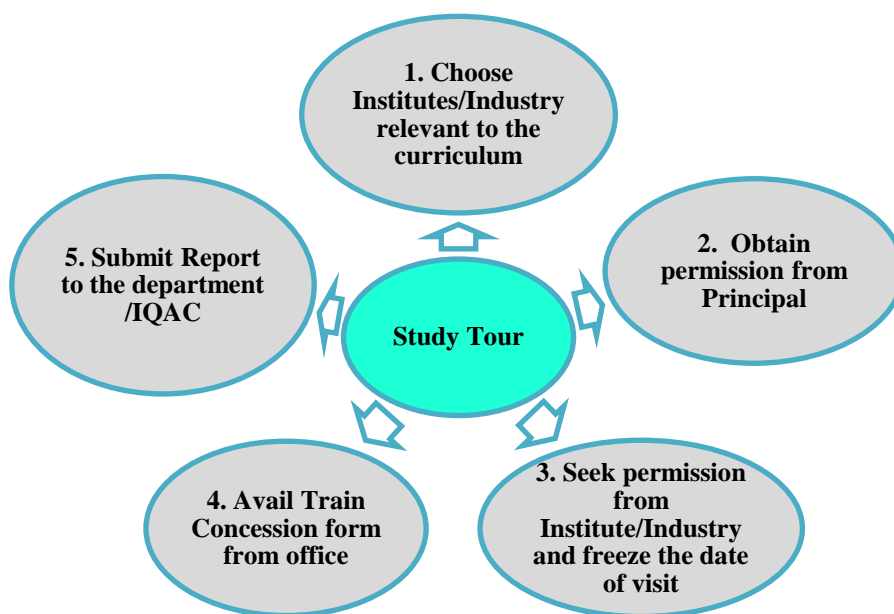
Note: Train Concession form shall not be overwritten/striked off/cancelled at any circumstances failing which Penalty shall be levied on the concerned department

1.5 Regulator for teaching staff:

1.5.1 PRINCIPAL

- Principal is the Head of the Institution vested with the powers of superintendence, control and supervision of all the affairs of the college.
- Principal shall report to The Chairman.
- Member of Management Steering Committee and shall implement all the improvement measures
- Principal shall supervise all Academic activities of the college in the light of rules and regulations of University
- Responsible for the smooth functioning of the departments and also activities related to research, development, extension and placement.
- Formulate perspective planning and review it in pursuit of promoting the qualitative growth of the college
- Responsible for producing optimum results in University examinations by guiding the faculty members / HoD's through a structured system
- Responsible for process of additional courses starting in tune with market needs.
- Responsible for all University matters & University examinations
- Shall conduct Governing Council meetings twice a year
- Responsible for necessary steps/ formalities for approval by UGC for new courses / affiliation by University , whenever necessary.
- Responsible for all curricular, co-curricular, extra-curricular and extension activities of the college
- Responsible for correspondence with University and related bodies
- Review of proposals and allocation of budget for each department
- Responsible for reviewing lectures periodically and monitoring progress of all departments.
- Shall arrange for identification and physical verification of assets in the labs and stores of his departments.
- Responsible for establishingMoU's, Foreign collaboration, Consultancy, Centers of Excellence, National-International seminars/conferences, submission of proposals to various funding agencies and all other association that raises the profile of the college
- Responsible for scheduling Interview and selection of Staff for departments.
- Appraisal of the performance of teaching and non-teaching staff.
- Responsible for obtaining feedback from all stakeholders
- Responsible to set up IQAC and review its activities
- Shall sanction Casual Leave, On Official Duty (OOD), Special Casual Leave, Compensatory off (CH) and Extraordinary Leave (Loss of Pay) for all the staff. Shall have powers to sanction Earned Leave for 10 days beyond which Chairman approval is necessary. Study Leave shall be sanctioned with Chairman approval
- Responsible for Recommendation of Scholarship for students.
- Responsible for Issue of Transfer Certificate, Course Completion Certificate, Bonafide Certificate, Study Certificate, Certificate of Fee Structure, etc.,

Shall be involved in day-to-day administration, to maintain a congenial atmosphere in the campus and to enforce discipline among the students.

1.5.2 VICE PRINCIPAL

- Shall report to Principal
- Shall assist Principal in all aspects and supervise all academic and administrative activities of the college
- Shall discharge all the duties and responsibilities of Principal
- Shall serve as In-charge Principal in his/her absence
- Shall discharge any other duties assigned by Principal

1.5.3 DEAN (Administration)

- He/she shall report to Principal
- Shall assist Principal in all administrative work pertaining to University/AICTE affiliation and Higher Education Council online affiliation process
- Shall assist Principal for all college events
- Shall organize awareness program on Anti-Ragging
- Shall assist Principal for correspondence with University and related bodies in all administrative matters.
- Shall monitor students' discipline smooth functioning of classes/college.
- Shall be on rounds in free time and maintain discipline in the campus
- Shall oversee Anti-Ragging, Anti-Harrasment, Grievance Redressal Cell and Parent Teacher Association
- Shallfollow all the regulations laid in Administrative policy
- Shall discharge any other duties assigned by Principal

1.5.4 DEAN(Academics)

- He/she shall report to Principal
- Shall supervise all Academicactivities of the college in accordance with the rules and regulations of University.
- Responsible for preparing Academic Calendar and reviewing the calendar activities
- Responsible for conducting Academic Audit
- Shall oversee lesson plan and time-table
- Shall conduct workload analysis and recommend teaching staff for departments
- Responsible for surprise visit to classes to monitor class control, effective teaching methods by faculty, students strength & their attention.
- Responsible for introducing innovative teaching learning methods
- Responsible for introducing novel programs based on market trend
- Shall oversee Curriculum Commiittee and Feedback Analysis Committee
- Shall oversee and follow all the regulations laid in Teaching, Learning policy
- Shall discharge any other duties assigned by Principal

1.5.5 DEAN (Examinations)

- He/she shall report to Principal
- Shall discharge the duties of Chief Superintendent of University Examinations
- Responsible for smooth conduct of Universitytheory and practical End Semester Examinations (ESE) as per the rules and regulations of University
- Shall schedule and conduct two theory and one practical Internal Examination
- Shall conduct orientation program for teaching, non teaching and students on examination process.
- Shall represent grievances of the students regarding results, Mark cards etc., with University
- Shall co-ordinate with Examination superintendent and University co-ordinator for smooth conduct of the exam and for addressing exam/result related grievances
- Shall issue hall tickets, forward remuneration bills of both theory and practical examinations
- Responsible for result analysis and maintain records of students' results
- Shall oversee Mentoring and Councelling Cell
- Shall oversee and follow all the regulations laid in Evaluation Policy
- Shall discharge any other duties assigned by Principal

1.5.6 DEAN (Research & development)

- He/she will report to Principal
- Shall monitor all R&D activities in the college
- Shall scout for various notifications with respect to research proposals, conferences, seminars, workshops, training programs and communicate the same to all faculty
- Shall motivate faculty for paper/poster presentation in conferences, paper publications in referred journals at least one per year
- Shall motivate faculty to register for higher studies
- Shall conduct workshop on research proposal writing and create awareness on quality publications etc.
- Shall scrutinize and forward all purchases made through funded projects in the campus
- Shall serve as Member of Research Advisory Committee (RAC) and Member Secretary of Institutional Research Committee (IRC)
- Shall oversee and follow all the regulations laid in Research, Development, Sustenance and Consultancy policy
- Shall conduct IRC meetings biannually and record the minutes of the meeting
- Shall oversee Faculty Development Cell
- Shall discharge any other duties assigned by Principal

1.5.7 DEAN (HR & Placement)

- He/she shall report to Principal

- Responsible for all HR & Placement activities in the college
- Responsible for promoting Industry-Institute Interaction by establishing MoUs with various companies either for internship, placement or any other activity
- Shall provide Career Guidance counselling for students.
- Shall organize pre-placement activity at least one per semester in final year
- Shall arrange for placement interview for the students of all branches
- Shall maintain database of students information
- Shall organize soft skill development program for students
- Shall organize Alumni meet once a year
- Shall provide information on employment opportunities.
- Shall follow all the regulations laid in HR & Placement Policy
- Shall oversee Women Empowerment Cell, Staff Development Cell and Alumni Association
- Shall discharge any other duties assigned by Principal

1.5.8 HOD

- HoD shall report to Principal.
- HoD is expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
- Shall strictly abide by the educational, Organizational and disciplinary policies of the college.
- Responsible for semester planning, manpower planning, subjects allocation based on the choice options given by faculty members, Lab management, department management for smooth functioning, conducting model tests, university examinations, project reviews, class committee meetings on time, and in short management of the department in structured way, taking guidelines from Principal
- Shall undertake Assessment and evaluation of the performance of students on continuous basis develop strategies for improvement of results
- Advise and counsel students on academic and social issues
- Undertake individual or collaborative research and contribute towards development of the college
- Responsible for maintenance of all Lab equipments and obtain inventory from time to time
- Responsible to submit and motivate faculty to submit research proposals to funding agencies
- Responsible to motivate faculty to publish research articles
- Responsible for identification of Staff requirement and selection.
- Responsible for subject allocation, selection of electives, framing time table and allocation of department work

- Shall attend all HODs meetings conducted by Principal and conduct department meeting monthly once
- Shall scrutinize Lesson plans, Lab manuals, review question bank.
- Shall monitor theory Class / Lab sessions in accordance with lesson plan, Students attendance and discipline
- Responsible for scheduling Assignment, Seminar, Industrial Visit, Guest Lecture, Association activities, Quiz and Group Discussion.
- Responsible for selection, allotment of supervisors/guide, monitor and review of student projects
- Responsible for scheduling University Practical Examination, submitting marks list and Internal Assessment Marks to office
- Responsible for identifying slow learners and accordingly schedule Remedial classes
- Appraisal of the performance of teaching and non-teaching staff.
- Shall organize educational tour
- Shall submit proposals to funding agencies to organize workshop, seminar, conference, faculty development programmes, lecture series etc.,
- Schedule stock verification in the lab and department Library.
- Shall prepare and submit department budget proposal to Principal
- Responsible for procuring equipments, consumables, books and other miscellaneous items in accordance with the college purchase policy
- Shall maintain student-friendly environment.

1.5.9 PROFESSOR

- He/ She shall report to respective HoD.
- Expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values
- Shall strictly abide by the educational, Organizational and disciplinary policies of the college.
- Shall contribute towards college development and participate in standing or adhoc committees
- Shall assist HoD in administrative activities of the department
- Shall guide the fellow/junior faculty on academic and organizational culture
- Shall be proactive in procuring grants from various funding agencies for research, infrastructure development, conference, seminar, faculty development programs, workshops etc.,
- Shall organize guest lectures, Industry visit, enrichment programs, workshops, group discussion, skill development programs and other co-curricular and extracurricular activities
- Shall advise and counsel students on academic and social issues
- Shall guide students in in-house projects, paper/poster presentations
- Shall submit lesson plan, work diary, question paper, question bank, answer scheme/key internal assessment marks to the respective individual in time

- Shall take up responsibility as Co-ordinator of Event or as Class-Coordinator
- Shall monitor students attendance, progress, behavior of students and recommend corrective steps if necessary
- Shall monitor condition of equipments in the laboratories and arrange for service / repair.
- Shall perform all other faculty duties mentioned in other policies
- Shall discharge all other duties assigned by HoD and Principal

1.5.10 ASSOCIATE/ASSISTANT PROFESSOR

- He/ She shall report to respective HoD.
- Expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values
- Shall strictly abide by the educational, Organizational and disciplinary policies of the college.
- Shall contribute towards college development and participate in standing or adhoc committees
- Shall assist HoD in administrative activities of the department
- Shall guide the fellow/junior faculty on academic and organizational culture
- Shall be proactive in procuring grants from various funding agencies for research, infrastructure development, conference, seminar, faculty development programs, workshops etc.,
- Shall organize guest lectures, Industry visit, enrichment programs, workshops, group discussion, skill development programs and other co-curricular and extracurricular activities
- Shall advise and counsel students on academic and social issues
- Shall guide students in in-house projects, paper/poster presentations
- Shall submit lesson plan, work diary, question paper, question bank, answer key/scheme, internal assessment marks to the respective individual in time
- Shall take up responsibility as Co-ordinator of Event or as Class-Coordinator
- Shall serve as Invigilator, Internal/External Examiner for practical examinations
- Shall monitor students attendance, progress, behavior of students and recommend corrective steps if necessary
- Shall conduct remedial classes and mentor students
- Shall monitor condition of equipments in the laboratories and arrange for service / repair.
- Shall perform all other faculty duties mentioned in other policies
- Shall discharge all other duties assigned by HoD and Principal

1.6 Regulator for Non Teaching/Administrative Staff:

1.6.1 SYSTEM ADMINISTRATOR

- Shall report to HOD-CSA/Principal.

- Responsible for maintenance of server room and UPS
- Responsible for smooth functioning of all computer systems / Net work / internet facility in the campus
- Responsible for solving users' problems
- Shall abide by all other regulations laid in Computer Usage & Network policy
- Shall discharge all other duties assigned by Principal

1.6.2 LAB PROGRAMMER

- Shall report to HOD-CSA
- Responsible for maintenance of labs
- Responsible for smooth functioning of all computer systems / Net work / internet facility in the lab
- Shall abide by all other regulations laid in Computer Usage & Network policy
- Shall discharge all other duties assigned by HOD/Principal

1.6.3 TECHNICAL or LAB ASSISTANT

- He / She shall to report to Faculty/HoD
- Shall check the condition of the equipment / instrument each time after use by students.
- Responsible for cleanliness of the lab.
- Shall issue chemicals, glasswares, components and other necessary materials required for conducting practical classes and University Exams.
- Shall maintain stock registers, record breakage student wise and maintain logbook.
- Shall carryout minor repairs, report to the Faculty-in-Charge or HoD about any major servicing to be done
- Shall maintain First-Aid-Box in the lab
- Shall discharge any other duties assigned by Faculty/HoD/Principal

1.6.4 LAB ATTENDER

- He / She shall to report to Technical Assistant/Faculty/HoD
- Shall clean the lab every day and shall keep bottles, instruments in its place
- Shall clean chemicals, glasswares, components and other necessary materials utilized for conducting practical classes and University Exams.
- Shall report about breakage of glasswares, instruments to Faculty/HoD immediately
- Shall get the photocopying done, submit and pick up files from office
- Shall discharge any other duties assigned by Faculty/HoD/Principal.

1.6.5 LIBRARIAN

- He/she shall report to Principal
- Responsible for planning / budget preparation / purchases of books / journals by consulting all HoD's

- Responsible for issue / return of books as per college norms
- Responsible for maintaining and upgrading library software
- Responsible for clipping new arrivals, interesting news etc on display notice board**.**
- Shall allot accession numbers and call numbers for books.
- Shall maintain reference books, general books periodicals and back volumes.
- Responsible for collecting dues/charges if any due to loss of books or late renewal/return of books.
- Co-ordinate with various departments and department libraries for the purchase of new books, journals and extra copies required as per the norms of University.
- Responsible for house keeping of library.
- In-charge of Reprographic facility
- Responsible for maintaining discipline in the library
- Shall manage Assistant Librarians and other Library staff
- Shall abide by all other regulations laid in Library policy
- Shall discharge all other duties assigned by Principal

1.6.6 ASSISTANT LIBRARIAN

- Shall report to Librarian
- Shall assist Librarian in all Library activities
- Shall abide by all other regulations laid in Library policy
- Shall discharge all other duties assigned by Principal

1.6.7 PLACEMENT OFFICER

- He/she shall report to Principal/Chairman
- Shall assist Dean-HR & Placement in various campus activities
- Responsible for establishing contact with various companies and arrange for placement interview for the students of all branches
- Responsible for conducting pre-placement and personality development training programs
- Shall maintain student and Alumni database
- Shall assist in the placement of the students through campus recruitments.
- Shall assist in identifying companies and arrange for interships
- Shall provide career guidance counselling to the students.
- Shall provides information on employment opportunities
- Shall promote Industry-Institute Interaction.
  Shall discharge any other duties assigned by Principal.

1.6.8 PARENT RELATION OFFICER
- He/she shall report to Principal/Chairman
- Responsible for preparation of brochure, leaf-lets, release advertisement for Admission

- Responsible for providing information for enquiries made through mail/phone
- Responsible for online admission
- Shall counsel students during admission
- Shall interact with parents and provide them up-to-date information about their wards
- Responsible for maintaining student database with complete information about student
- Shall monitor student attendance and according send information to student/parents
- Shall maintain detained list of students
- Shall discharge any other duties assigned by Principal

1.6.9 PHYSICAL EDUCATION DIRECTOR
- Shall report to Principal
- Responsible for maintaining discipline in the campus
- Shall be on rounds in the campus
- Responsible to maintain Sports Centre within the campus
- Responsible for identifying the talent and nurturing the same
- Shall train, guide and conduct practice sessions to the students
- Shall conduct sports activities within the campus
- Shall encourage students to represent college in intercollegiate/ district/ state/ national/ international level tournaments/competitions
- Shall work towards raising the profile of the college in sports activities
- Shall co-ordinate with University Authorities
- Shall discharge all other duties assigned by Principal

1.6.10 NSS OFFICER

- Shall report to Principal
- Responsible for maintaining NSS wing in the campus
- Responsible for selection NSS volunteers
- Shall nurture the volunteers to contribute to the society by providing selfless service
- Responsible to conduct blood donation camps, health camps, Shramadana, maintain cleanliness in the campus
- Responsible for organizing NSS camp once a year
- Shall co-ordinate with University Authorities
- Responsible for utilization of grant received from University and submission of accounts and NSS Report annually to University
- Shall discharge all other duties assigned by Principal

1.6.11 NCC OFFICER

- Shall report to Principal
- Responsible for maintaining NCC wing in the campus
- Responsible for selection NCC volunteers
- Shall train the cadets
- Shall co-ordinate with Karnataka Batalion 1

🔸 Shall submit all necessary documents to the Karnataka Batalion 1

🔸 Shall discharge all other duties assigned by Principal

1.6.12 OFFICE MANAGER/SUPERINTENDENT

🔸 Broad understanding of the Education sector with respect to admission, affiliation and examination process

🔸 Shall be multitasking and have co-ordinating ability with different departments

🔸 Shall have good interpersonal skills and be proficient in English and Kannada

🔸 Manage office staff and all office admin work.

🔸 Monitor and organize submission of check list and preparation of documents for LIC/AICTE inspection and other inspection by external agencies

🔸 Monitor uploading of college information to HIC portal

🔸 Ensure online uploading of student admissions on Attris, BU, for new entrants

🔸 Shall handle all queries pertaining to admission, affiliation and examination

🔸 Responsible for submission of relevant documents to University pertaining to students admission approval

🔸 Cross functional team coordination, external communication, coordinating with parents and BU.

🔸 Shall discharge all other duties assigned by Principal

1.6.13 EXAMINATION SUPERINTENDENT

🔸 He/she shall report to Dean-Examinations or Chief Superintendent

🔸 Responsible for smooth conduct of University examination as per the rules and regulations of University.

🔸 Shall prepare candidate list, question paper indent

🔸 Shall collect examination forms and practical OMR sheets

🔸 Shall allot rooms during examinations, fill A form and other necessary document

🔸 Shall upload Internal Assessment marks

🔸 Shall prepare examination remuneration bills

🔸 Shall document results and prepare result analysis

🔸 Shall distribute Marks-cards and issue Provisional Degree Certificate

🔸 Shall assist Dean-Examinations for all internal examinations

🔸 Shall discharge all other duties assigned by Principal

1.6.14 UNIVERSITY CO-ORDINATOR

🔸 Serve as a liaison to College and University

🔸 Submit all correspondence letters, DD's,reports, checklist, projects for evaluation, and other relevant documents to University

🔸 Collect OMR sheets, Result sheet, Marks cards, convocation forms and other relevant documents from University

🔸 Collect all examination related stationery from University

- Maintain students Grievance Register and accordingly address the issue
- Responsible for addressing all student related admission/examination grievances
- Maintain all acknowledgement letters issued by University
- Shall discharge all other duties assigned by Principal

1.6.15 OFFICE ASSISTANT

- Manage official emails, calendars and schedules
- Answer, screen and route incoming calls
- Organize meetings and prepare minutes of the meeting
- Coordinate university affairs and events
- Serve as a liaison to faculty, staff and alumni
- Open, review and distribute incoming mail
- Proofread and correct documents
- Entertain visitors in the absence of Principal
- Maintain inventory of office supplies and equipment
- Order supplies and manage paperwork necessary for purchasing
- Organize office filing systems and handle office records
- Compile information provided by staff and faculty and organize it in the form of reports
- Follow up and track work flow and provide needed support to various projects
- Prepare notices, memos and circulars
- Provide administrative support to salary section by preparing salary statement and providing needed information
- Maintain Staff attendance/Service register
- Maintain petty cash, day book, bills and vouchers
- Collect examination fee and prepare financial statement
- Follow up on Bangalore University website for updates.
- Prepare documents for LIC/AICTE inspection and other inspection by external agencies
- Upload college information to Higher Education Council portal
- Provide needed administrative support to student services
  - o Letter drafting for students to submit to Bangalore university regarding various admission/examination related grievances
  - o Issue of bonafide, study, transfer, migration certificats
- Online uploading of student admissions on Attris, BU, for new entrants
- Online upload of scholarship to students belonging to SC/ST/OBC
- Maintain student database
- Maintain admission/scholarship register
- Shall discharge all other duties assigned by Principal

1.6.16 ACCOUNTS IN-CHARGE

- He/She will report to Chairman

- Responsible for all financial matters of the college
- Shall maintain Cheque books, prepare and issue the cheque as and when required
- Responsible for disbursement of scholarships to students
- Responsible for all bank transactions
- Shall maintain invoice raised utilizing General Maintenance Fund
- Responsible for providing details on day to day Accounting / year end closing to the Accounts Officer
- Shall work in accordance with Administrator, Purchase Manager, Accounts Officer and Maintenance In-Charge
- Shall discharge all other duties assigned by HoD and Principal

1.6.17 MAINTENANCE IN-CHARGE
- He/She will report to Chairman
- Monitor Housekeeping staff/attendance and over all cleanliness of the campus.
- Take rounds of the facility regularly to identify issues in Housekeeping, Maintenance, and Cafeteria etc and initiate immediate rectification actions.
- Monitor ongoing construction and coordinate with other branches/vendors for completion of work.
- Process knowledge and be familiar with mechanical breakdown related to generator, Air Conditioner/lift and other equipment in laboratories,
- Shall be readily available on call in case of emergency.
- Coordinate with technicians (Electrician, Plumber, Carpenter) and schedule repairs for the campus.
- Maintain log book for Auditorium, Seminar Hall
- Monitor CCTV surveillance and take corrective measures

1.6.18 SECURITY OFFICER
- He shall report to Principal / Chairman
- Supervise the security personnel working
- Shall report to Principal for any unwanted happenings.
- Shall discharge all other duties of Security personnel and those assigned by Principal

1.6.19 SECURITY PERSONNEL
- He shall report to Security Officer.
- Responsible for the security of gate / campus / manpower and materials
- Shallcheck for gate-pass before allowing any items belonging to college out of the campus.
- Shall check all vehicles / buses when they go out of campus.
- Shall check the items coming in and maintain invoice/delivery challan
- Shall allow faculty, staff and students inside the campus only with ID card or visitor's pass.
- Shall maintain visitors register

➕ Shall maintain the key of whole campus and ensure all the rooms are locked, fans/lights switched off after college hours

➕ Shall be on rounds inside the campus and maintain discipline

1.7 Consequences of Violation of Policy:

Anyone found to have violated this policy may also have violated the college Code of Conduct, the Fundamental Standard, the Student Honour Code, and/or other college policies, and shall be subjected to appropriate disciplinary action.

1.8 Employee Welfare Schemes

1.8.1 Employment State Insurance (ESI)

The employees drawing monthly salary up to Rs. 21000.00 are eligible for this facility. The facility shall be extended to the eligible staff automatically.

1.8.2 Provident Fund (PF)

The employees drawing monthly salary up to Rs. 15000.00 are eligible for this facility. The management shall provide this facility to employees drawing Rs. 15,000 per month after completion of two years. However, the employees already availing this facility in different organization and shifted to this college are eligible for this facility. Such faculty shall apply for the same through proper channel.

1.8.3 Sports

The employees are facilitated with different indoor and outdoor games. The indoor games include carom, chess and table tennis and all outdoor games. Gymnasium facility is available. Yoga classes are organized for employees.

1.8.4 Bank Loan

The employees are provided with all necessary documents viz., salary certificate by the college for bank loan application.

1.8.5 Free Health Card

The employees are provided with free health cards for treatment at The Oxford Medical College, Hospital & Research Centre, Yadavanahalli, Bangalore. The free service is provided along with investigations at discounted cost.

1.8.6 Free Transport

Free transport facility is provided to employees to and fro from J P Nagar Main campus to HSR Layout.

2. ADMISSION POLICY

2.1 Statement:

The Principle is to establish transparent admission process in order to have systematic enrolment practices, to ensure effective admission criteria and procedures for student selection. The policy envisions building a knowledge society thereby participating in nation's march in creating intellectual pool.

2.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, concerned administrators and all other stakeholders associated with the institution.

2.3 Objectives:

- To ensure equal opportunities to all the category of students
- To guide aspirants to choose suitable stream through counselling by academicians
- To reach out every corner of the country through networking facility
- To provide simple, hassle free enrolment process

2.4 Regulations:

- Admission is granted to all applicants who meet the minimum educationalqualification and entrance requirements. However the cut-off percentage is at the discretion of the management.
- All programmes shall state any specific entry requirements for applicants clearly in the documents made available to them.
- Applicants shall be legal Indians/ foreign national who have valid passport and study permit.
- All programmes are offered subject to intake sanctioned by the affiliating University.
- Applicants are entitled to visit the College and view locations of study and relevant facilities before enrolment
- By accepting the offer of admission, the applicant agrees to abide by the Code of Conduct and by the rules and regulations of the College.
- An admission offer made and accepted cannot be withdrawn without the applicant's consent except in the case of cancellation of the course/programme or where relevant information supplied by the applicant is found to be incorrect; the admission cancellation can be done by fulfilling the formalities laid by the management.
- The College is committed to transparent admission practices to positively promote equality, fairness and widening participation.
- The College does not discriminate on the basis of race, colour, ethnic/national origin, gender, sexual orientation, age, religious or political beliefs, disability or any other category where discrimination cannot be reasonably justified.

+ The College shall constitute Admission Committee and ensure regular briefing and training to staff involved in admissions to counsel the applicants to make fair and sound judgments and have sufficient resources to carry out their responsibilities effectively.

2.4.1 Admission Committee:

ADMISSION COMMITTEEE

- Update Principal and Heads Of The Department on matters relating to student admissions
- Review the Admissions Policy annually to enable the College to achieve its strategic goals.
- Ensuring compliance with relevant legislation and consistency with the Quality Assurance standards
- Monitoring performance against benchmarks agreed with the Managing Committee
- Update the College website and printed publications periodically
- Ensure for distribution of students to all disciplines and prepare strategies accordingly

2.5 Process:

The Admission Office retains responsibility for managing the admission of students to programmes. It ensures quality assurance of these processes, yet maintains simple procedures as depicted below:

UG ADMISSION

- DIRECT
- ONLINE

2.5.1 Direct Admission Process:

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┌─────────────────────────────────────────────────────────────────┐
│            Eligibility check by Admission Officer                 │
└─────────────────────────────────────────────────────────────────┘
                              ⇩
┌─────────────────────────────────────────────────────────────────┐
│     Collect Application form from admission office/download       │
│                       from the website                            │
└─────────────────────────────────────────────────────────────────┘
                              ⇩
┌─────────────────────────────────────────────────────────────────┐
│        Submit duly filled application form along with the         │
│                          documents                                │
│  (3 recent passport size photographs, Photocopies of PUC/Plus 2   │
│                    Marks/Aadharcard)                              │
└─────────────────────────────────────────────────────────────────┘
                              ⇩
┌─────────────────────────────────────────────────────────────────┐
│         Pay the Fees by Cash/Card/ Demand Draft in favour of      │
│  **"The Oxford College of Science, Bangalore"** from any          │
│                     Nationalized Bank                             │
└─────────────────────────────────────────────────────────────────┘
                              ⇩
┌─────────────────────────────────────────────────────────────────┐
│            Provide the details of Uniform (FAD Dept.)             │
└─────────────────────────────────────────────────────────────────┘
                              ⇩
┌─────────────────────────────────────────────────────────────────┐
│   Commencement of classes shall be intimated through post/telephone│
└─────────────────────────────────────────────────────────────────┘
                              ⇩
┌─────────────────────────────────────────────────────────────────┐
│  Deposit all original academic documents at college office on     │
│                        Inaugural Day                              │
│ (Marks card, Transfer Certificate, Migration Certificate and 7    │
│                   Passport Size photos)                           │
└─────────────────────────────────────────────────────────────────┘
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2.5.2 Online Admission Process

```
┌─────────────────────────────────┐
│           Admission             │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│   Login  to www.theoxford.edu   │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│     Select the Science Stream   │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Courses of the respective      │
│  stream shall be displayed      │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│      Register for the course    │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│     Make the online payment     │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Download the prospectus and    │
│       application form          │
└─────────────────────────────────┘
         │                │
         ▼                ▼
┌──────────────┐   ┌──────────────┐
│   Direct     │   │   Indirect   │
│  Admission   │   │  Admission   │
│              │   │  (by post)   │
└──────────────┘   └──────────────┘
```

Direct Admission

Visit the campus, submit the filled in application form along with the documents.

(3 recent passport size photographs, Photocopies of PUC/Plus 2 Marks/Aadhar card) and DD for completion of admission process.

Indirect Admission (by post)

Send duly filled application form along with the documents .

(3 recent passport size photographs, Photocopies of PUC/ Plus 2 Marks/ Aadhar card) and DD to Admission Officer
The Oxford College of Science, #32,17th 'B' Main, Sector IV, HSR Layout ,Bangalore-560102

2.5.3 Management Quota

2.5.3.1 Online Admission Process: As stated above for UG courses. However, degree marks cards, Transfer Certificate, Migration Certificate shall be submitted during admission

2.5.3.2 Direct Admission Process

2.5.4 University Quota
2.5.4.1 Admission Process

```
                    University Quota
                         |
                         v
  Submit the application to respective University subject
                     departments
                         |
                         v
  Attend counseling process on stipulated time with the necessary
                       documents
                         |
                         v
  Once the candidate is allotted a seat in TOCS approach the TOCS
        admission office with original challan of allotment
                         |
                         v
  Students shall take application form for admission in the college
               admission office with a nominal fee
                         |
                         v
  Submit the filled in application with 3 Passport size photographs,
                     Aadhar card copy
```

2.5.4.2 Online Admission Process For Mca

```
              University Quota  Admission
                         |
                         v
     Submit the application to respective University
                 subject departments
                         |
                         v
    Attend counseling process on stipulated time with
                 the necessary documents
                         |
                         v
             Write KAMT/PGCET Examination
                         |
                         v
     Submit the application to respective University
                 Subject Departments
                         |
                         v
             MCA Regular/Lateral Entry
                         |
                         v
```

Attend counseling process on stipulated time with the necessary documents

Once the candidate is allotted a seat in TOCS approach the TOCS admission office with original challan of allotment

Students shall take application form for admission in the college admission office with a nominal fee.

2.5.4.2 **Admission Process for PG Diploma in Bitechnology Skill Enhancement Program:**

PG Diploma ADMISSION

Karnataka Biotechnology AptitudeTest

Counselling

Admission
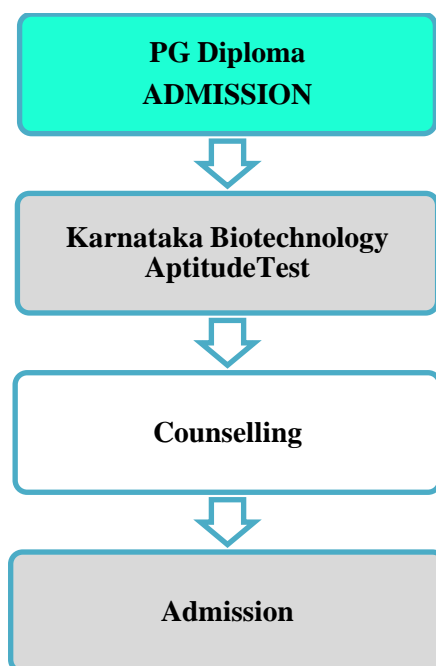
2.5.5 For Foreign Students

Eligibility check by Admission Officer

Collect Application form from admission office/download from the website

Submit duly filled application form along with the documents

(3 recent passport size photographs, Photocopies of PUC/Plus 2 Marks) along with

1. Certified copy of passport (Identification page).
2. Certified copy of study permit / other applicable permit (to be submitted upon receipt of letter of acceptance).
3. Certified copies of academic transcripts, certificates or diplomas of any additional qualifications.
4. Proof that the student is financially able to pay tuition fees and has adequate means of support.
5. A written undertaking that she/he will return to his/her country of residence/ origin after completing his/her studies (study permit holders only).
6. Proof of accommodation for the duration of studies.

Pay the fees in Cash/Card/Demand Draft in favor of
"**The Oxford College of Science, Bangalore**" from any Nationalized Bank

Provide the details of Uniform
(Fill the form in Admission Office/ Department of Fashion & Apparel Design)

Commencement of classes shall be intimated through post/telephone

Deposit all original academic documents at college office on Inaugural Day
(Marks card, Transfer Certificate, Migration Certificate and 7 Passport Size photos)
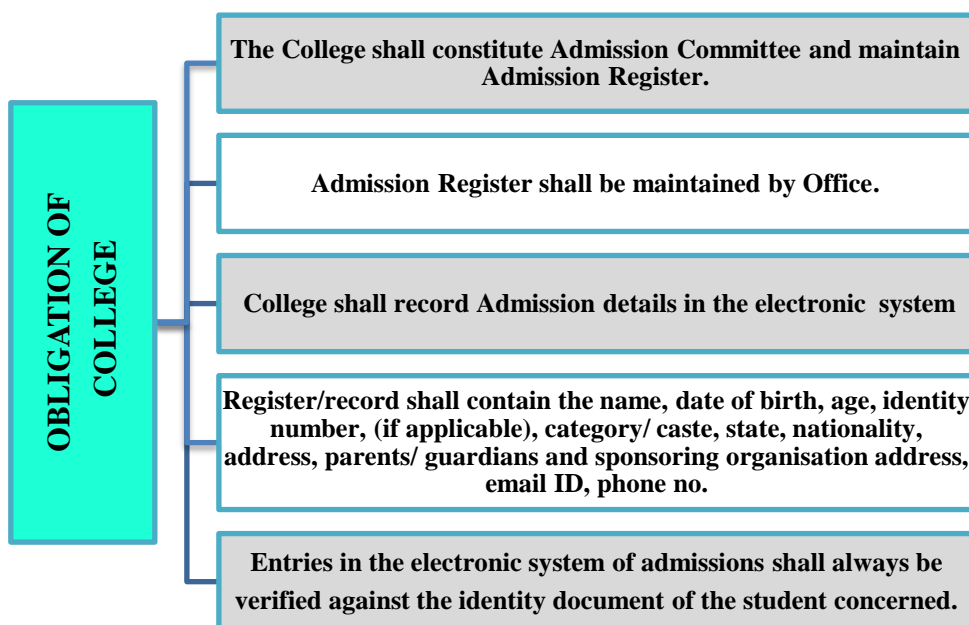
2.6 Completion of enrolment process:

- Fees required to be paid in full except in a case, which is deemed by the college to be an exceptional circumstance.
- All information and supporting documents should be submitted
- Student shall sign the applicable undertakings
- Affiliating University is the final authority for approval of the candidate and has the right to deny approval if necessary documents are not furnished in time.

NOTE: False or inaccurate information by the applicant may render the applicant's application null and void.
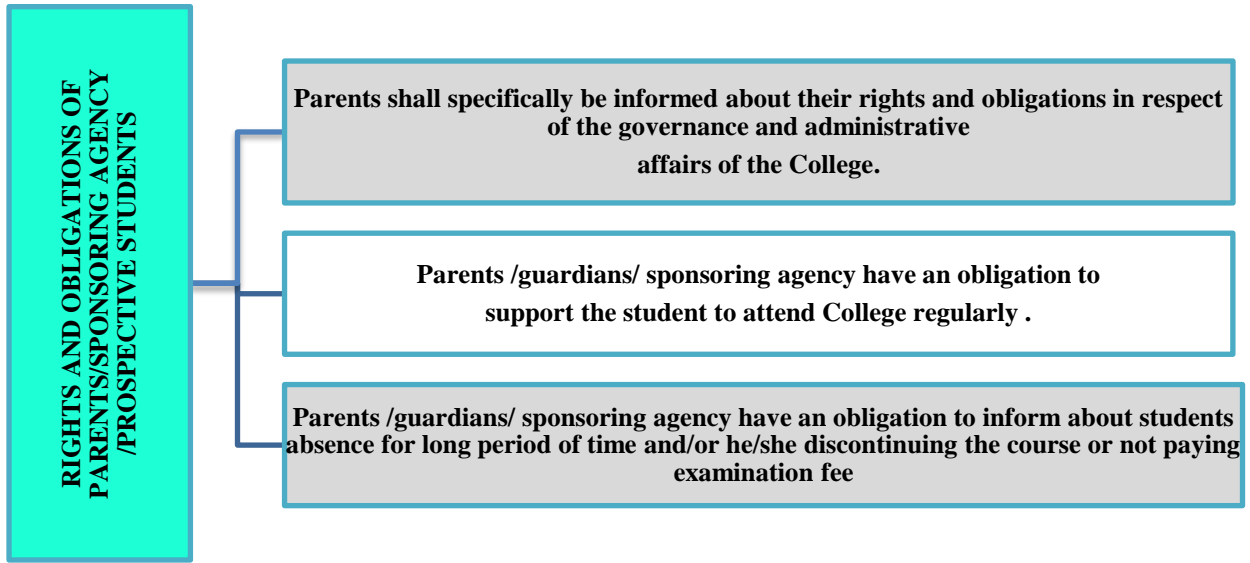
2.7 Enrolment Criteria For Re-Admission

- Re-admission is subject to the applicant satisfying all the minimum requirements of the programme concerned. The College reserves the right to refuse re-admission of a student who fails to meet requirements or who deliberately fails to write examinations.
- A student may be denied admission where they have a track record of constantly failing to comply with the Code of Conduct.
- A prospective student who incites disruption and violence on the College premises may not be permitted to register at the College.

2.8 Obligation Of College

OBLIGATION OF COLLEGE

- The College shall constitute Admission Committee and maintain Admission Register.
- Admission Register shall be maintained by Office.
- College shall record Admission details in the electronic system
- Register/record shall contain the name, date of birth, age, identity number, (if applicable), category/ caste, state, nationality, address, parents/ guardians and sponsoring organisation address, email ID, phone no.
- Entries in the electronic system of admissions shall always be verified against the identity document of the student concerned.

2.9 Rights And Obligations Of Parents/Sponsoring Agency /Prospective Students:

RIGHTS AND OBLIGATIONS OF PARENTS/SPONSORING AGENCY /PROSPECTIVE STUDENTS

Parents shall specifically be informed about their rights and obligations in respect of the governance and administrative affairs of the College.

Parents /guardians/ sponsoring agency have an obligation to support the student to attend College regularly .

Parents /guardians/ sponsoring agency have an obligation to inform about students absence for long period of time and/or he/she discontinuing the course or not paying examination fee

3. TEACHING &LEARNING POLICY

3.1 Statement:

The college strives to empower faculty to achieve excellence through cutting edge academic practices by encouraging them to develop a deep understanding of learning patterns to effectively apply and adopt teaching strategies to meet their own goals and students' needs. Teaching and learning shall be planned, delivered and monitored in accordance with the values and principles to ensure quality throughout the process.

3.2 Scope:

This policy and its components, applies to all the students, staff, concerned Administrators, and all other stakeholders associated with the institution.

3.3 Objectives:

- Preparing students for life in a global society by realizing their potential through a transformational learning experience.
- Enabling students from all backgrounds and abilities to reach their maximum potential-academically and as individuals.
- Encourage independent thinking and learning skills through innovative tools and techniques.
- Continuous Upgradation of Curriculum planning to ensure quality teaching and learning
- Maximize student attainment and achievement.

3.4 Regulations:

- A designated Dean, Associate Dean Academics shall oversee the teaching learning process in the college.
- Teaching and learning shall be professional, positive, engaging and rewarding partnership between students and teachers
- Teachers shall be encouraged to be reflective, assessing their own performance and development needs, and to work together to share best practice and support each other's development.
- Teachers shall ensure that the learning objectives are met at every stages as to reflect on the student's progress towards achieving their goals and share responsibility for their learning outcomes
- Teachers shall develop the adequate skills, confidence and motivation in students and open cultural boundaries with an unbiased approach.
- Teacher and student shall be provided with the opportunities, resources and support they need to fulfill their academic potential
- Faculty shall receive training, guidance and support, enabling them to contribute towards quality education

3.5 Process:
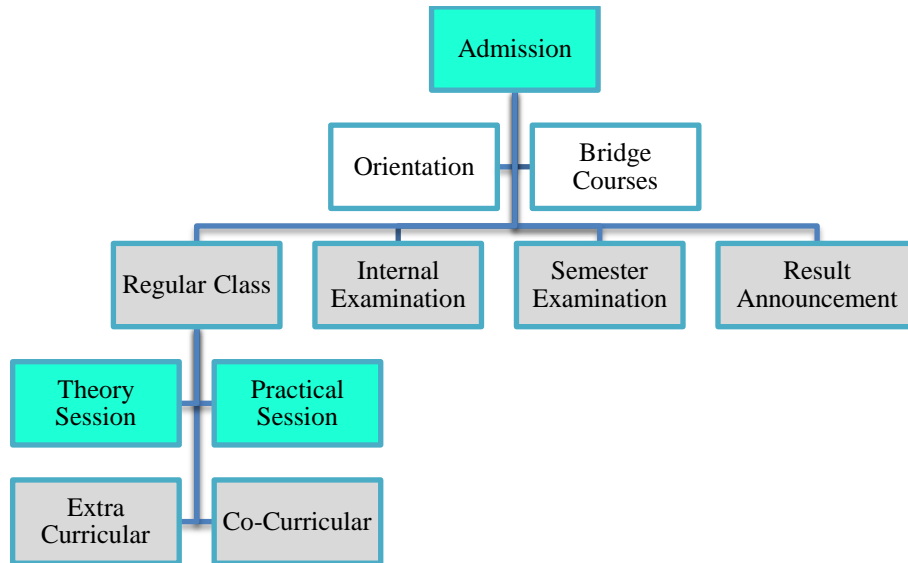
3.5.1 Orientation program:

The college shall conduct orientation programs for Undergraduate and Postgraduate students at the beginning of the course.
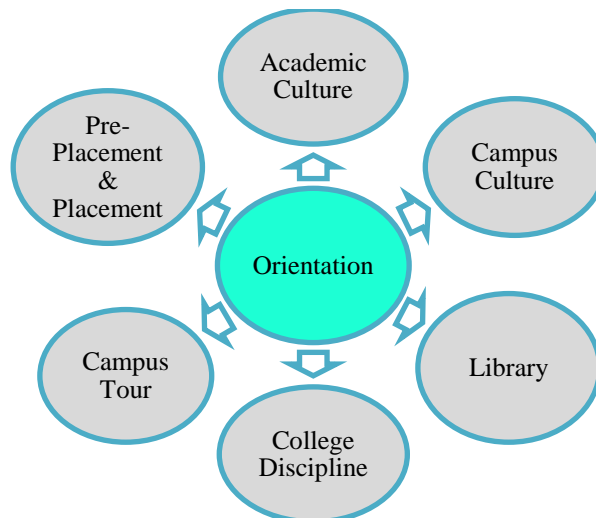

3.5.2 Bridge Course:

Bridge courses to be conducted at the beginning of every academic year before commencement of the regular teaching plans to fortify their basic knowledge on the subject.

- Each department shall frame the syllabus for the same and individual faculty will have a thorough interaction with the students to familiarize their course of interest.
- The syllabus framed shall be submitted to the Dean-Academics

3.5.3 Selection of Language – UG:

- As per the affiliating University curriculum, every student of undergraduate course shall choose a second language in addition to English and the three core subjects.
- Students who have not studied Kannada, Hindi and Sanskrit may opt for additional English as their second language.

Choose Second Language – studied in Plus2 / PUC

Eligibility Check

Uploading in University Portal
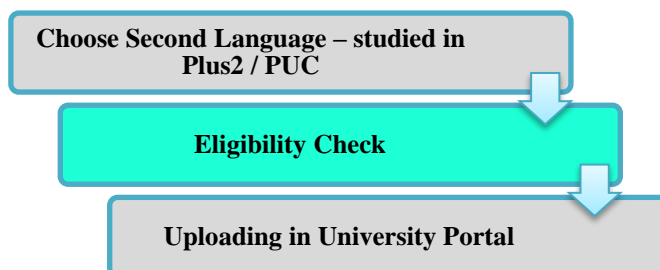
Note: No teacher for less than 15 students.

3.5.4 Academic calendar:

The Academic Calendar shall be released in the beginning of every semester that should include complete information on the various curricular, co-curricular and extracurricular activities.

3.5.5 Lesson Plan:

The faculty shall prepare lesson plan for their respective subjectsbased on the academic calendar, to serve as the road map for students and faculty for the effective completion of syllabus. The same shall be submitted to Dean-Academics and uploaded in the campus management system. The faculty is instructed to adhere to lesson plan which will facilitate a healthy, hassle free and active learning environment.
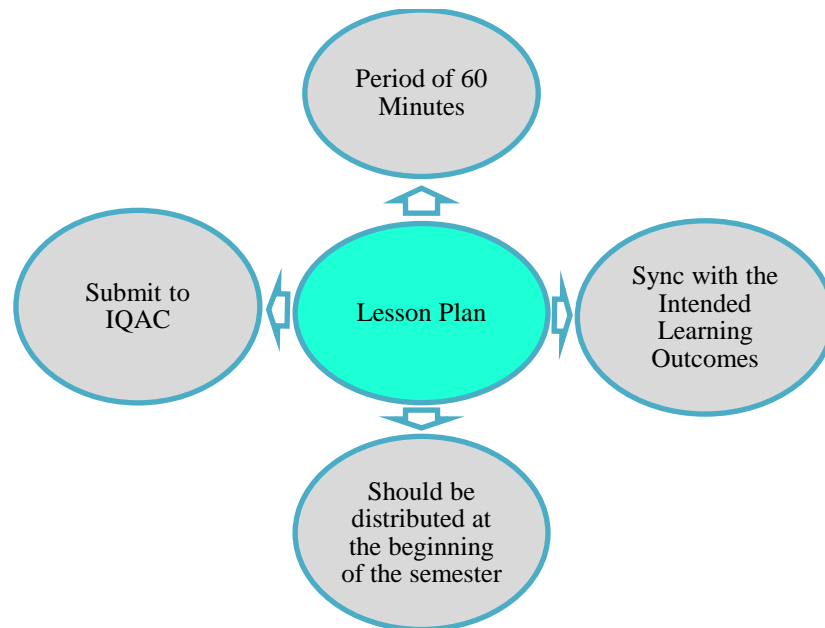
3.5.6 Classroom teaching-theory:
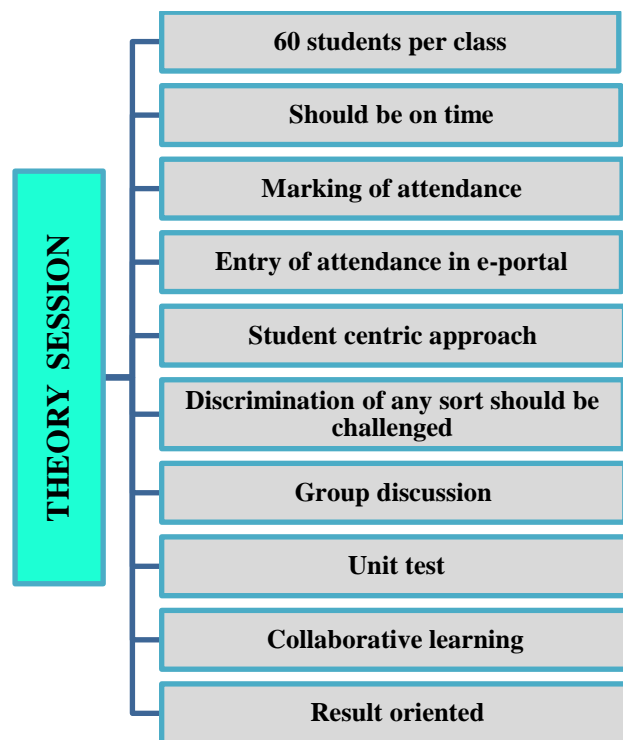
3.5.7 Practical sessions:

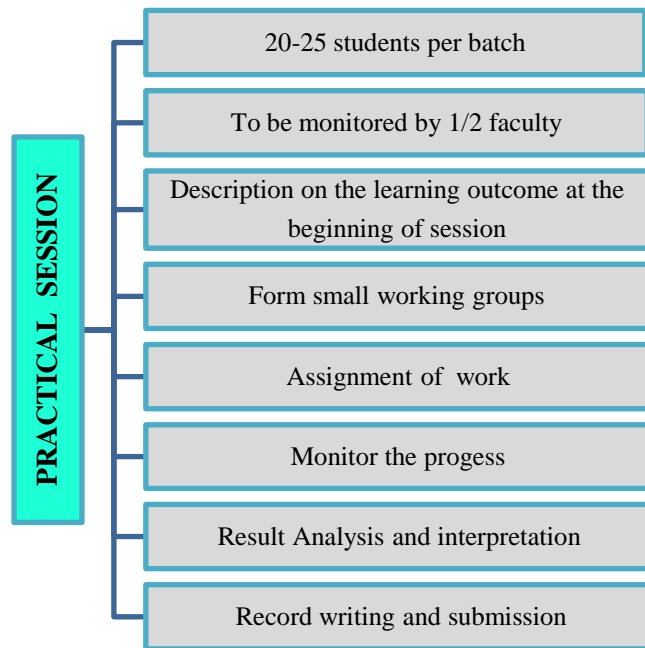Practical classes shall be conducted as per the regulations laid by the affiliating University. Any deviations without prior permission from the concerned authorities shall attract disciplinary action.

3.5.8 Learning Principles:

- Learners are expected to attend lessons on time, be attentive and participate in sessions as directed.
- Students are strictly instructed to switch off their Mobile Phones in the Class Rooms and are prohibited from possessing drugs/Psychotropic/other prohibited substances. Defaulters will be challenged/punished
- Learning tasks shall be differentiated according to the abilities of thelearner.
- Effective use of the College library and practical resources shall be made to enhance learning.

3.5.9 Monitoring and Assessing Learning:

- Learning shall be rigorously checked and monitored.
- Appropriate and varied assessment activities shall be embedded into all teaching sessions and other activities e.g. assignment and self-directed study etc.
- Formal assessment activities and criteria shall be linked to learning schemes and made explicit to learners.
- Each learner's progress should be recorded in line with College procedures
- Learners shall be made aware of their target grade, current progress andscope of improvement.
- All assessed work including examinations and assignments must be the candidate's own work. The passing off of work of others as the work of the candidate is plagiarism. Any quotation from published or unpublished works of other persons including other candidates shall be duly acknowledged. All instances of plagiarism within the learning environment shall be challenged.

3.5.10 Evaluation of Teaching and Learning:

- Teaching shall be subjected to regular observations to ensure that the quality oflearning, teaching and achievement is of a good professional standard.
- Each course shall be evaluated regularly by learners and by teaching staff
- Teaching staff are to maintain a portfolio of Continuous ProfessionalDevelopment by attending conference/FDPs/Training programs, procure membership of professional bodies, apply e-learning techniquesandpositively use learnerfeedback to improve performance.

3.6 Teaching and Learning Support:

Co Curricular	Seminars
	Assignments
	Charts/Models
	Enrichment Program
	Industrial Visit
	Workshop
	Guest Lecture
	Add-on Program
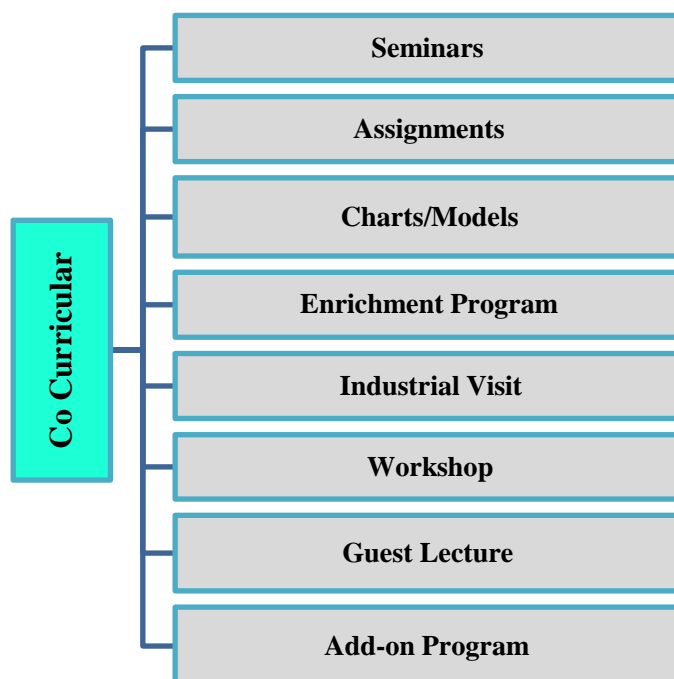
3.6.1 Co curricularUG and Open elective PG:

The students shall choose the co-curricular activity/open elective subject from the available choice based on the CBCS curriculum

Selection of the Course from the Options Offered	→	Scrutinisation from Dean Academics	→	Intimation to the students

3.6.2Guest Lecture

All the departments shall mandatorily conduct minimum of one guest lecture for UG and PG students.
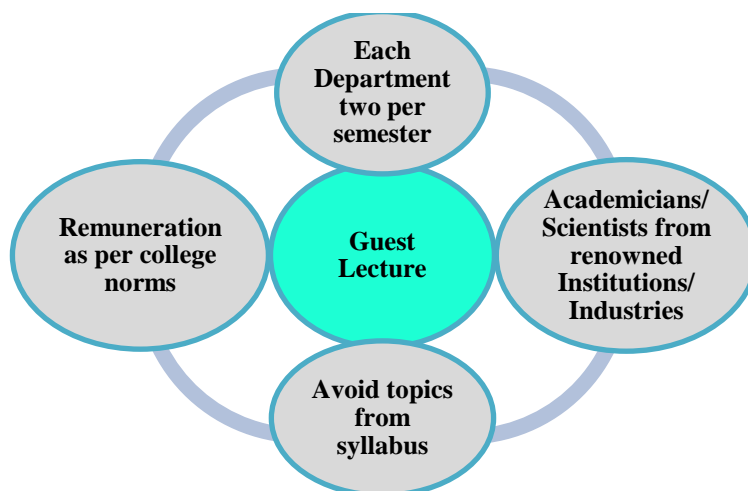
3.6.3Problem based learning

This activity primarily focuses on experiential learning structured on the investigation, explanation, and resolution of significant problems.

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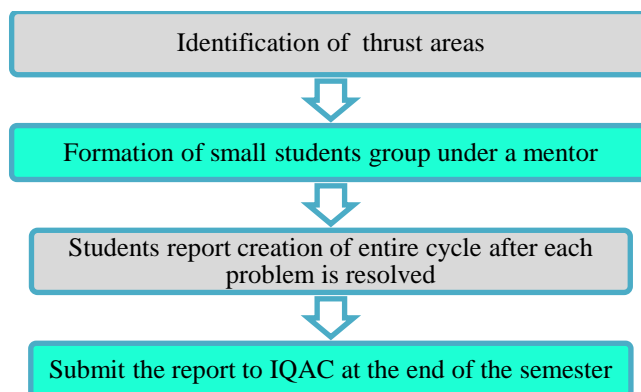
3.6.4Enrichment programsand workshops:

All the departments shall conduct enrichment programs and workshops for the students to enhance their knowledge by bringing new concepts to light or by using old concepts in new ways.

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┌─────────────────────────────────────────────────────────┐
│ Head of the department & faculty members interact with  │
│     students and identify various domains of interest    │
└─────────────────────────────────────────────────────────┘
                            │
                            ▼
┌─────────────────────────────────────────────────────────┐
│              Design practical oriented courses           │
└─────────────────────────────────────────────────────────┘
                            │
                            ▼
┌─────────────────────────────────────────────────────────┐
│      Assign a faculty & student coordinator for the program │
└─────────────────────────────────────────────────────────┘
                            │
                            ▼
┌─────────────────────────────────────────────────────────┐
│               Preparation of course manual              │
└─────────────────────────────────────────────────────────┘
                            │
                            ▼
┌─────────────────────────────────────────────────────────┐
│        Execution of the program in small working groups  │
└─────────────────────────────────────────────────────────┘
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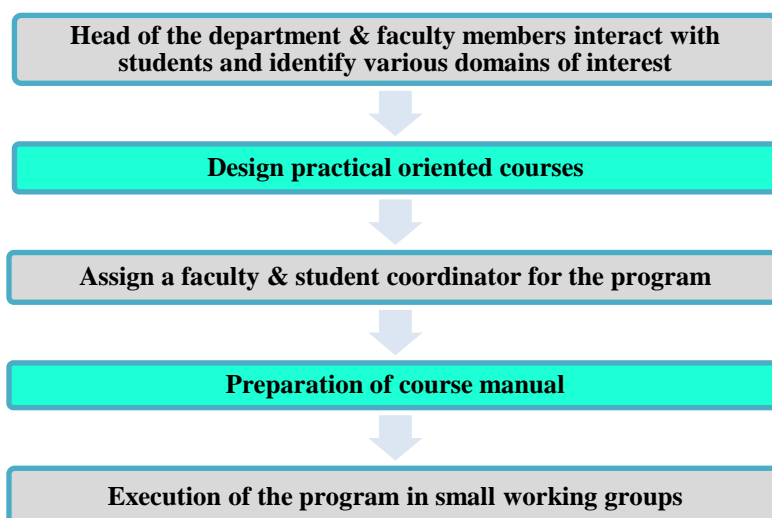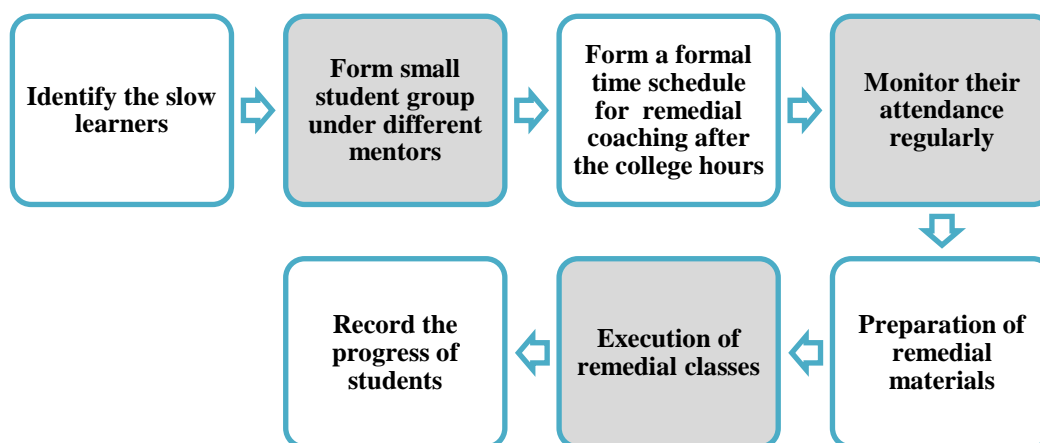
3.6.5 Remedial Classes:

The college shall hold a system to understand thoroughly the strengths and weakness of the students each in terms of learning ability, academic standards, classroom learning and academic performance so that appropriate teaching approaches may be adopted to meet their individual needs. With proper remedial help, the use of stimulating teaching strategies, and closer supervision and more individual attention, is well practiced in the college for both undergraduate and post graduate students.

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┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│ Identify the │ ⇨ │ Form small   │ ⇨ │ Form a formal│ ⇨ │ Monitor their│
│ slow         │    │ student group│    │ time schedule│    │ attendance   │
│ learners     │    │ under different│   │ for remedial │    │ regularly    │
│              │    │ mentors      │    │ coaching after│   │              │
│              │    │              │    │ the college hours│ │              │
└──────────────┘    └──────────────┘    └──────────────┘    └──────────────┘
                                                                    │
                                                                    ▼
┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│ Record the   │ ⇦ │ Execution of │ ⇦ │ Preparation of│
│ progress of  │    │ remedial     │    │ remedial     │
│ students     │    │ classes      │    │ materials    │
└──────────────┘    └──────────────┘    └──────────────┘
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3.6.6 Conferences & Symposium:

The college shall organize self-financed orsponsored conferences frequentlyto provide exceptional educational experience and opportunities for students, research scholars, academicians, scientists, entrepreneurs, officers, interested general public and many others from various science disciplines.

3.6.7Industrial Visits& Field trips:

Each department shall organize Industrial visits as a part of the curriculum/or necessary with an aim to go beyond academics and to familiarize the practical perspectives.
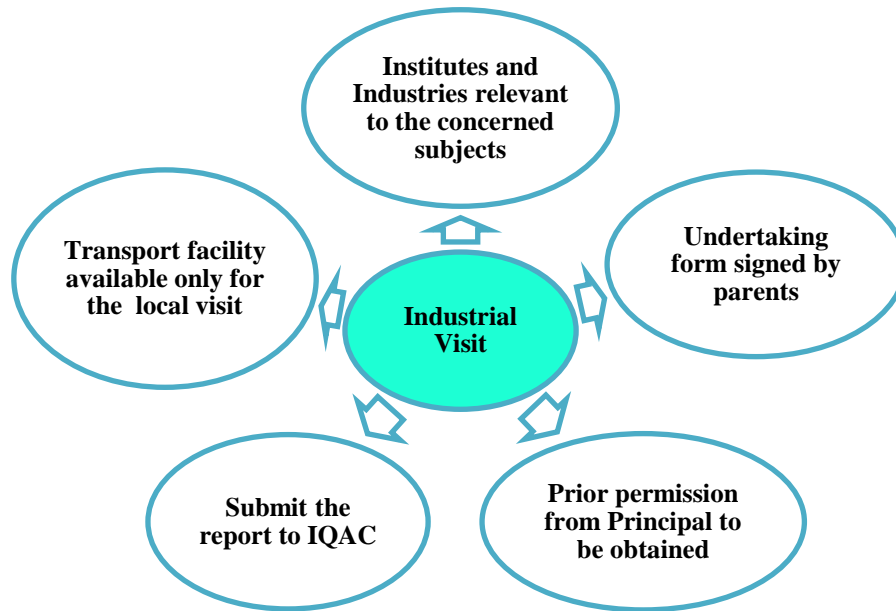
**3.7 Time Table:**

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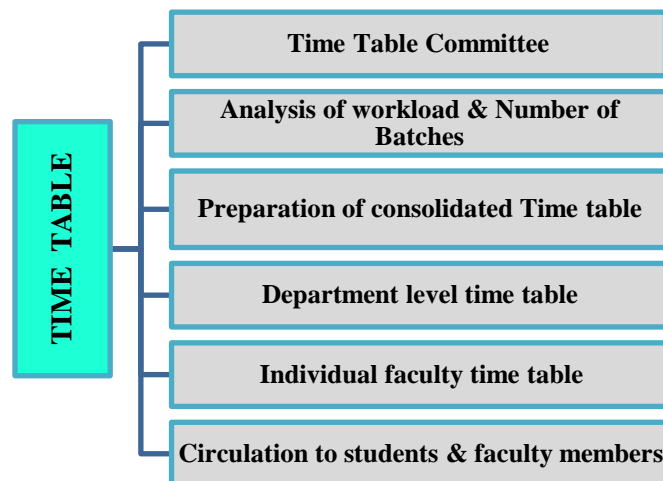
3.8 Workload:

- Faculty is assigned 21-23 hrs of workload. However faculty with administrative responsibilities and externally funded research projects shall have relaxation
- Faculty are encouraged to work with students, beyond the structure of classroom teaching to reinforce a student-centric approach.

3.9 Work Done Diary:

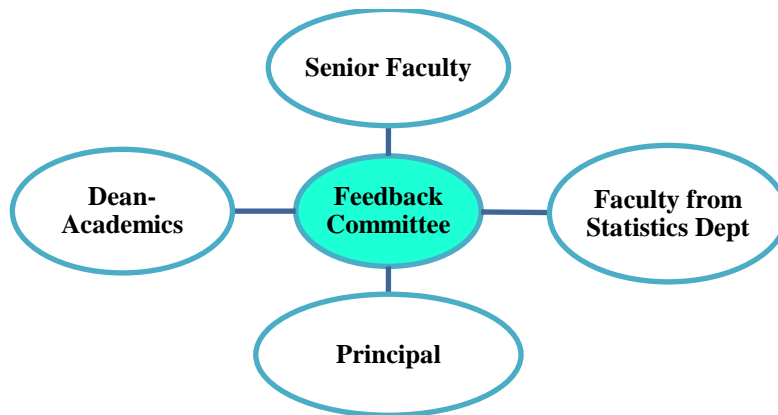Every Employee shall maintain work done dairy for recording the daily work either online or offline.
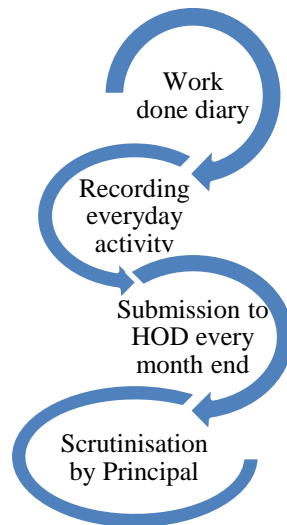
3.10 Feedback:

The teaching capabilities shall be analyzed by the feedback committee or through online 360 degree feedback system at the end of every academic year.
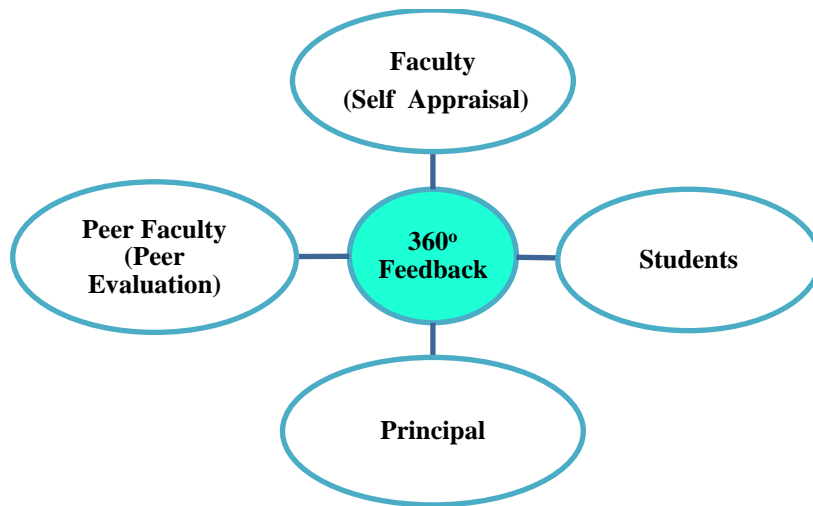
3.10.1 Feedback committee:

3.10.2 Feedback committee process:

3.10.3 Online 360° feedback:

3.10.4 Online 360° feedbackprocess:

4   EVALUATION POLICY

4. 1 Statement:

The policy is committed to promote effective teaching and learning to elevate quality standards, expectations and ensures student progress through competency. The policy delineates fairness and consistency in any assessment of student's performance.

4.2 Scope:

This policy and its components, applies to all the students, faculty, concerned administrators andstaff.

4.3 Objectives:

- Practice structured evaluation process
- Ensure transparency and fairness in assessment
- Conduct exam meticulously

4.4 Regulations:

- The Examination Ordinance, 2011 released by the affiliating University, governs the policy.
- The Dean/Associate Dean- Examinations monitor the assessment and evaluation process.

4.4.1 Assessment:

The parameters considered for assessment includes: Attendance,Classparticipation, Assignments, Seminars, Industry/Institute visits (wherever applicable) and Internal Examinations (theory and practical).

4.4.1.1Attendance:

The College mandates 85% attendance to promote teaching and learning outcome. Any absenceto the class reduces the student's success rate.However, the UGC/Bangalore University mandates a minimum of 75% attendance in each paper to be eligible to write the End Semester Examinations (ESE). There is no provision for condonation of attendance in UGC act.

The marks based on attendance shall be awarded as given below:

Attendance	Marks
75% - 80% Attendance	• 02 Marks
81% - 85% Attendance	• 03 Marks
86% - 90% Attendance	• 04 Marks
91% - 100% Attendance	• 05 Marks

4.4.1.2 Class Participation:

Every student shall be assessed based on his/her level of participation in the Theory, Practical classes, ProblemBased Learning (PBL), Group Discussion (GD) and Seminar sessions.

4.4.1.3 Assignment:

Submission of assignment is mandatory for every subject paper in order to earn assignment marks. The criteria for assessment of the assignments are originality, relevance, compilation, contents, table/graphs/diagrams wherever necessary, references and timely submission in a presentable way.

4.4.1.4 Seminars:

Presentation of seminars is mandatory for every subject paper in order to earn seminar marks. The criteria for assessment of the seminars are content, presentation (PPT/ OHP/Chalk and Board), discussions, query clarification, references and report submission.

4.41.5 Industry/Institute Visit:

Student shall compulsorily attend the Industry/Institute visit arranged by the Department/College. The criteria for assessment includes attendance, interaction and timely submission of the report.

4.4.1.6 Internal Examinations:

The college shall conduct 2 theory and 1 practical Internal Examination per semester

Attending and writing the internals is mandatory. However, the following are the eligibility conditions to write internal examination.

Theory Exam		Practical Exam
I Internal Exam	**II Internal Exam**	
Minimum 40% attendance	Minimum 70% attendance	Minimum 70% attendance
	35% in 1st Internal exam	Submission of Completed Practical Record
	Seminar Presentations	
	Submission of Assignments	
	Industrial Visit Report	
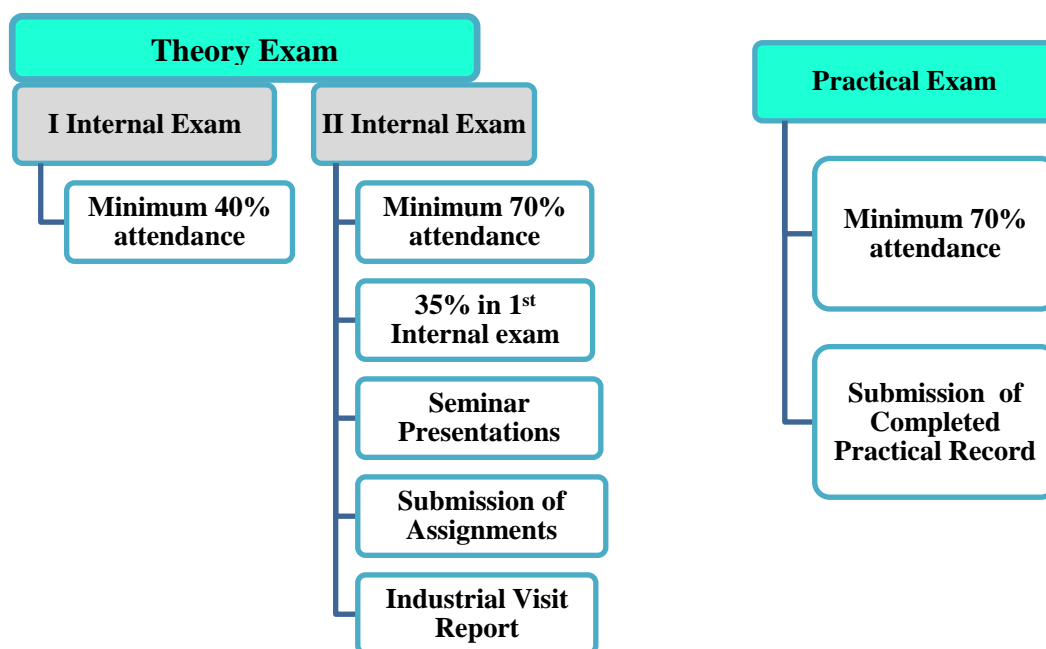
4.4.2 Internal Assessment (IA):

Theory	
I Internal Exam : 10
II Internal Exam : 10
Attendance : 05
Others : 05
Total :30

Practical	
Attendance : 05
Record : 05
Skil & participation : 05
Total 15

Note: Others: Class participation, Assignments, Seminars, Industry/Institute Visits

4.4.3 Eligibility to pay examination fees:

The student fulfilling the eligibility criteria laid by the affiliating University is eligible to pay examination fee. The student while paying the fees shall ensure the subjects printed in the examination fee receipt are concerned to their respective course, semester, core subject, language, soft core, open elective, specialization paper opted.

4.4.4 Eligibility for End Semester Examinations (ESE)

The student by mere paying examination fee shall not have right to appear for End Semester Examination (ESE). Student shallcomply with the following criteria to take-up End Semester Examination

End Semester Exams
- Attendance — 75% (each paper)
- Assignment — Submitted
- Seminar — Presented
- Internal Exams — Attended
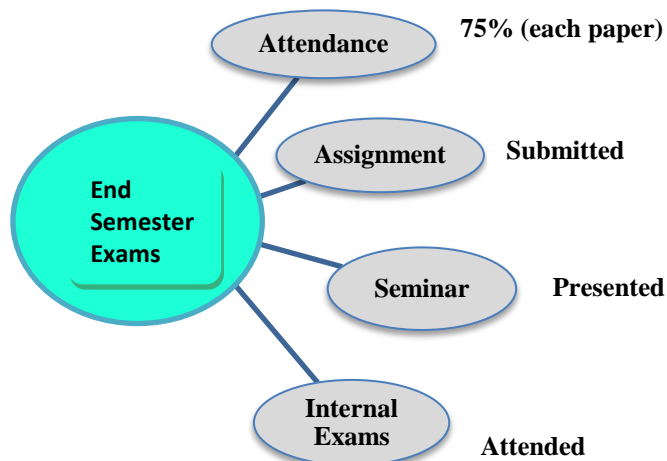
4.4.5 Examination:

4.4.5.1 Regulator for students:
- Student shall adhere to timely rules and regulations laid by the University ESE and by the College for IE.
- Student shall attend the orientation programme conducted by Dean-Examination (1st Semester UG/PG).
- Student to be seated against register numbers with their valid ID cards and Hall Ticket
- Students shall maintain discipline in the examination room
- Students shall respect the invigilator, squad members, and provide the necessary information when demanded
- Student shall refrain from carrying mobile phone, reading/writing materials, chits or any other material that is considered as Mal Practice in Examination Ordinance, 2011 to the examination room

  Note: College is not held responsible for loss of any belongings during the Examinations

4.4.5.2 Regulator for Teaching/Non-teaching staff:
- Examination /Valuation duty is mandatory according to UGC act 2010
- Staff shall adhere to the act and hence take up any responsibility pertaining to Examination/Valuation allotted by the Principal, Dean/Assoc. Dean-Examination/ Chief/Deputy Superintendent/BOE chairman/Custodian.
- It is mandatory to attend orientation programme on Examination conducted by Dean-Examination

4.4.5.3 Regulator for Dean/Assoc. Dean-Examination:
- Ensure IE and ESE are conducted meticulously in smooth manner
- Ensure a healthy and conducive atmosphere in the examination cell
- Ensure transparency and fairness in the process
- Ensure that all the necessary facility & support are available for the smooth conduct of exams.
- It is mandatory to conduct orientation programme for teaching, non teaching and students on examination process.
- All other duties and responsibilities of Chief/Deputy Superintendent as depicted in clause no. 11 of Examination Ordinance, 2011 published by Bangalore University.
- Shall ensure that the examination cell is kept open in extended working hours on all the examination days and either Dean or Associate Dean is available in campus.

4.4.5.4 Regulator for Invigilators:
- Shall adhere to the duties and responsibilities of Room Superintendent as depicted in clause no. 14 of Examination Ordinance, 2011 published by Bangalore University.

- Shall report to the Examination Centre at 9.10 am in morning session and 1.40 pm in the afternoon session for collection of answer booklets
- Invigilators in the Examination room shall
  - Place answer booklet as per roll number
  - Inspect the room and ensure nothing is written on the black/white board
  - Allow students to be seated as per roll number
  - Provide following instructions

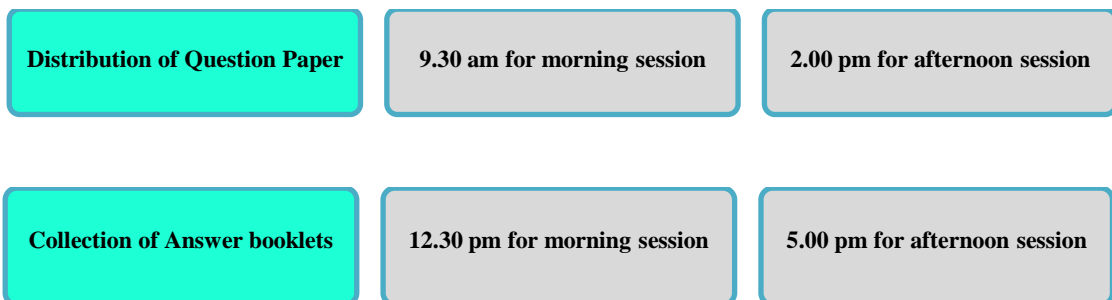| ANNOUNCEMENTS	
	Check Roll number, Hall ticket and ID card
	Check desk, desk stand, pockets, wallet for unwanted material
	Leave mobile phone, wrist watch, electronic gadgets, wallet outside
	Refrain from writing anything on hand/garment/desk/hall ticket etc.,
	Fill relevant details in OMR sheet properly without any mistake
	Check Question paper for subject and version before writing

  - Distribute question paper and collect answer booklets in time

Distribution of Question Paper	9.30 am for morning session	2.00 pm for afternoon session
Collection of Answer booklets	12.30 pm for morning session	5.00 pm for afternoon session

- Invigilators shall ensure the following after 30 minutes of commencement of exam
  - Shall not allow late comers
  - Mark absentees in invigilation diary
  - Hand over left out answer booklet to examination clerk
  - Obtain signature of student on invigilation diary
  - Check ID card, Hall ticket and then sign on Hall ticket
  - Check answer booklet roll no/bubbling/student signature/paper version and other details before signing on answer booklet
- Invigilators shall ensure the following during examination
  - Refrain from using mobile phone
  - Maintain pin drop silence

- o Shall send student to rest room with attendee.
- o Collect question paper if the student is leaving one hour before closing time of exam.
- o Shall not allow anyone inside the examination room except Principal, Vice Principal, Chief/Deputy Superintendent, Examination Clerk, Attendees and Sitting/Flying Squad members.
- o Confiscate wallets/mobile phones and hand over to Dean/Associate Dean Examination.
- o Check examination room before leaving and anything found shall be handed over to Dean/Associate Dean Examination.
- o Shall not allow student to stand in the vicinity of the examination room

- Invigilators shall not allow any candidate to copy and if any malpractice case found shall report to Chief Superintendent immediately and will not take possession of any material till the Chief takes charge of the same.
- Invigilators shall be agile, watchful and active throughout the period of examination.
- Invigilators shall ensure the following 10 minutes before closing of exam.

  - o Fill last page of the invigilation diary with all necessary details like late comers, absentees roll number, number of students present, total number of students, malpractice cases, invigilators name, date and signature.

- Invigilators shall collect the answer booklets at stipulated time, arrange serial number wise, cross verify with invigilation diary and then handover the same to examination hall.

5   RESEARCH, DEVELOPMENT AND SUSTENANCE POLICY

5.1 Statement:

The Research, Development and Sustenance Policy ensure excellence and integrity in the conduct and implementation of research. The policy encourages quality research activities to realize the mission that aims at education through scientific knowledge and research, enabling conducive atmosphere. It aims at strengthening research culture, sustain and improvise the quality of research and also to create a platform for contract research and entrepreneurial activities.

5.2 Scope:

This policy and its components, applies to the students, research scholars, external students, faculty, student/faculty of sister concern institutions, collaborators, entrepreunial aspirants concerned administrators and all other stakeholders associated with the institution.

5.3 Objectives:

- Update and upgrade the existing research facility time to time.
- Promote quality in-house research projects
- Identify and foster thrust areas of research
- Encourage to obtain extramural grants
- Encourage inter-institutional, inter-disciplinary and contract research
- Ensure transparency and uphold ethical conduct of research

5.4 Regulations:

A designated Dean-Research & Development shall facilitate research and development activities of the College in coordination with Research advisory committee (RAC) and Institutional research Committee (IRC).

5.4.1 Research Advisory Committee (RAC):

RAC comprising of external experts from academia and industry shall advice and enlighten the faculty members to take the Research Centre and Research activities in right and progressive direction. The RAC shall review the progress of research center activities, ongoing projects, thesis work and provide guidance towards extramural research grants. The RAC shall have following members:
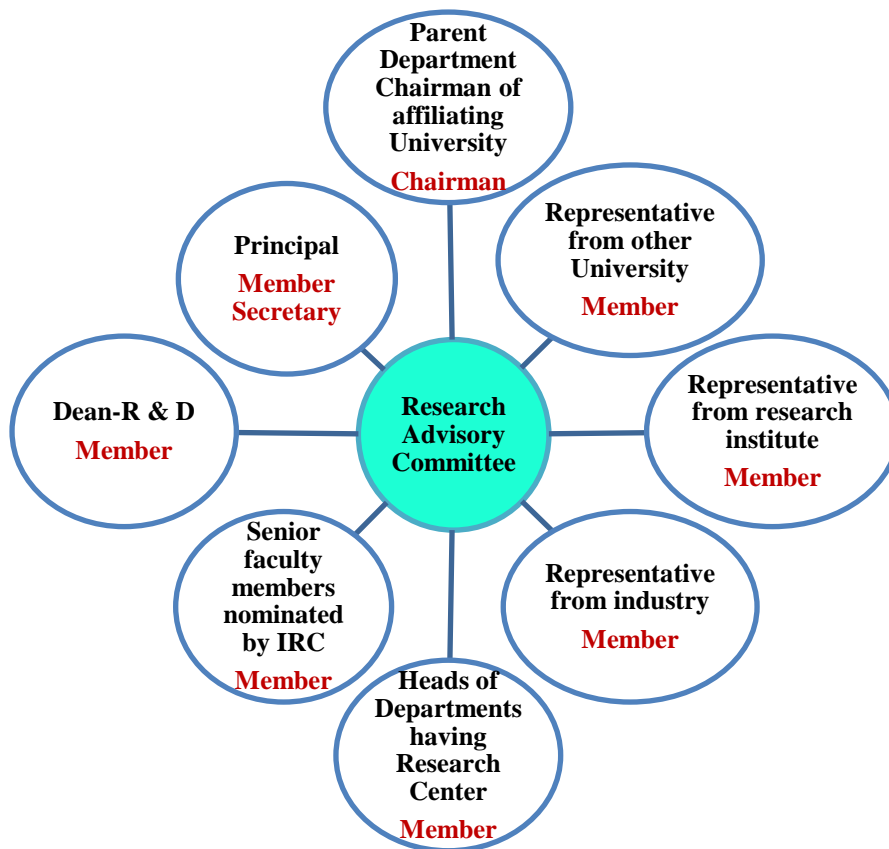
5.4.2 Institutional Research Committee (IRC):

The College shall have an IRC to foster research culture, establish collaborations, augment research activities and review research projects. IRC shall promote/review research work, publications, conferences, training programs and reports. IRC shall scrutinize, recommend and forward the proposals submitted by individual for contract research or validating the Proof of Concept (POC). The IRC shall have following members:
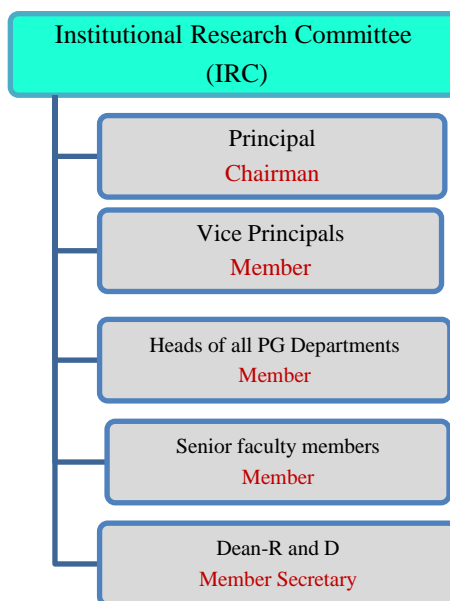
5.5. Research Guidelines:

5.5.1 College shall :

➕ Establish collaboration with Universities/Institutes/Industries to enhance research skills of staff/students and facilitate research in the form of MoUs/agreements.The copies of the MoUs/agreements shall be deposited to IRC/ office.

➕ Allow all the stake holders to use the research facilities of other Departments with prior permission from concerned HODs/Principal. However, consumables (chemicals/glassware) shall be charged as per the recommendation of IRC.

➕ Ensure Ethical Committee clearance for all the research projects involving ethical aspects (such as use of animal models) from the Ethical committee of the sister concern institutes through IRC.

➕ Provide infrastructure facility to the Research scholars assigned by the University and working for Ph.D. under supervision of College faculty

➕ Extend infrastructure facility to the individual for incubating their ideas or to undertake contract research

5.5.2 Departments shall:

Departments Shall
- Follow Good laboratory Practices (GLP)
- Follow Standard Operating Procedures (SOPs)
- Maintain Logbook and stock resister
- Display Do's & Don'ts Charts in labs
- Organize Orientation Program/training program
- Identify suitable collaborators in the relevant field and execute the collaborations in coordination with IRC.
- Encourage inter-departmental, inter-disciplinary research among faculty and students

5.5.3 Faculty are expected to:

➕ Attempt for securing research projects,whereas, faculty with Ph.D. shall submit atleast one research proposal per academic year for external funding.

➕ Publish one research paper per academic year.

➕ Participate/present papers in one conference/seminar per academic year.

➕ Submit research proposals to funding agencies through proper channeland implement the project as mentioned below.

➕ Mention affiliation of the college in research publications.

➕ Encourage students to carry out short term In-House research project.

Project Notification
Proposal preparation
Forwarded through IRC and approved from Principal
A copy of proposal, notification, forward letter to be submitted to Principal Office
Faculty securing grant must sign an undertaking stating to complete the project
Presentations to be made before IRC on bi-annual /annual basis
Completion report, Utilization Certificate and Statement of Expenditure copy to be submitted to Principal office.
Due credit shall be given to the College in the suitable places in Conferences/proceedings/publications.

5.5.4 Scholars shall:

Scholars Shall

- Obtain prior permission from the concerned HOD's for Inter-departmental research or to utilize any infrastructure facility from other department
- Procure any specialized chemicals or instruments to be required for research
- Remit General Maintenance Fee (GMF) to the college annually as per the recommendations of the IRC
- Present the progress of the research work before the IRC every six months
- Mention affiliation of the college in research publications
- Provide due acknowledgement to the college in research publications in case of infrastructural usage.

5.5.5 Students shall

➕ Obtain prior permission from the concerned HOD's to undertake In-house research project, Inter-departmental research or to utilize any infrastructure facility from other department.

➕ Procure specialized chemicals or instruments required for the project.

➕ Remit General Maintenance Fee (GMF) to the college annually as per the recommendations of the IRC.

🞣 Adhere to the College/Department rules/procedures.

Note: GMF may vary depending on the project objectives.

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┌─────────────────────────────────────────────────────────────┐
│       Submission of synopsis of project to IRC through HOD   │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│                Cost analysis & approval by IRC               │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│             Remit general maintenance fee as per IRC         │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   The faculty from the parent Department shall serve as      │
│   guide, while faculty from collaborative Department may     │
│                 serve as co-guide.                           │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│        Students shall do presentations before IRC every      │
│                      six months                              │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   Project completion reports to be submitted to respective   │
│                       Departments                            │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   Due credit to be given to the College in Conferences/      │
│              proceedings/ publications                       │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│  Authorship to be shared among the guide, co-guide and       │
│            students involved in the work                     │
└─────────────────────────────────────────────────────────────┘
                              ▼
┌─────────────────────────────────────────────────────────────┐
│       Adhere to the College/Department rules/procedures      │
└─────────────────────────────────────────────────────────────┘
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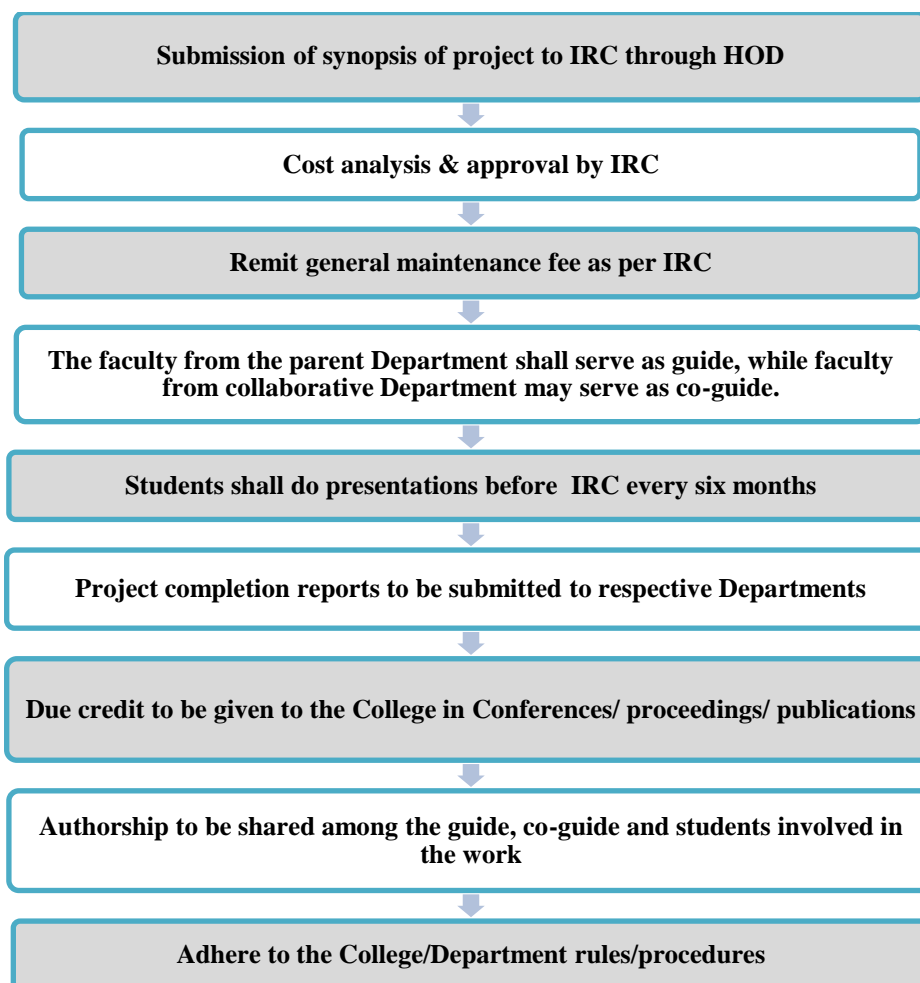
5.5.6 Incubates/Contract Researchers/Other Stakeholders shall:

🞣 Submit proposal comprising work-plan and timeline before IRC to undertake contract research or to validate their Proof of Concept (POC)

🞣 Remit Infrastructure Usage Fee (IUF) to the college that is fixed on case to case basis, based on the equipment/facility utilized as per the recommendations of IRC.

🞣 Procure consumables for their project/research work.

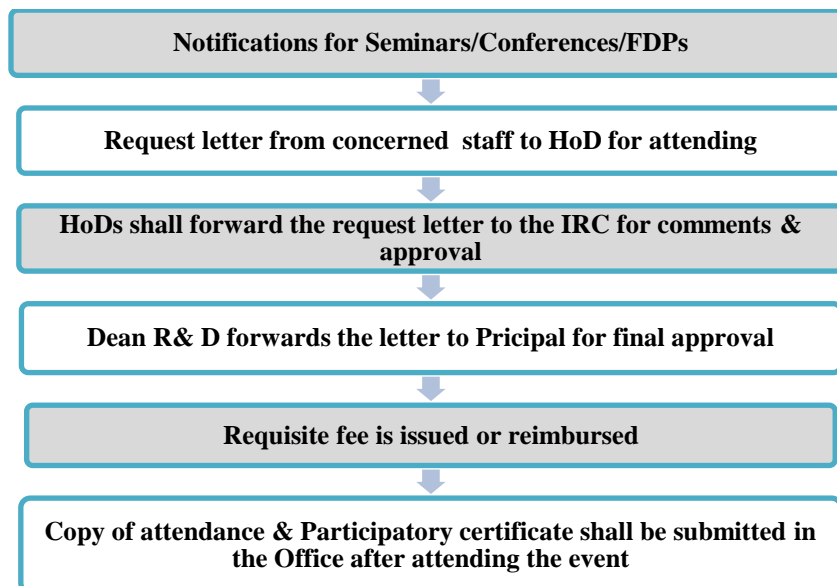🞣 Adhere to the rules and regulation of the College that may change time to time.

5.6 Research promoting schemes:

🞣 The faculty securing Research grants and involved in Research activities are eligible for the relaxation of the workload for 1 hour/week for minor research project and 2 hours for major research project

🞣 The Faculty with Research projects are eligible for award of certificate with the cash prize.

🞣 The faculty with research contributionsare eligible for incentives as mentioned below:

Event		Amount (Rs)
	National Level Presentation (Registration, poster printing, logistic charges)	2,000/-
	National level Publications (With impact factor or Indexed in Scopus, Thomson Reuters ISI, Google Scholar)*	3,000/-
	International level Publications (with impact factor or indexed in Scopus, Thomson Reters IDI, Google Scholar)*	4,000/-
	Registration Fee for attending seminars/conferences/symposia/FDPs)	As per recommendations of IRC

*Indexation of a journal is considered a reflection of its quality. Indexed journals are considered to be of higher scientific quality as compared to non-indexed journals.

5.7 Procedure to Avail Financial Assistance:

Notifications for Seminars/Conferences/FDPs

⬇

Request letter from concerned staff to HoD for attending

⬇

HoDs shall forward the request letter to the IRC for comments & approval

⬇

Dean R& D forwards the letter to Pricipal for final approval

⬇

Requisite fee is issued or reimbursed

⬇

Copy of attendance & Participatory certificate shall be submitted in the Office after attending the event

5.8 Research Grant Management
5.8.1 Internal research funds:

- Departments may earmark 20% of the annual budget as internal research funds to support the Department's research activities.

- Department shall identify 2 to 3 thrust areas of research, display in the labs and also make suitable teams among the faculty members to carry out research in the identified thrust areas

- HODs may select the faculty on rotation basis to utilize the internal research fund to establish experimental evidence for research proposal to be submitted for obtaining grants from funding agencies so as to provide equal opportunity to all staff or on the basis of relevance to the research activities.

- IRC shall review the progress of Department's research periodically.

5.8.2 External funds:

- All the external funds shall be routed to the dedicated bank account '**The Oxford College of Science (Research)'** and the details of the same to be provided for all the external funds to beprocured viz., research projects/Training programs/FDPs.

- All the external funds procured for Seminars/conferences/symposia shall be routed to the dedicated bank account '**Jnanarjana'** or **'The Oxford College of Science (Research)'** if the Jnanarjana account is not accepted by the funding agency

- Purchase of equipments, consumables or any other components shall be governed by Upgradation and Procurement policy of the college

5.9Annual conference:

- The college shall organize a national level conference 'Jnanarjana', a scientific platform to showcase research abilities of its faculty and students as well as other delegates.

- Faculty are expected to apply and secure external grants for hosting/conducting lecture series/conference/symposia.

5.10 Research Journal:

- The College shall publish a scientific journal 'The Oxford Journal of Science and Research' having ISSN/ISBN number to spread across the knowledge of science.

- The journal shall be released annually and comprise of original/useful research articles.

- The publishing of the journal shall be regulated by the journals' policies drafted time to time.

6   CONSULTANCY POLICY

6. 1 Statement:

The College envisions fostering the flow of expertise to boost academic-industry interface, thereby encouraging consultancy. The policy aims at developing competency among the faculty and ensures sustainable growth of both employee and Institution.

6.2 Scope:

This policy and its components, applies to the faculty, concerned administrators, Management and consulting agencies viz. Institutes, Industry, University, Hospitals, sister concern Institutions, Colleges, Schools etc.

6.3 Objectives:

- To increase the professional and/or academic competence of employee by providing opportunity to utilize expertise with external organizations.
- To create and enhance links between the College and external organizations leading to mutual benefit.
- To move towards becoming self sustainable.

6.4 College Consultancy:

- A College Consultancy may be Research or Non-research consultancy. It's an arrangement for the provision by employees of the College, for consultancy services in return for a benefit to the College.
- The College is the proper party to a College consultancy, whether or not the documentation refers to any individual employee as the principal consultant.
- A College consultancy is conducted on a 'fee for service' basis. The fee shall be based on appropriate competitive market considerations of full cost recovery and profit.
- A funding agreement that constitutes a contract is required prior to the acceptance of funds. This agreement may be instigated by either party, and shall be reviewed by the College's Legal Office. The funding agreement shall be signed in accordance with the College's rules. All such consultancies shall be formalized by appropriate contract documentation and be administered through the Institutional Research Committee (IRC)/Principal.

6.5 Research Consultancy:

- A Research Consultancy exists where an employee provides research skills or expertise in return for remuneration from an external organization.
- A Research Consultancy may result from a College or individual employee negotiation.

6.6 Non-research Consultancy:

- Non-research Consultancies include non-research activities performed under contract for a third party.

- Non-research Consultancy would include academic consultancy viz. framing the syllabus, BoS/BoE members, subject expert committee member, doctoral committee members, thesis/dissertation evaluators, journal reviewers and editors etc., routine laboratory and other testing of materials, devices, products or produce; analysis of data; surveys, including market and opinion surveys; quality control; field trials; the provision of professional advice including possible expert witness advice; the provision of professional services such as design, legal, medical and allied health, participation in fee-paying non-award courses, but not be limited to community service activity undertaken by employees for charity, community or public purposes.

6.7 Private consultancy:

- A private consultancy is an arrangement for the provision, by any employee of the College, for research, teaching or other services, in return for a benefit to the employee.

- The employee is the proper party to a private consultancy. A private consultancy shall not use College resources or infrastructure and shall not impinge on the normal College duties of employee.

- For each private consultancy, employees shall give an undertaking with a signed statutory declaration for each consultation.

- The declaration shall state that the consultant will not use: College facilities, space, resources or infrastructure including IT infrastructure (email address/internet access), title, letterhead, business cards or any of its other systems.
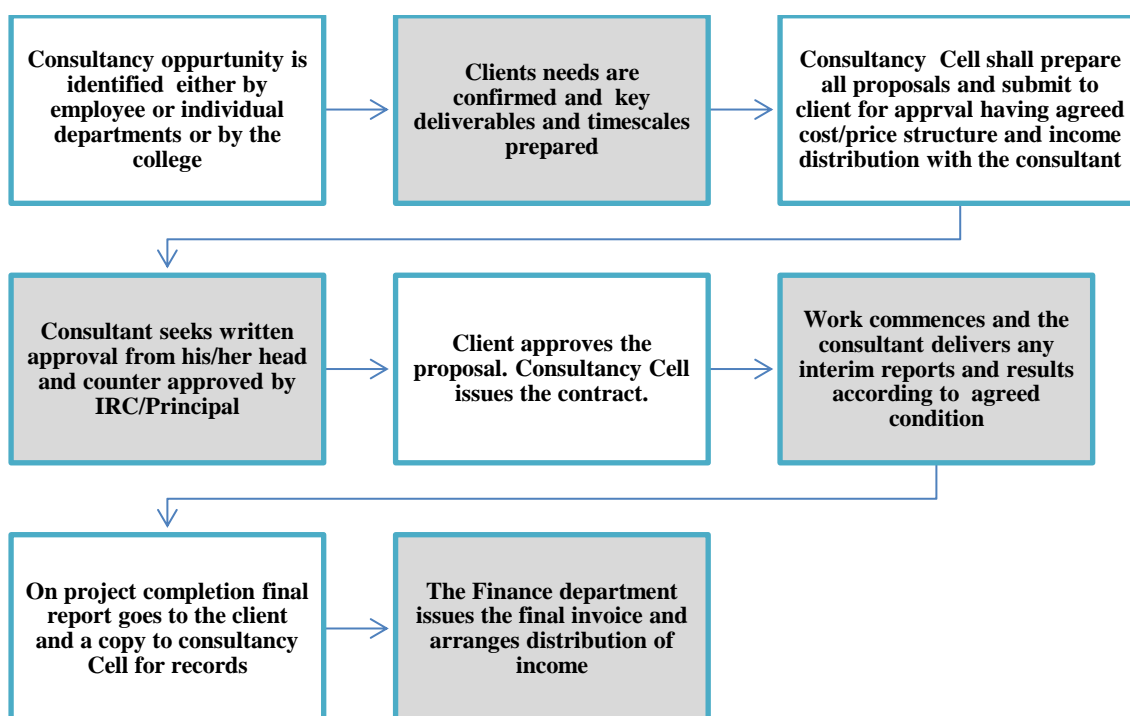
6.8 Regulations:

All Research, Non-research and private consultancies as described in this Policy are governed by the following guiding principles:

- There shall be demonstrable benefit to the College from the Consultancy through income, enhanced reputation, and/or expanding the expertise of the employees.

- The Consultancy shall not be in conflict with College policies including those governing employment; Code of Conduct etc.

- The Consultancy shall not be in conflict with the functions, objectives or interests of the College or damage the College reputation.

- Employees are permitted to undertake up to 30 working days of college consultancy activity per academic year with the approval from IRC/Principal.

- Employees shall always disclose consultancy activity, whether being done via the College or in a private capacity.

- College Consultancy (research and non-research)shall be scrutinized, recommended and reviewed by IRC and forwarded to Principal for approval.
- Staff engaged in Private Consultancy shall ensure:
  o Real or potential conflict with their obligations to the College or undertake activities which are contrary to the interests of the College shall not occur.
  o College shall not have any responsibility or liability or bound to any agreement in the matters.
  o 'Area of consultancy's shall not be within an area in which the College might be contracting to provide a service on a commercial basis.

6.9 Consultancy procedure:

The procedure to be followed for consultancy is outlined below:

| Consultancy oppurtunity is identified either by employee or individual departments or by the college | → | Clients needs are confirmed and key deliverables and timescales prepared | → | Consultancy Cell shall prepare all proposals and submit to client for apprval having agreed cost/price structure and income distribution with the consultant |

| Consultant seeks written approval from his/her head and counter approved by IRC/Principal | → | Client approves the proposal. Consultancy Cell issues the contract. | → | Work commences and the consultant delivers any interim reports and results according to agreed condition |

| On project completion final report goes to the client and a copy to consultancy Cell for records | → | The Finance department issues the final invoice and arranges distribution of income |

6.10 Staff Entitlements:

6.10. 1 Benefits of College Consultancy:

The College provides the following benefits to employees undertaking College Research or Non-research Consultancies. The College does not extend these benefits to Private Consultancies.

- Access to the College's financial management processes to support and enable invoices to external organizations.
- Access to the College's resources such as technical and administration staff, equipment and telecommunications, subject to approval by the Office.

- Entitlements to use the College name and reputation, providing it are not brought into disrepute.
- Research Consultancy or grant project shall contribute to a employee's research activity, and research active status.

Income from College Supported Consultancy shall be allocated in the following manner:

- The College shall receive twenty percent (20%) of the gross income as a fee for managing the Consultancy and providing the support(Overhead Cost).
- The College's clerical assistant/s shall receive five percent (5%) of the gross income.
- All expenses incurred in the project shall be paid from the remaining balance. Such expenses may include payments to sub-contractors, procurement costs, leasing of supplies, consumables, and fees for use of College resources including any bench fees.
- The remainder amount shall be paid to the employees.

6.11 Intellectual Property:

Any intellectual property arising from any Research and Non-research Consultancies shall be governed by the College'sIntellectual Property Policy.

6.12 Policy Violation:

- Employees, who fail to notify and secure approval where required in the policy, shall be regarded as acting in contravention of this policy and may also be in breach of their contract of employment.
- As a consequence, the employee may face disciplinary action, including dismissal from the College.
- Moreover, the College may not accept any liability for work performed by an employee where that work has not been notified and approved in accordance with the requirements of this policy.

7   HUMAN RESOURCE AND PLACEMENT POLICY

7.1 HUMAN RESOURCE POLICY

7.1.1 Statement:

The policy envisions to foster leadership, individual accountability and teamwork. The college considers employees are professionals whose commitment and dedicationare result-oriented and guided by personal integrity. Its ambition is to be well known in the society and to be the first choice of the students, employees and other stakeholders.

7.1.2 Scope:

This policy and its components, applies to all the staff, concerned administrators and Management.

7.1.3 Objective:

- To manage physical and emotional capital of employees
- To ensure harmonious relationships at workplace striking a balance between organizational and individual goals.
- To ensure employee welfare
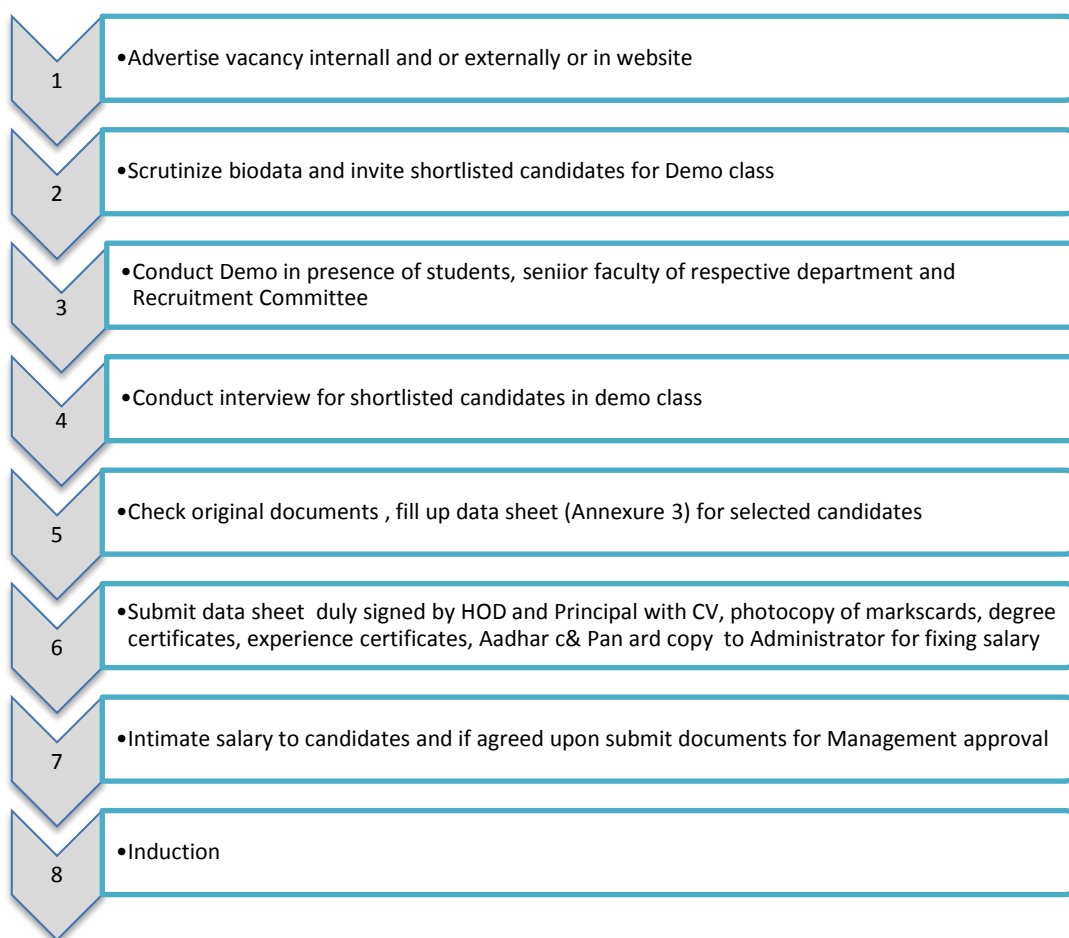
7.1.4 Regulations:

The Administrative and Service Manual, 2007 enacted by the Children's Education Society ® governs the policy and regulating the conditions of service.

- Shall provide an equal opportunity to employees and shall not discriminate on the basis of race, religion, caste, colour, national origin, marital status, sex, sexual orientation, age or disability.
- Shall not tolerate harassment of any employee related to sex, gender, sexual orientation, race, colour, religion, national origin, age, or disability.
- Expects all employees to demonstrate the highest degree of integrity, responsibility, and professional conduct at all times.
- Committed to atobacco free, alcohol and drug free workplace in the interest of safety for its students, employees and the public.
- Employee shall avoid any behaviour that may be harmful to themselves, other employees, or the College, or cause any unfavourable reaction from current or potential students
- Employee shall not get involved in criminal cases, defalcation, fraud or any other illegal activities and remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities.

- Employee shall maintain a cordial interpersonal relationship among the employees. A clear and frank discussion with each other and the immediate supervisor is the most efficient way to reconcile any personal dispute.
- Employee shall maintain a professional work appearance.

7.1.5 Recruitment:

- Recruitment is only against requirement based on the work load according to the prior advertised position. However, teaching faculty requirement shall ensure recommendation from the Dean-Academics while non-teaching staff from VP-Administrationto the Principal followed by Management approval.
- A designated Dean-HR and Placement shall oversee the process
- College shall constitute Recruitment Committee who shall be responsible for assessing the demonstration class by the candidate followed by personal interview. However, in case of non-teaching staff selection is through personal interview.
- Candidate shall be selected based on the interview score and it is required to score minimum of 12 in the 14 point scale(Annexure- 2) to be considered for personal interview followed by final selection.
- The emoluments consisting of pay, dearness allowance, house rent allowance etc shall be as determined by the Management from time to time.
- The selected candidate shall be intimated through e-mail/telephone and upon acceptance will be inform to attend induction programme organized by Dean-HR and placement.
- The appointment orderfor the reported candidate shall be issued during the induction programme/entry point meet.
- The selected candidate shall submit duty/joining report along with the photo copy of Aadhar card, PAN card and original marks cards/certificate or can opt for one month salary deposit for the same purpose which shall be returned during exit provided the employeegets relieved as per the resignation policy.
- The selected candidate shall be on probationary for a period of one year, which may be extended based on the performance. If found unsatisfactory the Management can terminate the service without prior notice.
- Employee shall be considered permanent after successful completion of probationary period. However, the employee with extension of probation shall be intimated.

1	• Advertise vacancy internall and or externally or in website
2	• Scrutinize biodata and invite shortlisted candidates for Demo class
3	• Conduct Demo in presence of students, seniior faculty of respective department and Recruitment Committee
4	• Conduct interview for shortlisted candidates in demo class
5	• Check original documents , fill up data sheet (Annexure 3) for selected candidates
6	• Submit data sheet duly signed by HOD and Principal with CV, photocopy of markscards, degree certificates, experience certificates, Aadhar c& Pan ard copy to Administrator for fixing salary
7	• Intimate salary to candidates and if agreed upon submit documents for Management approval
8	• Induction

7.1.6 Leave:

- Casual leave:Every employee shall be entitled to casual leave of 12 days in a calendar year. However, during probationary period CL admissibleshall be reckoned at one day for every completed one month of service and EL after completion of one year.

- The employees notentitled for vacation can avail 10 days EL in the first half calendar year commencing from 1st January to 30th June and another 10 days for the next commencing from 1st July to 31st December, subject to a maximum accumulation of 60 days at a time.However, EL to be availed with prior permission/approval from Principal/Management.

- Extraordinary leave, LOP, Maternity leave, Study leave etc. can be availed with terms and conditions. During the period of Extraordinary leave the employee is not entitled to any pay and allowances.

- Permanent female employees are entitled for maternity leave of 90 days for first confinement only. Itshall not be debited against any other leave credit.

- Permanent male employees are entitled for paternity leave of 10 days for first confinement only. However, they will not be entitled for any salary.

- 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/ or for fellowship and Ph.D.

- Employee who has completed at least 3 years of service shall be eligible for study leave, during which they will not be entitled for any salary. However, will be relaxed on special cases with Management approval.
- Facultyshall avail vacation of 15 days for every 6 months of service, any deviation require prior permission. During this period faculty shall perform University Examination work under UGC rules and regulations. However, during probationary period employee is not eligible for vacation.
- OOD can be availedfor attending University valuation, Examiner, BOS meeting, BOE meetings, Practical exam duty, Custodian, Assistant Custodian, OMR Verifier etc. work etc with duly signed certificate issued by the Custodian or competent authority.
- SCL can be availed for conference/seminar/Ph.D., viva-voce, doctoral committee member, examiner of Ph.D., viva-voce, subject expert committee member, resource person etc. However, valid proof may be produced.
- CL/EL/OOD cannot be clubbed with LOP.
- Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave.
- Application for sanction of all kind of leave shall be routed through the Head of the Department to the Principal.
- Principal shall have the powers to either sanction or reject the leave applied depending upon the authenticity of the work.
- Leave may be sought both on private/domestic affair and on medical grounds. In case of leave on medical ground, the leave application shall be supported by medical certificate with the recommendation from corresponding authority.
- 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 same.It shall not be utilized as a prefixure or suffixure in combination with holidays for more than 3 days.

7.1.7. Resignation of Employee:

- The Principal, faculty, non-teaching employees and administrative employees shall not tender the resignation in the middle of the semester so as to avert disruption of the academic activities.
- Minimum one month prior notice is mandatory. Employee shall complete all the given duties and fulfill no dues before appearing for exit meet.
- Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of resignation or its rejection in the interest of the students and Institution.
- Resignation shall be submitted through Head of the Department to the Principal and routed to the Management.
- In the event of any employee securing appointment in the State Govt or Union Govt, the Management may at its discretion, accept the resignation tendered by such an employee waiving 1 month notice period.

- Once resignation is accepted, relieving order and experience certificate shall be issued after submitting No Due Certificate (NDC) in the Exit Meet.
- Employee shallimmediately vacate the room/designated sitting space and also handover password of "xyz@theoxford.edu" email and other digital information at exit meet.
- Any employee seeking No Objection Certificate (NOC) shall get the letter routed through proper channel to the Management.

7.2 Placement Policy:

7.2.1 Statement:

The policy aims to provide career guidance and training program to students enabling them to gain a competitive edge in the recruitment process, groom their confidence and develop their personality to achieve 100% placement in reputed companies and Institutes.

7.2.2 Scope:

This policy and its components, applies to students, concerned administrators, staff, professions from industries, institutes and other recruiters/trainers associated with the institution.

7.2.3Objectives:
- Transform students to young professionals
- Hone employability skills
- To make the students employable

7.2.4Regulations:

A designated Dean-HR and Placement and Placement Officer shall oversee the Placement process

- Develop comprehensive Placement Brochure.
- Organize training sessions to make the student community employable and to meet the corporate expectations.
- Organize and coordinate on Campus/ off campus/ pool campus Placement and job fairs
- Establish MoUs/Tie-ups with the Industries, for Campus recruitment drives, Internships, technical seminars and for pre-placement activities like workshops, Group Discussion, mock interviews, Aptitude tests, resume writing, soft skill development programs etc.,
- Maintain updated database, job profiles, and recruitment patterns of the companies which help to analyze and prepare the mindset of the students.
- Collaborate with industry for live projects, Research Work, Workshop or industrial visits, and academic alliance.
- Arrange periodic meetings with Human Resources Department and TPO's of companies to promote the college.
- Seekfeedback from employers where our students are placed.

7.2.4.1Regulator for Students:

- Final year students of undergraduate and postgraduate courses shall be eligible to participate in pre placement activity.
- Students seeking Placement Assistance shall be required to enroll their name in the Training and Placement cell.
- Student shall provide their preferences before the start of placement process
- Student shall not be allowed to appear for interview once selected and the job is registered against him/her.
- Students should be in formals for the placement drive.
- The Training and Placement cell has all the rights to nominate a set of/individual eligible student(s) with HoD's recommendation based on the companies specific requirement.
- Studentssecuring offer letter either through campus placement or with their own efforts, shall submit a copy of the offer letter to the Training and Placement cell.

7.2.5 Placement Process:
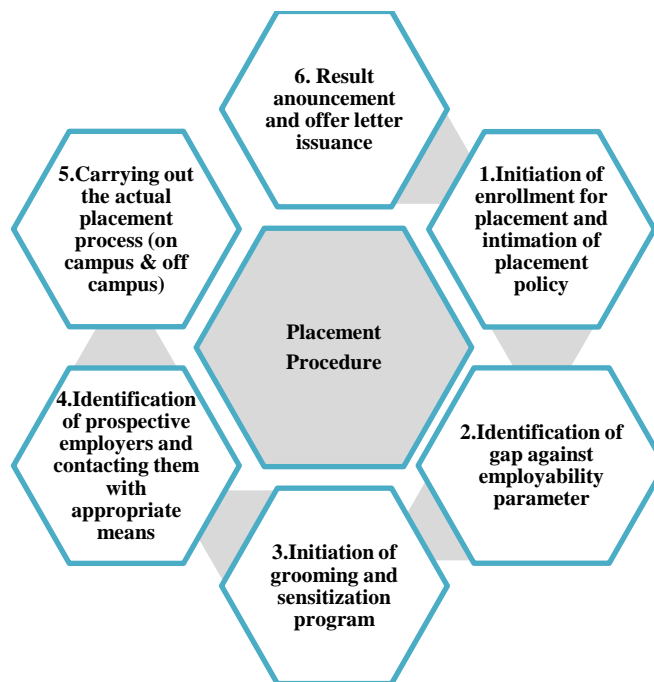
7.3 Women Empowerment policy

7.3.1 Statement:

The policyaims at increasing and improving the social, economical, political and legal strength of womenandensures equal-right to them.

7.3.2 Scope:

This policy and its components, applies to all the students, staff, entities and all otherstakeholders associated with the institution.

7.3.3 Objectives:

- Promote a culture of respect and equality for female gender.
- Provide opportunities for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.
- Educatewomen employees about their rights and the guidelines of Supreme Court regarding harassment.

7.3.4 Regulations:

- Create an environment through positive social perspective for the development of women.
- Enable them to realize their full potential, human rights and fundamental freedom on equal basis with men in all political, economic, social, cultural and civil spheres.
- Provide equal access to women towards health care, quality education at all levels, career and vocational guidance, employment, equal remuneration, occupational health and safety, social security and public life etc.
- Eliminatediscrimination and all forms of violence against women in workplace.
- Conduct seminars and workshops to spread information on the numerous opportunities and tools available and train women accordingly

7.4 Staff Development Policy

7.4.1 Statement:

The policy supports staff in developing the skills, behavior and knowledge they need to achieve in order to accomplish their respective roles enabling them to adapt to the growing demands in the professional front.Emphasis is on continuous learning to enhance their performance.

7.4.2 Scope:

This policy and its components, applies to all the staff, entities and all other stakeholders associated with the institution.

7.4.3 Objective:
- Identify learning and development needs of the staff.
- Promote equality of access to learning opportunities to ensure more effective contribution
- Provide conducive environment for upgradation and well being.

7.4.4 Regulations:
- Organize periodical sessions of workshops to inculcate work ethics and deliver efficient services.
- Timely training with the changes in the technological advancements to enhance productivity
- Staff shall be providedwith health card for annual health and dental checkup at The Oxford Medical College and Dental College respectively after completion of 3 years of service.
- Staffshall avail the ESI and EPF facility after completion of probationary period.
- Staff shall avail free transportation facility.
- Staff shall enjoy pantry facility at college premises.

7.5 Alumni Association Policy

7.5.1 Definition:

Alumni Association of The Oxford College of Science is defined as any associated alumni group that supports the missions of the College through its activities. Alumni constituency groups can be created based on special interests or social affiliations, or through an academic or corporate focus.The Oxford College of Science Alumni Association is a non-profit, self-motivated organization.

7.5.2 Statement:

The policy aims to partner efficiently with alumni to offer programs that foster campus traditions, maintain and support a mutually beneficial relationship between alumni and the College that upholds a passion for a life-long association with the College.

7.5.3 Scope:

This policy and its components, applies to all the officially recognized alumni groups of TOCS,students, staff, entities and all other stakeholders associated with the institution.

7.5.3 Regulations:

- TOCS Alumni Association shall be the only organization with the authority to create or give official recognition to alumni constituency groups. Any other Alumni groups acting outside will not receive recognition, benefits, or support through the Alumni Association of TOCS.
- TOCS Alumni Association shall serve as the umbrella organization for all officially recognized alumni chapters, alumni networks, alumni affiliates, alumni clubs, for approved events and programs, general guidance, consultation, and support.
- Final year UG/ PG students shall submit the filled alumni membership form which contains their names, addresses, telephone numbers, and e-mail addresses prior to final examination.
- Alumini meet shall be held once in a year to epitomize plan, program & activities.
- Alumni Council members shall be elected/ selected by the Alumni association members from the students/alumi as President, Vice President and Treasurer- once in every three years.
- Alumni Council shall perform different student centric activities like constitution of scholarship funds, placement activities etc and communicate through either direct Alumni Association or through their official social network site.
- Alumni Association shall hold at least two meetings in a year that epitomizes all the plans, program and activities.

8.   STUDENT WELFARE POLICY

8. 1 Statement:

The primary concern of the student welfare is safety, welfare and well-being of the students in the college campus and to monitor their activities to encourage holistic development. The policy is committed to the spirit of unity and integrity of the students.

8.2 Scope:

This policy and its components, applies to all the students, staff, concerned administrators, entities and all other stakeholders associated with the institution.

8.3 Objectives:

- Committed to create a conducive atmosphere in the campus
- Maintain dignity and discipline between staff and students
- Encouraged to approach the concerned authority in case of any harassment or misconduct
- Perpetrated to ensure responsive administration for grievances

8.4 Regulations:

8.4.1 Student Welfare Committee
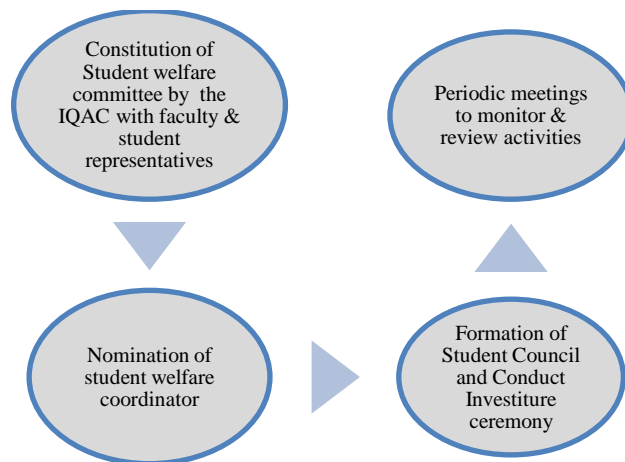
8.4.2 Student Council

- Shall be formed at the beginning of the every academic year
- Number of office bearers shall be restricted to10
- Office bearers shall abide by the regulations laid down in the policy and other college policies
- Office bearers shall submit undertaking for not indulging in any activity that is unbecoming to the department or college

- Council shall not have any right to raise voice against the regulations laid by the college
- Committee of faculty members shall govern the activities of the student council
- Responsible for maintaining the discipline, hygiene/cleanliness in the campus
- Actively involve and organize the Guest lecture, Awareness programmes, workshop, Conferences, and National festivals etc., under the guidance of the staff and Management
- Problems/Grievances of the students shall be discussed in the council meeting and reported to the faculty co-ordinator/ members.
- Shall be responsible to follow the rules and regulation laid down by the college management.
- Organising demonstrations and disruption of the college activity shall lead to disbanding of the Student council.
- Reprisals against complainant shall be dealt swiftly and diligently
- Violation of the policy regulations by any Stakeholder shall be subjected to disciplinary action.

8.4.3 NSS Wing :

- Number of volunteers shall be restricted to 50 and only service minded students shall be considered based on the vacancies.
- Volunteers shall participate in all the activities like plantation of trees, cleaning the campus and surrounding etc., organized by the NSS wing.
- Volunteer shall attend one residential camp, if not the certificate shall not be issued.
- Maintaining discipline is a key responsibility of the volunteer, any kind of indiscipline shall lead to suspension and removal of the candidate from the NSS activities.

8.4.4 NCC Wing:

- Enrolment to the wing shall be voluntary based on student's interest.

- Shall contribute in developing character, commandership, discipline, leadership, spirit of adventure and the ideals of selfless service amongst the youth of the country.
- Shall create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always available for the service of the nation.
- Cadet shall participate in the weekly parade, and all other activities of NCC and college.
- Cadet shall attend one residential camp and only those cadets who attended the camp shall be allowed to take certificate exam.
- Maintaining discipline is an important responsibility of the cadet, any kind of indiscipline shall lead to suspension and removal from the NCC activities.

8.5 Welfare Scheme/Initiatives

- Educate students about various financial assistance and Fellowships provided by both Government and Non-government organization.

- Financial assistance from Management
    - Endowment prize for the toppers.
    - 50% concession in 2nd year and 100% in 3rd year on the tuition fee to toppers in each degree courses.
    - Fee sponsorship for any PG course to top ten rank holders of the Oxford Colleges in University Examinations.
- Recommend/Forward / Certify necessary documents for applying to various scholarships.
- Encouraged to participate in Co-curricular and Extra-curricular activities by considering attendance and providing transportation, registration fee and remedial class.
- Recommendation/ reference letters/ study certificate/ bonafide/ conduct certificates and other necessary documents shall be provided on request.
- Awards shall be given for

Awards for

- **100% attendance**
- **Representing University/State/National level sports**
- **Representing University/Regional/National level Cultural Events**
- **Centum score in subject paper in the University Examination**
- **Best out going student from each PG department and from each UG stream**
  (Physical Science, Life Science, Computer Science and Application,
  Fashion and apprel design)
- **University Rank holders**
- **Best Library User**
- **Student with Social responsibility**
- **Best NSS Volunteer of the year**
- **Achiever of the NSS Camp**
- **Best Cadet of NCC**

8.5. 1 Welfare Facility:

INFRASTRUCTURE

- In-door sports facility
- Reprographic facility
- Hostel with conducive atmosphere
- English lab to enhance communication skill

LIBRARY

- Department library and SC/ST book bank
- Advance book reservation facility
- E- Journal, INFLIBNET, DELNET, IEEE, EBSCO, J-GATE
- Question bank Services

OTHERS

- Free transport for industrial visit, for participatingin Co-curricular and Extra-curricular activities
- Subsidized canteen facility
- Training on Soft skills
- Certificate courses workshops, seminars and conferences
- Add-on programmes and CSIR coaching
- Medical assistance from The Oxford Medical College and Dental College
- Counselling Centre with professional counsellors

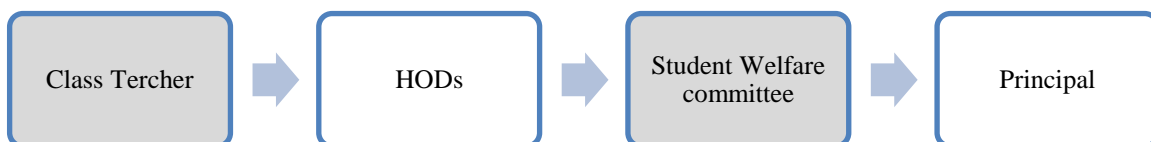### 8.6 Process:

- Student shall ensure to follow the procedure laid down by the college to avail the benefit of various welfare schemes or initiatives or awards.
- Student shall submit request letter for consideration with document of proof to the respective award through proper channel depicted below against each award to the Principal for final approval.

8.6.1 For 100% attendance:
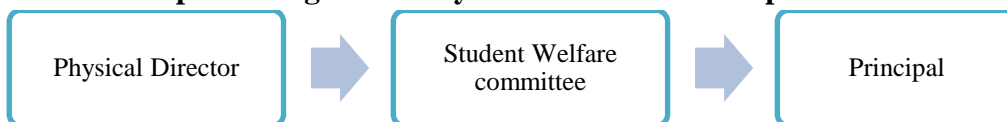
Class Tercher → HODs → Student Welfare committee → Principal

8.6.2 For representing University/State/National level sports:

Physical Director → Student Welfare committee → Principal

8.6.3 For representing University/Regional/National level Cultural event:

Cultural committee/ cordinator → Student Welfare committee → Principal
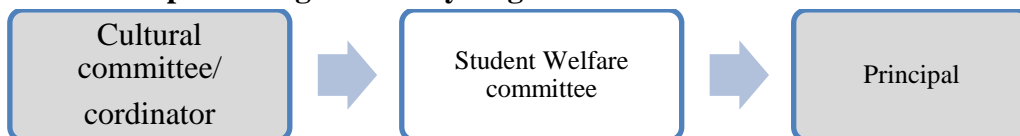
8.6.4 For Centum score in subject paper in the University Examinations:

HOD → Dean accademics → Principal
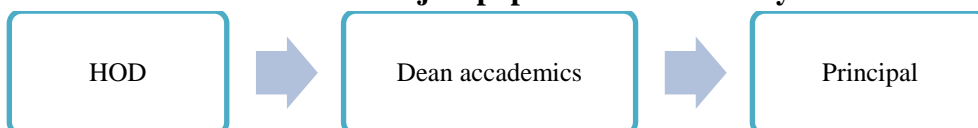
8.6.5 For Best Out-going student from each PG department and from each UG stream:

HOD → Student Welfare committee → Principal
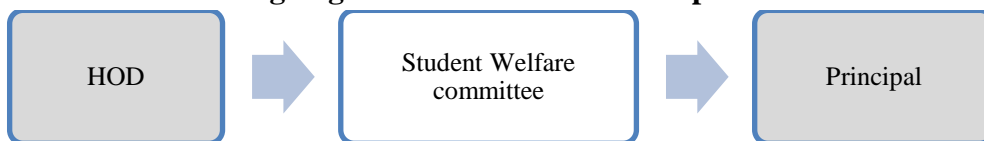
8.6.6 For University Rank holders:

HOD → Dean Academics → Principal

8.6.7 For Best Library user:

Librarian	➡	Principal

8.6.8 For student with Social responsibility:

HOD	➡	Student Welfare committee	➡	Principal

8.6.9 For Best NSS Volunteer of the year:

NSS Co-ordinator	➡	Principal

8.6.10 For Achiever of the NSS Camp:

NSS Co-ordinator	➡	Principal
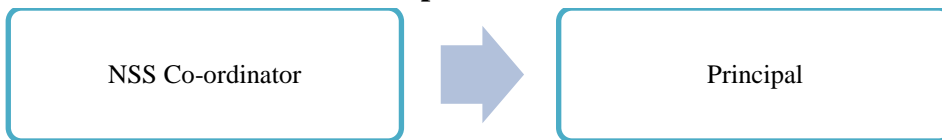
8.6. 11 For best cadet of NCC:

NCC Officer	➡	Principal

8.7.Financial Assistance from Management:
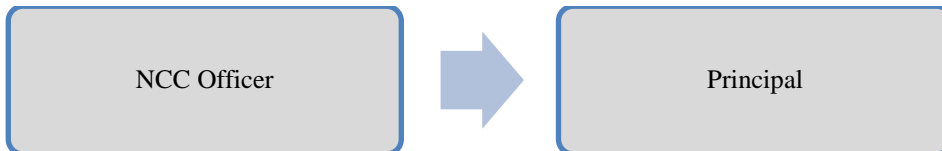
Complaint (Written/Oral)	➡	Equal oppertunity cell	➡	Investigation and suitable recomendation	➡	Action by management
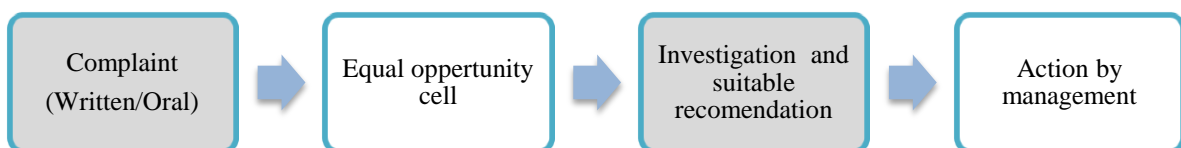
9. INCLUSIVE POLICY

9. 1 Statement:

        The policy envisions unity in diversity and hence advocates equality to all sects in order to inculcate sound value systems and respect each other responding to diversity.

9.2 Scope:

        This policy and its components, applies to all the students, staff, concerned administrators, parents/guardians, entities and all other stakeholders associated with the institution.

9.3 Objective :
- Provide equal opportunity to all the staff, students and all other stakeholders
- Create a conducive atmosphere for everyone at the institution.
- Avoid any kind of harassment, discrimination and victimisation.
- Educate the students and staff regarding concept of discrimination, exclusion and inclusion based on caste/ethnicity, religion, race, gender, differently abled etc.,

9.4 Regulations:
- The college shall set up Equal opportunity cell to ensure dignity and respect for all staff, students of SC/ST and OBC.
- The college shall set up Anti-harassment, Anti- ragging committee, grievances cell to address the issues related discrimination, harassment, or victimization to provide an ideal environment.
- The college shall emphasize on the safety and security to the girl students and women staff.

9.5 Process:

Procedure to deal cases in Equal Opportunity Cell

Written Complaint → Discussion in the Committee → Solution/ Recommendation → Action by Principal

Procedure to deal cases in Grievances Cell:

Written Complaint/ Grievance → Discussion in the Committee → Solution/ Recommendation → Action by Principal

9.6 Welfare Initiatives extended to SC/ST/OBC/different abled:

The college shall execute following initiates to ensure inclusiveness of SC/ST/OBC/different abled students

```
        Setup &
        maintain
        Exclusive
        SC/ST Book
        Bank.

Preference shall                    Extend support
be given for                        to apply for
accomodation in                     scholarships.
Hostel to
differently            Welfre
abled.               Inititives

Provide services                    Provide
for scribes for                     Relaxation in cut
visually                            off percentage as
challenged                          per University
during                              Norms during
examination.                        admission.

        Provide special
        seating
        arrangement for
        Differently
        abled if reuired.
```

10. <u>ANTI-HARASSMENT POLICY</u>

10.1. Statement:

Workplace harassment has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in place.

10.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.
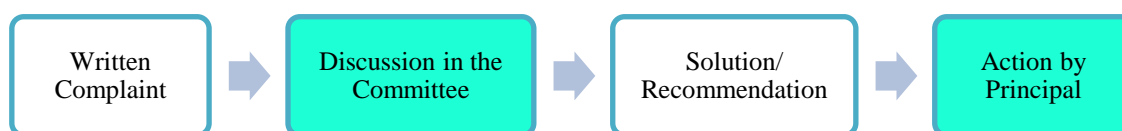
10.3 Objectives:

- Ensure safety and dignity at work/study place for the staff, students and other stakeholders.
- Educate on different types of harassment, measures to avoid such an act.
- Formulate the procedure to take appropriate action in case of harassment

10.4 Harassment Definition:

Harassment is an unwanted action, can take the form of a number of different behaviours including persistent derogatory comments, actions, jokes or suggestions, which are unwanted by the recipient and create an intimidating environment. Other forms of harassment may include:

- Physical contact, sexual or otherwise
- Verbal or physical threats, Offensive language, gossip or slander
- Embracing behaviour/comments, Posters, graffiti, obscene gestures
- Abuse of internal e-mail systems, the internet or intranet
- Pestering, spying and stalking, demeaning/persistent undermining of confidence, competence and self esteem
- Failing to acknowledge the rights or needs of people with different views or practices
- Isolation or exclusion from normal work or study place,Undignified treatment of people with disabilities or on the grounds of gender, age, sexual orientation or race
- Request for sexual favours
- Express/implied threat of dismissal/loss of promotion on racial grounds or for refusal of sexual favours.

Sexual harassment is deemed as illegal act by the supreme court of India. Sexual harassment is a clear violation of woman's right to gender equality as guaranteed under Articles 14 and 15, her right to live with dignity under Article 21 and her right to work with dignity in a safe environment under Article 19 (1) (g) of the Constitution of India.

10.5 Regulations:
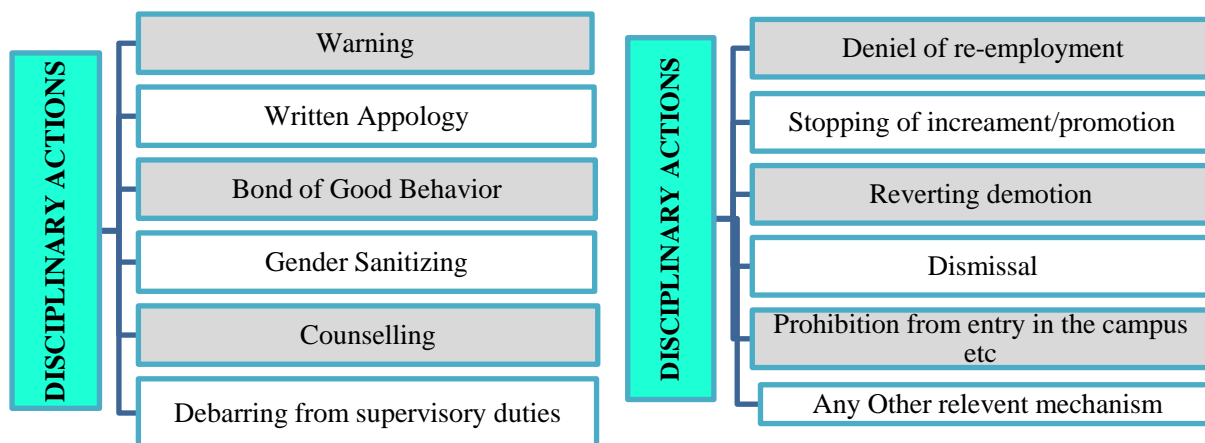
- Policy regulations and notices shall be prominently displayedin various places for the prevention and prohibition of Harassment.

- Proactive program shall be organized to educate all members as to the definition of harassment and procedures for redressal.
- Anti-harassment committee shall be constituted with set of provisions to handle any complaint by the staff, students and stakeholders.
- Workshops and training programmes shall be organized at regular intervals for sensitizing the members.
- Redressal mechanism shall be put in place and women shall be encouraged to file their grievances.
- Shall ensure Zero-tolerance for the harassment/victimisation
- Swift and timely action shall be taken against the complaint with proper enquiry/ investigation
- Behaviour shall not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.
- The false allegation shall be treated as offence.
- The appropriate measures including termination of service or expulsion in case of student shall be executed if individual found guilty of committed harassment.

10.6 Process:

- A formal/informal complaint can be raised to the immediate next authority in case of any of the harassment including the above said kind.
- Faculty, HOD's and Principal have a specific responsibility within their own capacity and shall be accountable for taking early action on potential or actual harassment. Once they are aware of such situations, the continuation shall not be tolerated.
- In case of the complaint, validity of the complaint is investigated by the anti-harassment committeeto take suitable disciplinary action if found guilty toensure the proper justice.
- The findings of the investigation shall be debated and the guilty is fixed.
- Recommendations shall be made to the Principal for appropriate action based on the seriousness, which can include

In the case of academic/administrative/technical/ non-teaching staff:

DISCIPLINARY ACTIONS	
Warning	
Written Appology	
Bond of Good Behavior	
Gender Sanitizing	
Counselling	
Debarring from supervisory duties	

DISCIPLINARY ACTIONS	
Deniel of re-employment	
Stopping of increament/promotion	
Reverting demotion	
Dismissal	
Prohibition from entry in the campus etc	
Any Other relevent mechanism	

In case of students, disciplinary action could be in the form of:

DISCIPLINARY ACTIONS	
Warning	
Written Appology	
Bond of Good Behavior	
Gender Sanitizing	
Counselling	
Debarring entry into Hostel/campus	
Withholding results	

DISCIPLINARY ACTIONS	
Debarring from exams	
Debarring from contesting elections	
Debarring from holding posts	
Expulsion	
Denial of admission	
Declaring the harasser by embossing on the conduct certificate	
Any other relevant mechanism	

10.7 Redressal Mechanism of Anti-harassment committee:

Anti-harassment committee shall comprise of following members

Chairperson necessarily being women (senior most faculty)

Student representative (Called in case of student complaint)

Anti-harassment Committe

Principal of the College

Two to three faculty members
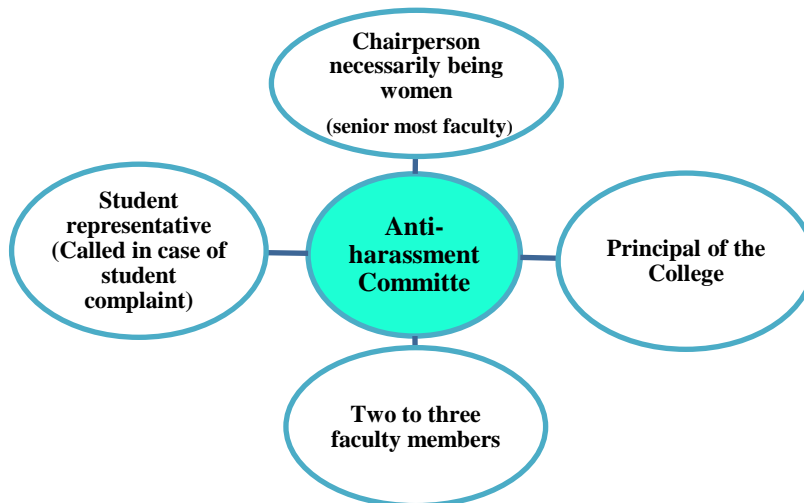
Staff – The committee shall investigate the complaint received ensuring fairness in enquiry and shall submit suitable recommendation to the Management for further action.

Student - The complaint received shall be investigatedat HOD level and suitable action may be taken. If required may be taken up to Committee.

Staff		Student	
	•Complaint (Written / Oral)		•Complaint (Written / Oral)
	•HOD		•Class teacher
	•Anti-harassment Committee		•HOD ➤ Investigation/Action
	•Investigation & Recommendation to Principal		•Anti-harassment Committee
	•Action/Recommendation to Management		•Investigation & Recommendation to Principal
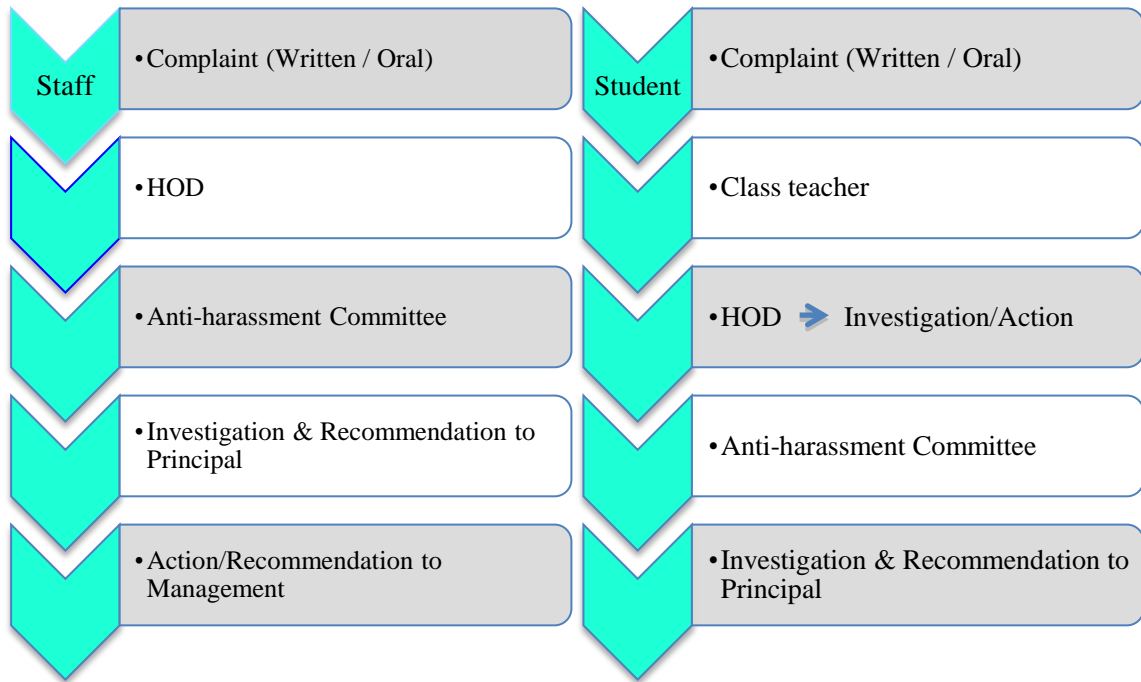
11. ANTI-RAGGING POLICY

11.1. Statement:

The ragging is a criminal offence and UGC has framed regulations, on curbing the threat of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide **No. F. 1-16/2009 (CPP-II) dated 21.10.2009** and **F.No.37-3/Legal/AICTE/2009 –** In exercise of the powers conferred under **Section 23 read with Section 10 (b), (g), (p) and (q) ofAICTE Act, 1987**.
The policy aims at implementation including the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance.

11.2 Scope:

This policy and its components, apply to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

11.3 Objectives:

This policy encourages socialization of students to the academic environment of the college, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration. Therefore, the 'anti-ragging policy' shall adopt:

- Creation, development and nurturing of a conducive, socio-academic environment within the student population.
- Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcomed and provided support, rather than being harassed and intimidated.
- Prescribing preventive measures for any violation of the "Anti-Ragging Policy" by way of strict disciplinary actions.

11.4 Regulations:

- Anti-ragging Committee shall be constituted with a diverse mix of membership in terms of level as well as gender comprising of Principal as Chairman and representatives of faculty members, senior students, non-teaching staff and warden.
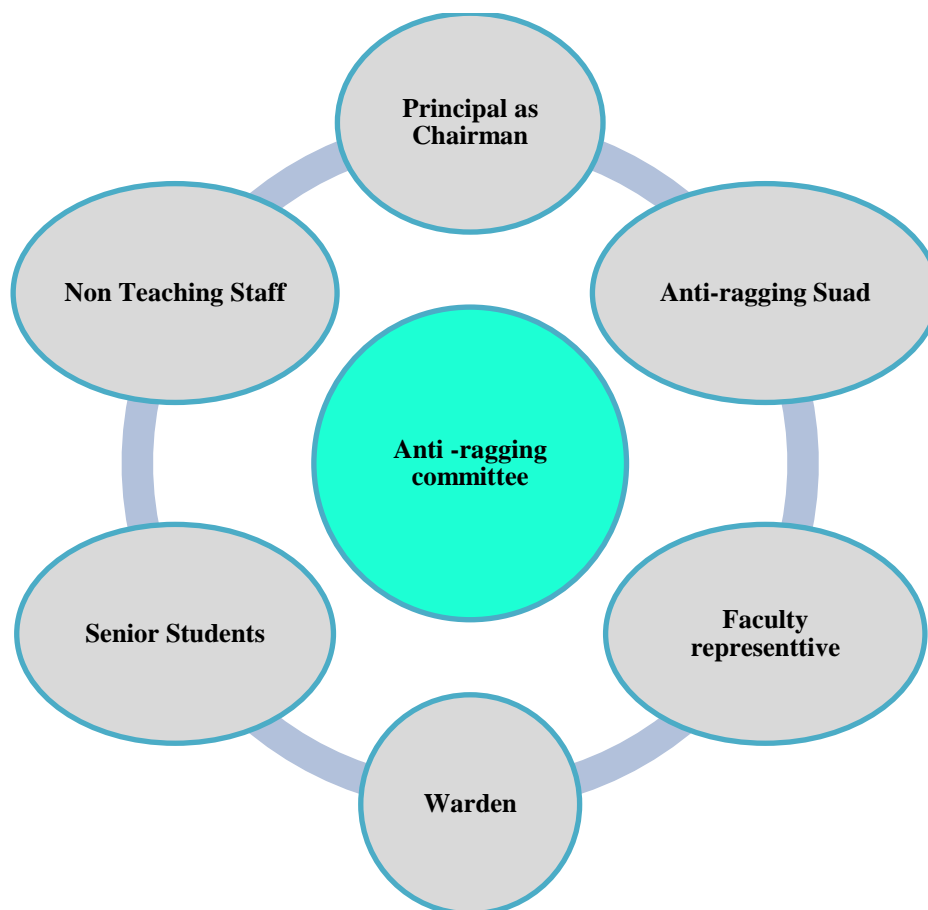
- Anti-Ragging Committee shall ensure compliance with the provisions of these Regulations as well as any law for the time being in force concerning ragging.
- Anti-Ragging Squad shall be nominated by the Principal provided that the Squad shall have representation of various members of the campus community and shall have no outside representation for maintaining oversight and patrolling functions
- Anti-Ragging Squad shall remain mobile, alert, active at all times and make surprise visits in the campus and other places susceptible to incidents and having the potential for ragging in the campus and nearly proximities during college working hours as preventive measure to ensure such incident do not occur
- Anti-Ragging policy including the statement that ragging is totally banned and anyone found guilty of ragging and/or supporting ragging is likely to be punished shall be prominently displayed in various places in the campus
- The application form for admission has an affidavit, that shall be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or supporting ragging, is liable to be punished appropriately.
- A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or supporting ragging.

- Orientation program shall be conducted during the inauguration of the UG course wherein information pertaining to Anti-Ragging Committee members, their telephone numbers and Help line numbers shall be provided.
- Security and Physical Education Directors shall be instructed to be vigilant and highly alert in premises, especially at the susceptible places.
- Mobile Phones and other communication devices shall be permitted in hostels to provide access to the students particularly fresher, to reach out for help from teachers, parents and Institution authorities
- Awareness program shall be organized to senior students to educate them that Ragging is an offence and also about the law governing Anti-Ragging
- Undertaking shall be obtained from the senior student and the student shall be made to submit online undertaking form.

11.5 Redressal Mechanism

- Anti-Ragging Squad shall be empowered to conduct an on-the-spot enquiry into any incidents of ragging observed by it or referred to it by the HOD /member of the faculty/ staff/student/parent /guardian/employee of a service provider/stake holder , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- Anti-Ragging Squad shall conduct an enquiry observing a fair and transparent procedure by giving adequate opportunity to the victim and the accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging.
- If complaint received is through external source, the Anti-Ragging Committee shall address the same and the report shall be submitted.
- Principal shall be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he/she may consider to be appropriate based on the report of enquiry submitted by the 'Anti Ragging Committee',

```
        ┌─────────────────────┐
        │ Anti-ragging Squad  │
        └─────────────────────┘  Enquiry/Report
                  │
                  ▼
        ┌─────────────────────┐
        │    Anti-ragging     │
        │     Committee       │  Recommendation
        └─────────────────────┘
                  │
                  ▼
        ┌─────────────────────┐
        │      Principal      │
        └─────────────────────┘
                  │
                  ▼
        ┌─────────────────────┐
        │       Action        │
        └─────────────────────┘
```

ACTIONS

- Expulsion from the college/hostel

- Suspension from class for a limited period

- Debarring from representation of events/ examination/s

- Fine with public apology

- Procecuting for criminal offence

- Filing FIR with the local Police

- Embossment on Marks Cards/Degree Certificates/ Passport

- Collective punishment in case the individual/(s) committing or abetting "ragging" is not identified.

12. LIBRARY POLICY

12. 1 Statement:

The policy aims to support the educational and teaching programs of the college by providing physical and intellectual access to information. It thrives to serve as a resource centre by developing a comprehensive collection of books, journals and e-resources.

12.2 Scope:

This policy and its components apply to the students, research scholars, faculty, concerned administrators, student/faculty of sister concern institutions and alumni with special permission.

12.3 Objectives:

- Committed to provide the highest level of service and access to the user
- Serve as repository of information
- Provide online and offline access to books, journals and other reading material
- Ensure updating time to time

12.4 Regulations:

12.4. 1 Library working hours:

Monday to Friday	:	9.00 AM - 6.00 PM
Transaction	:	9.30 AM to 4.30 PM
Saturday	:	9.00 AM - 4.00 PM

12.4.2 Library Membership:

The Library fees shall be included in the admission fee and hence, separate fee shall not be collected for membership. College ID card shall be served as Library card.Faculty – Full time/Part-time, staff, research scholars and students of the college are considered as Members by default.

12.5.1Registration of Suppliers:

There shall be a registered book suppliers / vendors. They shall supply only latest editions of the books and charge only according to the publisher's catalogue or copy of the publishers invoice etc. With regard to foreign publications, the vendors shall charge as per Good Office Committee (GOC) price list. This shall enable control unhealthy competition among the vendors.

12.5.2Purchase of Books on Approval:

The practice is to collect recent books on approval basis, which shall be displayed in the library. The list of the same will also be made available on the Intranet to all the users of the

College library. The teachers shall fill in the books recommendation forms and send the same to the librarian with the signature of their HOD for purchase. Books, which are not selected, shall be taken back by the vendors after a stipulated time.

12.5.3 Books selection through publishers catalogues:

The College library shall collect the publisher's catalogue and the same shall be made available to the HODs. The HODs shall place it before the department staff for selection and submit the list of selected books for purchase through proper channel.

12.5.4 Visits of the publishers representatives:

The representatives sent by the publishers to the college library may be allowed to visit the departments to promote their books. As they are not the direct sellers, they shall only create awareness about the recent publications of different subjects to the faculty. If those books found suitable, HOD may send their recommendations to the college library for purchase.

12.5.5 Direct Recommendations:

Teachers may obtain information about books from different journals, reviews, internet and College library may arrange to circulate reviews to the departments. In such cases too recommendations may be sent through their HODs.

12.5.6 Teachers Visit to Book Shops/ Book Fairs:

Teachers may bring the details of the books when they visit book shop or book fair in Bangalore and fill in the recommendation forms. In such cases too, College library shall make necessary arrangements to procure the books.

12.5.7 Some time teachers visit to Bookshops/Book Fairs in other cities:

Teachers may select book/s and request the vendor to send them to college library with recommendation by the HOD and on approval, when they visit any book stalls in cities other than Bangalore. However, if the vendor disagrees to send books on approval, then one is requested to collect the complete details of the particular book/s and address of the vendor so as to enable the College librarian to procure the same book/s.

12.5.8 Students Participation in book selection:

Arrangement shall be made to locate "Books Recommendation Box" in the College Library along with books recommendation forms. Any UG/PG student can fill up the form and drop the same in the "Books Recommendation Box".
The Students/Teachers can also recommend books through the College library website under Suggest-a-Book-Column. Periodically the library shall consolidate all the recommendations made by the students/teachers, sort department wise, check for duplication, obtain HOD recommendation and process the same for purchase.

12.5.9 Books Purchase on High Priority:

Teachers/students have the privilege of raising request for purchase of books instantaneously, which are urgently required for their use through HOD. The same shall be procured over mail / telephonic orders / Online within two days. If the book is not available in the country and is to be imported then it may take one to three weeks for procuring the book.

12.5.10 Books Selection through Exhibitions:

The College library shall organize periodical exhibition of books inviting all the registered vendors to display their books in the library premises. This shall be communicated to the teachers well in advance and such exhibitions shall enable the teachers to have exposure to the wide choice.

12.5.11 Collection:

+ LAC shall decide on procurement of the books, Journals etc, based on the requirement and availability of existing copies in the library.
+ Reference book shall be procured maximum upto two copies
+ Text books shall be procured maximum upto ten copies
+ Books written/published by the teachers of the college shall be procured maximum up to 5 copies.
+ In exceptional cases on the strong recommendation of the departmental Council, the Library Advisory Committee (LAC) at its discretion may direct the Chief Librarian to procure maximum 5 copies of reference books and 15 copies of text books.

12.5.12 Circulation

Circulation is issuing of books and other materials from the library collection to its users and collecting back in the periodic intervals,

+ To enter library and borrow library materials, identity card issued by the college is compulsory for both Students and Faculty.
+ Only text books shall be issued.
+ Reference books/ journals/ annual report and project reports, newspapers are kept for reference only and not for issue.
+ Faculty shall contact Librarian to avail inter library loan facility
+ All the materials borrowed from Library shall be returned along with the over due charges if any before collecting NO DUE Certificate from the library for exams or leaving the college. The details as follows:

SL. No.	Type of Users	No. of Books	Duration of borrowing	Overdue charge (ODC)
1	UG/PG Students	2	7 days	5
2	Permanent Faculty	3	10 days	5

3	Part time Faculty	3	10 days	5
4	Research Scholars	6	10 days	5
5	Other Members of Staff	1	7 days	5

12.6 Library Facilities and Services:

The following facility shall be timely updated and made available to users. Library shall felicitate "Best Library User Award" every year to the Faculty/Staff and students in order to encourage utilizing library facility regularly.

Library Management software(Libsoft) with RF facility. Current Awareness Service (CAS) Circulation Service (Books issue/ return/ renew/reissue/reserve)	Reference Service SDI Service OPAC Search Service Internet Browsing Service CD's Browsing Service Reprographic Service	Printing facility through computer Newspaper Clipping Service Information Display & Notification Display of New Arrivals	Organising Book Exhibition Book Bank facility for (SC/ST) Deapartmental Library Facility Question Bank Services

12.7 Regulator for User:

- All users shall sign in the gate register
- College dress code shall be followed in the library also
- Users shall carry valid identity card /smart card to the library compulsorily
- Users shall maintain silence in the library.
- Mobile phone shall be strictly prohibited inside the library premises
- Users shall not enter staff working areas without permission
- Users shall maintain a clean, pest-free environment
- Personal books/ folders/ files/ blazers/ jackets shall not be allowed inside the library.
- Food, beverages, Juice, Coffee/Tea, Chocolates etc is strictly prohibited inside the library.
- User shall not carry valuable items, huge cash and leave personal items unattended for an extended period of time.
- Library staff shall not be responsible for unattended items of users
- User found taking away book without completing circulation procedure shall be informed to Principal and dealt seriously that may lead to six months suspension
- User shall maintain the code of conduct inside library. If found misbehaving, he/she shall be suspended from the library for six months.

- Users are expected to leave library premises at closing time
- Users are expected to follow instructions provided by library staff.

12.8 Privacy/Copyright/Ethical Regulations:

- Library collections and services are developed for adult users
- Library offers open access to a number of electronic resources as well as the Internet for authorized users for academic purposes.
- Accessing and viewing controversial material shall be prohibited.
- Library policy upholds the individual's right to privacy, and hence library staff shall not monitor content or censor access to materials that others may find offensive.
- User shall protect the privacy of Library ID and shall not transfer to other individuals at any circumstances
- Users are expected to respect the rights of copyright owners and, when appropriate, shall obtain permission from owners before using or copying protected material.
- Use of electronic information resources in an ethical and lawful manner shall be for educational and research purposes only and not for commercial or other for-profit purposes.

12.9 Regulator for Borrower:

- Borrowers shall familiarize themselves with access, circulation, request services, policies and procedures.
- Borrowers shall check the issued book before leaving the premises
- Borrowers are responsible for issue/tracking due date/renewal/return
- Library materials are subject to recall at any time
- Books shall be returned on time to avoid Over Due Charges (ODC). Penalty of Rs. 5/- per day shall be imposed
- User shall not loose due date card issued. Penalty of Rs.200/- shall be imposed
- Borrower shall replace the book lost/damaged by him/her.
- Library materials shall not be replaced by the user
- Provide correct Email ID and contact number to library
- Borrower shall ensure timely payment of ODC, Lost/damaged charges in the fee counter and submit receipt to the library for reference.
- Borrower shall report lost/stolen cards immediately to the Librarian to avoid unauthorized use by others

12.10 Care and handling of books/reading material:

- Shall protect borrowed books from rain, dampness, pets, heat, sun, fire, smoking and tobacco product.
- Shall handle books carefully, while photocopying
- Shall not fold corners of pages or use tape, sticky notes, paper clips or other objects to mark the pages of a book and use books marks

- Shall take notes rather than using highlighters, underlining, writing in the margins of the library books and periodicals
- Shall avoid eating snacks and drinking beverages while in the library or handling books at home.

12.11 Noise policy:

The Oxford College of Science Library shall be committed to provide welcoming environment that is conducive to a variety of study needs. Noise shall be kept to a minimum throughout the library, and the guidelines outlined are strictly enforced. Conversation and using of mobile phone shall not be permitted

12.12 Prohibited behaviours in the Library:

- Acting as if under the influence or the consumption of alcoholic beverages or drugs of any kind is prohibited
- No pets are allowed
- Smoking and use of tobacco products, electronic cigarettes and similar devises are not allowed in library or within 20 foot radius of library premises.
- Possession of weapons of any type, including fire arms strictly prohibited.
- Behaviour that interferes with normal use of the library is not allowed.
- Rowdiness, threatening, abusive language, inappropriate use of computers and other equipments, excessive noise from loud voices are strictly prohibited.
- Use of library space for prolonged /habitual sleeping not permitted
- Engaging in sexual harassment or overt sexual behaviour is an offense.

12.13 Policy Violation:

- User shall pay three times the price of the book/material if the lost/damaged book is not replace with same or higher Edition /version
- Users engaged in activities that are illegal or that disrupt the work of other users shall be asked to cease that activity and shall be reported to the Principal.
- User is responsible for inappropriate use of copyrighted, licensed and other electronic resources. The library may suspend delivery of services to any individual found to be in violation of its policies.
- User whose behaviour causes complaint, either from library users or from library staff, shall be asked to refrain from the inappropriate behaviour and may be asked to leave the library premisesif the user refuses to comply he/ she shall be suspended from the library for three months.
- If the offense is determined to be of a serious enough in nature, or where a user repeatedly engages in inappropriate behaviour, the user may be permanently banned from all library services.
- Unpaid charges are turned over to Student Account Services for collection. Failure to pay shall result in the placement and withholding exam result.

- As a deterrent to theft and intentional mutilation of library collections, equipment, and/or facilities, and as a means to recover the cost of resulting loss and damage, the Library shall collect money from the caution deposit/salary of that persons.
- Intentionally misplacing library collections, equipment, and/or items located in library to deprive others of their use shall be punished.

13. <u>COMPUTER USAGE AND NETWORKING POLICY</u>

13.1 Statement:
    The policy aims to provide guidelines for the appropriate use of network and computer resources that supports the basic missions of the college in teaching, learning and research through ICT technology.

13.2 Scope:
    This policy applies to all users of college computing resources. Users include, but are not limited to, staff, faculty, visiting faculty and students of HSR Campus, all other stakeholders associated with the institution and external individuals and/or organizations with prior permission. The college computing resources are those resources that are owned or managed by college and include, but are not limited to, central computing facilities and servers, laboratories, campus networking, local-area networks, electronic mail, access to the Internet, and departmental workstations.

13.3 Objectives:
- Ensures integrity of the physical facilities and all relevant license and contractual agreements
- Ensures that users behave in a responsible, ethical and legal manner
- Ensures that users respect the right of other users
- Ensures privacy of the sensitive data and network

13.4 Regulations:
13.4.1 General
- Users of information resources shall protect
    - (i)   their online identity from use by another individual,
    - (ii)   the integrity of information resources
    - (iii)   the privacy of electronic information.
- Users shall refrain from seeking to gain unauthorized access, honor all copyrights and licenses and respect the rights of other users of information resources.

13.4.2 Access
    Users shall refrain from seeking to gain or enable unauthorized access to information resources. Attempts to gain unauthorized access to a system or to another person's information are a violation of college policy and may also violate applicable law, potentially subjecting the user to both civil and criminal liability. However, authorized system administrators may access information resources, but only for a legitimate operational purpose and only the minimum access required to accomplish this with the permission of the Principal.
- **Prohibition against Sharing Identities**
    Sharing an online identity (user ID and password or other authenticator such as a token or certificate) violates college policy.

↓ Information Belonging to Others

Users shall not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords or other digital materials belonging to other users, without the permission of concerned.

↓ Abuse of Computing Privileges

Users of information resources shall not access computers, software, data /information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the college.

13.4.3 Usage

Use of the college information resources shall comply with college policies and legal obligations (including licenses and contracts), and state laws.

↓ Prohibited Use

Users shall not send, view or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or college policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

↓ Copyrights and Licenses

Users shall not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the college information resources is a violation of this policy.

↓ Social Media

Users shall respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms and blogs.

↓ Political Use

College information resources shall not be used for political activities which are prohibited by national, state or other applicable laws.

↓ Personal Use

College information resources shall not be used for activities unrelated to appropriate college functions, except in a purely incidental manner.

↓ Commercial Use

College information resources shall not be used for personal business promotion of an individual including advertisements, solicitations or other commercial messages, except as permitted under college policy.

13.4.4 Integrity of Information Resources

Users shall respect the integrity of information and information resources.

↓ Modification or Removal of Information or Information Resources

Users shall not attempt to modify or remove information or information resources that are owned or used by others, unless they have proper authorization,

✚ Other Prohibited Activities

Users shall not encroach, disrupt or otherwise interfere with access or use of the college information or information resources. For the avoidance of doubt, without permission, users shall not give away college information or send bulk unsolicited email. In addition, users shall not engage in other activities that damage or otherwise compromise the integrity of college information or information resources.

13.4.5 Access for Legal and College Processes

Under some circumstances, as a result of investigations, lawsuits, the college may be required by law to provide electronic or other records, or information related to those records or relating to use of information resources, ("information records") to third parties. Additionally, the college may in its reasonable discretion review information records, e.g., for the proper functioning of the college, in connection with investigations or audits, or to protect the safety of individuals. The college may also permit reasonable access to data to third-party service providers in order to provide, maintain or improve services to the college. Accordingly, users of college information resources shall not have a reasonable expectation of privacy when using the college information resources.

13.5 Oversight of Information Resources

The System Administrator shall be responsible for managing and operating information resources in compliance with college policies, including accessing information resources necessary to maintain operation of the systems.

13.5.1 Responsibilities

The system administrator shall:

- ✚ Take all appropriate actions to protect the security of information and information resources.
- ✚ Take precautions against theft or damage to information resources.
- ✚ Faithfully execute all licensing agreements applicable to information resources.
- ✚ Communicate this policy, and other applicable information use, security and privacy policies and procedures to their information resource users.
- ✚ Provide complete information to the Principal about the user Ids and passwords and other confidential data pertaining to the server and systems.
- ✚ Authorized to access information resourcesfor a legitimate operational purpose with the permission of the Principal.

13.5.2 Suspension of Privileges

System administrators with due permission of the Principal may temporarily suspend access to information resources if they believe it is necessary or appropriate to maintain the integrity of the information resources under their oversight.

13.6 Reporting or Investigating Violations

🞣 Reporting Violations

System users shall report violations of this policy to the System administrator, and will immediately report defects in system accounting, concerns with system security, or suspected unlawful or improper system activities to the Principal.

🞣 Accessing Information & Systems

Inspecting and monitoring information and information resources may be required for the purposes of enforcing this policy, conducting college investigations or audits, ensuring the safety of an individual or the college community, complying with law or ensuring proper operation of information resources. Only the System administrator is authorizedfor inspection and monitoring with due permission of Head, CSA Department and Principal.

🞣 Co-operation Expected

Information resource users are expected to cooperate with any investigation of policy abuse. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

13.7 Consequences of Misuse of Information Resources

A user found to have violated this policy may also have violated the college Code of Conduct, the Fundamental Standard, the Student Honor Code, and/or other college policies, and will be subjected to appropriate disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action. The System administrator will refer violations to concerned HOD and then to the Principal to enforce appropriate disciplinary action.

14 <u>UPGRADATION AND PROCUREMENT POLICY</u>

14. 1 Statement:

The policy aims at augmenting infrastructural resources time to time to meet the growing demands for achieving excellence. It also deals with channelizing, stringent monitoring, transparency, accountability in the process to ensure procurement is economical and the goods/services purchased are at their true worth.

14.2 Scope:

This policy and its components is applied to all teaching/non-teaching staff, purchase section, purchase officer and other concerned administrators.

14.3 Objective:

- Consistent updation and upgradation to enhance teaching/learning
- Establishmandatory, unambiguous model for procurement
- Ensure transparency, impartiality, accountability in procurement.
- Adhere to the legal and regulatory context while awarding contracts.

14.4 Regulations:

Every Department shall put forth the annual budget proposal for the forthcoming academic year based on the student strength and the curriculum that shall be reviewed by the purchase committee and recommended by the Principal. The consolidated Budget Estimate shall be prepared by the Principal for management approval leading to sanction of funds. The amount sanctioned shall be utilized within that academic year or till the budget for the next academic year is approved.

```
Budget          →    Review by      →    Recommended
Proposal by          Purchase            by Principal
HOD                  Committee
  ↓
Consolidated    →    Approval by
Budget Estimated     Management
by Principal
```
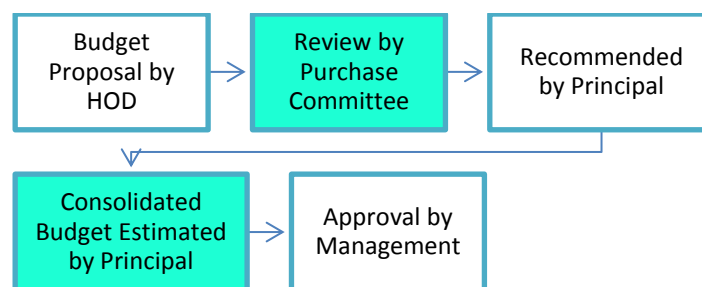
14.5 Process for Upgradation:

Need assessment shall be carried out by the HOD for upgradation of the existing facility like infrastructural modification, extension of laboratory facility, purchase of high end equipment and the recommendation of the same may be submitted to Principal through proper channel as below:

```
┌─────────────────────────┐
│   Need Assessment by    │
│          HOD            │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│   Purchase Committee    │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│          IQAC           │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│        Principal        │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  Governing Council For  │
│   Management Approval   │
└─────────────────────────┘
```
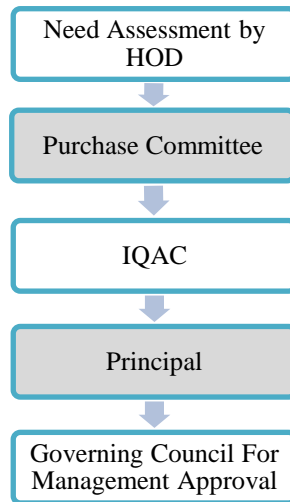
14.6 Procurement:

For upgradation of Common Facility like water purifier/coolers, furniture, ICT facility, CCTV cameras, UPS, Generators etc., need assessment shall be carried out by the Maintenance In-charge and the recommendation of the same may be submitted to the Management through Principal for approval.

```
┌─────────────────────────┐
│   Need Assessment by    │
│  Maintenance In-charge  │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│   Recommendation by     │
│       Principal         │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  Management Approval    │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│      Procurement        │
└─────────────────────────┘
```
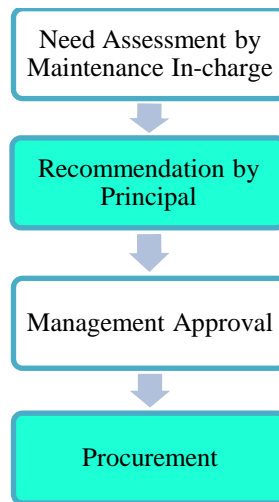
14.6.1 Process of Procurement/Maintenance:

The purchase section is in-charge of procurement of equipments, computers, instruments, appliances. Approval of Governing Council and Management will be obtained on the recommendations. The Purchase Officer shall invite quotations for supply by adopting the procedure in vogue On receipt of the quotations, they shall be considered by preparing a comparative statement in the light of the specifications and the rates quoted and after holding negotiations with the suppliers, purchase orders will be placed In case of urgency, purchase orders may be issued with the approval of the management subject to ratification by the Governing Council as well All the purchases shall be entered in the stock registers of the

respective departments All the accounts of the purchase section, are exposed for both internal audit and regular audit periodically.

The procurement of chemicals, equipment, other necessary materials and maintenance of equipment shall adhere to the following procedure:

14.6.1.1 Identify Potential source:

The   procurement of the chemicals, equipment and all the necessary materials and services required by the institution shall be made from the reliable sources. Keeping in mind the Quality and service provided, while operating at the highest standard of ethical conduct the suppliers can either be processing Rate Contract or Direct.

14.6.1.2 Procurement:
14.6.1.2.1 Purchase without quotations

The following items shall be purchased through general maintenance fund with the approval from the Principal without inviting the quotations

- Biological specimens
- Maintenance items like battery cells, coils etc
- Raw materials for practical sessions viz., dairy products, fermented food and beverages, vegetables, fashion accessories, fabric, electrical and electronic components, computer accessories, oil, etc.,
- The said items shall be purchased as per 14.10 procedure.

14.6.1.2.2 Purchase with quotations

- It is imperative to call for quotations at least from three different suppliers
- Generally the lowest bidder shall be preferred however in certain cases the selection of supplier depends on the specification and quality rather than price.
- The indent list along with three comparative statements (one in case of supplier with rate contract) recommended by the purchase committee and Principal shall be submitted to the central purchase for release of Purchase Order leading to procurement.

14.6.1.3 Receipt of Goods and Services:
14.6.1.3.1 Goods procured through sanctioned budget:

- Goods shall be received after security clearance
- Stock register shall be maintained and details of goods received shall be entered
- Invoice shall be certified by HOD and then by Principal
- Certified invoice along with Delivery Challan (DC) shall be processed to central purchase section for payment.
- Advance payment shall be made for certain items, if it is a company norms.

14.6.1.3.2 Procurement with sponsored Fund:

- The grant received from the sponsored agency shall be maintained in the Savings Bank account of The Oxford College of Science(Research)and shall be utilized as per the norms of the funding agencies.
- Principal investigator shall have the autonomy to choose the supplier based on approved specification
- Procurement shall be recommended by the Dean- R&D, Purchase committee and approved by the Principal.
- PO and payment shall be released by the Principal provided receipt of goods and service are maintained as specified in 4.1 norms.

Sponsered Fund	Principal Investigator	R&D Dean	Purchase Committee	Principal	Procurement
Maintained in TOCS Research Account	Autonomy to choose the supplier	Recommendation	Recommendation	Approval	

14.6.1.4 Procurement of Books

- Books purchased on high priority
- Direct Recommendation through HoD/Faculty
- Principal approval
- Book selection through Publisher's Catalogues
- **Book Procurement**
- Central Purchase
- Book Selection through Exhibition

NORM 4.1

```
Budget        Purchase      Governing         Indent
Proposal  →   committee  →  Council/       →
                            Management
                            Approval
                                                 ↓
Central       Purchase      Quotation and     Identify
purchase for  commitee   ← comparative    ←  supplier
procurement   assessment    statement
   ↓
Certification Entry in      Certification     payment by
of goods by   Stock      →  by the         →  central
the           Register      Principal         purchase
department
```

14.7. Procurement for Conference:

+ The fund availed for the conference shall be maintained separately in the specified SB account
+ The Organizing Secretary of the conference shall have the autonomy to procure the items required.
+ Procurement can be made without availing the quotations.
+ The Organising Secretary shall submit the Statement of Expenditure (SE) along with the bills to Accounts Section with Principal's approval.

14.8. Procurement from fundaccount:

Breakage of the glasswares/instruments shall be replaced by utilizing general maintenance fund with the approval of Principal. However, individual breakages shall be replaced by the respective student.

14.9. Maintenance of Common Facility:

The maintenance in-charge shall identify and submit the list of materials required to maintain the common facility like Water purifiers, Electrical items, Equipments for ICT facility, antivirus software, Furniture and other general maintenance items. These shall be approved by the principal for procurement through Fundaccount.

14.10. Procurement for Departmental activities:

The department shall avail funds for conducting departmental activity/practical exams by adhereing to the following procedure :

```
┌─────────────────────────────┐
│       Departmental          │
│  activity/Practical Exam    │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│  Submission of Cheque/Cash  │
│     Requisition form        │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│     Principal Approval       │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│ Procurement (Without Quotation)│
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│  Uploading in CMS Submission of │
│  statement of expenditure along │
│       with the bills        │
└─────────────────────────────┘
```

THE OXFORD COLLEGE OF SCIENCE, BANGALORE

Student Feedback on Teachers

Estd.1974

DEPARTMENT :   SEMESTER / TERM / YEAR :

Please rate the teacher on the following attributes using the 4-point scale shown

4.00 - 3.00 : Very good ;   **3.00 - 2.00** : Good ;   **2.00 - 1.50** : Satisfactory ;   **1.50 - 0.0** : Unsatisfactory

Sl. No.	Name of the Faculty	Knowledge Base	Communica tion skills	Sincerity/ commitment	Interest generated	Accessibility	Overall rating

Children's Education Society (Regd.)

THE OXFORD COLLEGE OF SCIENCE

(Recognised by the Govt. of Karnataka, Permanently Affiliated to Bangalore University,
& Approved by A.I.C.T.E., New Delhi)

Accredited by NAAC with 'A' grade & International Accreditation Organization (IAO)

Recognised by UGC under section 2(f) & 12 (B)

No. 32, 17th 'B' Main, Sector-IV, HSR Layout , Bangalore - 560 102.

Estd.1974

INTERVIEW SUMMARY SCORE SHEET

Name of Candidate :   Position applied :

Date (dd / mm/yyyy)   Department :

How would you evaluate the candidate's background and credentials? (This rating is not to be included in the candidate's summary score.)	Less than Adequate for the Position 1	Adequate for the Position 2	More than Adequate for the Position 3	Superior 4
Education - sufficiency/Relevancy	1	2	3	4
Comments:				
Work Experience - sufficiency/Relevancy	1	2	3	4
Comments:				

Criteria	Less than Adequate for the Position 1	Adequate for the Position 2	More than Adequate for the Position 3	Superior 4
Presentation	1	2	3	4
Communication	1	2	3	4
Usage of teaching aids & Body Language	1	2	3	4
Confidence level	1	2	3	4
Subject Knowledge	1	2	3	4
Personal Behavior	1	2	3	4
Query Clarification	1	2	3	4

Summary Score : _____   Expected Salary : _____

Comments:

☐ Recomended for Appointment   ☐ The candidate is not recomended for Appointment

Name & Designation : _____

Signature : _____

THE OXFORD COLLEGE OF SCIENCE

No. 32, 19th Main, 17th B'Cross, Sector IV, HSR Layout, Bengaluru, Karnataka 560102

TEACHER'S DEMO FEEDBACK FORM

Candidate name: _____

Student Number	Subject Knowledge	Presentation	Communication Skill	Use of Teaching Aid / Usage of Board	Query Clarification

Please rate at the scale: 4-5: Excellent/ Very good ,

3-3.9: Good, 2-2.9 : Fair , 1-1.9 : Poor

Class _____   **Date**_____

Children's Education Society (Regd.)

THE OXFORD EDUCATIONAL INSTITUTIONS

1st PHASE, J. P. NAGAR, BANGALORE - 78.

INTERVIEW DATA SHEET

(To be filled by Candidate)

1.	Name of the Applicant	:	
2.	Date of Birth & Age	:	
3.	Whether belonging to SC/ST/OBC	:	
4.	Name of the post applied	:	
5.	Qualification	:	
6.	Experience with name of the organization	:	
7.	Salary last drawn / Expected	:	
8.	Whether ready to stay till the end of the academic year & deposit original certificates	:	
9.	If appointed, how soon can you join duty?	:	

Pace :

Date :

Signature of the candidate

(To be filled in by the institution)

1.	Name of the Institution (UNIT)	:	
2.	Performance in the demonstration lesson.	:	
3.	Whether he/she is a fit Candidate to be appointed (after total assessment)	:	
4.	Other Remarks / Comments	:	
5.	Salary Offered.	:	

CHAIRMAN

Staff selection committee.

Children's Education Society (Regd.)

THE OXFORD EDUCATIONAL INSTITUTIONS

1st PHASE, J. P. NAGAR, BANGALORE - 78.

Employee Details

Estd 1974

Name of the Institution :				
Name of the Employee (In Capital Letters)				
Father / Husband Name				
Date of Birth & Age				
Gender				
Marital Status				
Department				
Designation				
Date of Joining				
Appointment Order No. & Date				
Nationality				
Regligion				
Mother Tongue				
Blood Group				
Contact Address City State Country PIN				
Contact No.				
Email				
PAN No.				
Qualification				
Year of Passing				
Name of the University				

Employee
Signature

HOD
Signature

Principal
Signature

Children's Education Society (Regd.)

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No. 32, 17th 'B' Main, Sector-IV, HSR Layout , Bangalore - 560 102.

DATA SHEET

Application for the post of Assistant Professor / Associate Professor / Professor / Other

In the Department of

1. Name (In Block Letters)	
2. Father's Name/ Husband's Name	
Qualification	
3. Address for communication	
4. E-mail Id	
5. Contact number	Mobile : Residence :
6. Gender	
7. Date of Birth	
8. Religion	
9. Category	SC/ ST/ OBC / GM/OTHERS (Please specify)_____
10 State	Karnataka/Non-Karnataka

11. Academic Profile :

Course	University / Board	Year of completion	Subject/ specialization	Marks details		
				Obtained	Maximum	% age
SSLC or equivalent						
PUC or equivalent						
Bachelor's Degree						
M.Sc.						
M. Phil.						
Ph. D.						
Other degree/ diploma (if any)						

12. Work Experience

Sl. No.	Name of the organization	Designation	Duration		Total no. of years
			From	To	

13. Research Experience

Sl. No.	Name of the organization	Designation	Duration		Total no. of years
			From	To	

14. Publications

No. of National publications :_____ No. of International publications :_____

Signature of the candidate