



CHILDREN'S EDUCATION SOCIETY (Regd.)
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi.
Approved by A.I.C.T.E. New Delhi.
Recognised by UGC Under Section 2(f)
Bommanahalli, Hosur Road, Bangalore - 560 068.
Ph: 080-61754601/602. Fax: 080 - 25730551
E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

OFFICE ORDER

DISCIPLINARY COMMITTEE

Disciplinary Committee has been constituted to maintain proper discipline among students and to monitor their code of conduct.

FACULTY COMMITTEE MEMBERS

S.No	Name of the Committee member	Designation	Position
1.	Dr. N. Kannan	Principal, TOCE	Chair Person
2.	Dr. Ch.Naidu R	HOD, CSE	Member-Secretary
3.	Dr. Kanagavalli	HOD, ISE	Member
4.	Dr. Manju Devi	HOD, ECE	Member
5.	Dr. Bharath	HOD, EEE	Member
6.	Dr. Madhusudhan Reddy	HOD, ME	Member
7.	Dr. Manjunath B K	HOD, BT	Member
8.	Dr. Manjula	HOD, MTE	Member
9.	Dr. Raju	HOD, AUE	Member
10.	Dr. Bindhu Madhavi	HOD, AIML	Member
11.	Dr. Malleshaiah	HOD, Civil	Member
12.	Dr. Tharaka Rama Reddy	HOD, MBA	Member
13.	Dr. Pooja	HOD, MCA	Member
14.	Dr. Gangavathi	HOD, Humanities	Member
15.	Dr. Ravi	Chief Librarian	Member
16.	Dr. Saravana Kumar	Assoc. Prof, CSE	Member
17.	Dr. Vanaja Roseline	Assoc. Prof, ISE	Member
18.	Dr. Chrispin Jiji	Assoc. Prof, ECE	Member
19.	Dr. Devi Vigneshwari	Assoc. Prof, ECE	Member
20.	Dr. Ravi Prakash	Assoc. Prof, ME	Member
21.	Dr. Valarmathi	Assoc. Prof, BT	Member
22.	Prof. Seema	Asst. Prof, MTE	Member
23.	Prof. Pradeep	Asst. Prof, AUE	Member
24.	Dr. Sahana	Assoc. Prof, MBA	Member
25.	Prof. Dharamvir	Asst. Prof, MCA	Member
26.	Dr. Hemalatha	Asst. Prof, Mathematics	Member


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STUDENT COMMITTEE MEMBERS

S.No	USN	Name of the student	Department
1.	1OX20CS046	Gowthami R	CSE
2.	1OX20CV007	Nagaraj C	CIVIL
3.	1OX20EC007	B.Indrasena Reddy	ECE
4.	1OX20IS053	Neha	ISE
5.	1OX20EE013	Pooja V	EEE
6.	1OX21MT412	Manthan A Jadhav	MTE
7.	1OX21MC098	Sugumaran	MCA
8.	1OX21BA016	Harshitha	MBA



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RULES & REGULATIONS

GENERAL

1. All students shall attend classes right from the reopening day of the Semester.
2. Students shall be punctual and regular for lecture classes, laboratories, workshops, seminars etc., and any other activity organized by the college.
3. Students shall be attentive in the classes and labs without creating any disturbance.
4. Students shall compulsorily wear their identity cards whenever they are in the college campus.
5. Loss / theft of ID cards / library cards and change of address or contact number shall be informed to HOD / college office without delay.
6. Use of mobile phones, iPods, and Walkman are strictly banned in and around the campus. If any such item is in possession of the student, the same will be confiscated and will not be returned.
7. Students shall maintain strict discipline and good behavior at all times.
8. Smoking, chewing of pan masala / ghutka consuming alcoholic drinks and drugs of any kind in the campus are strictly prohibited.
9. Strike or any such undesirable activities in the campus are not permitted and those involved in such activities will be severely punished.
10. Tuition fees shall be paid within one week after the reopening of the odd semester in every academic year.
11. Students shall take prior permission before availing leave from the HOD and inform the class teachers and mentors.
12. Medical leave will be accepted only in genuine cases with a proper medical certificate.
13. Leave / Permission letters shall be counter signed by parents/guardians/ hostel wardens.
14. Students are encouraged to participate in co-curricular and extra-curricular activities and develop their skills.
15. Students are counseled periodically regarding academic performance, higher studies, placement, attendance, discipline etc.



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17. Hostel students shall abide by the rules and regulations of the hostel.
18. Students are advised to park vehicles in the specified area and it is mandatory to wear helmets while riding two wheeler vehicles.

ACADEMIC RULES

1. Students shall submit their assignments, records, observation notebooks etc. within the specified time.
2. Each semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each subject with a provision of condonation of 10% of the attendance by the vice chancellor on the specific recommendation of the principal for reasons such as medical grounds, university level sports and cultural activities, academic matters such as seminars, workshops and paper presentations.
3. Students shall equip themselves with approved drawing material, instrument boxes and record note books as required.
4. Lab equipment must be handled with care. Loss or damage attracts fine.
5. Students have to use official lab record books only to write the practical record. No other book shall be permitted.
6. Students shall not go to laboratories during theory classes.
7. Students are encouraged to participate in conferences, workshops, seminars and technical paper presentation.
8. Attendance is mandatory for all the internal tests and exams to ensure good Internal Assessment marks and overall academic performance.
9. For U.G. programmes, the candidate shall complete the course with in a period of eight academic years from the date of first admission, failing which he / she has to discontinue the course. For MBA & MCA the respective periods are four years and six years.

EXAM RULES AND REGULATIONS

1. Only a single answer book will be issued. No additional answer books are permitted.
2. Answer books should be handed over personally to room superintendent before leaving the examination hall.
3. The candidate should not take any books / notes, log tables, scribbling pads, cell phones, programmable calculators or any kind of references into the examination hall.



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4. No candidate shall be admitted into the Exam hall after the commencement of the examination.
5. No candidate shall be allowed to leave the examination hall before 30 minutes after commencement of the examination.
6. The candidate should append his / her signature at the specified space on the answer book as and when he / she received the answer book
7. Answer books should be handed over personally to room superintendent before leaving the examination hall.
8. The student leaving the examination hall till 30 minutes before the scheduled completion time of the examination shall not be permitted to take the question paper.
9. Students are strictly instructed not to write any matter on the question paper except their USN.
10. **Any candidate appearing for UG / PG examination is liable to be charged for committing malpractice in the following cases**
 - a. Possessing any written matter on any paper, scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, kerchief, clothes, etc.
 - b. Copying from the material of another candidate or similar aid, or assistance is rendered to another candidate
 - c. Supply of copying material from inside or from outside the examination hall.
 - d. Unruly behavior inside or near the examination hall.
 - e. Communicating with any candidate or any other person inside or outside the examination hall.
 - g. For more detailed information on academic regulation please refer to VTU website:

www.vtu.ac.in

GUIDELINES AND RULES OF THE LIBRARY

1. Before entering the library, Readers / Students should leave their personal belongings outside the library. Staff shall not be responsible for any loss or damage to personal belongings. (Valuable things like - money, Valet, Gold, Mobile etc., should not be left in the bag).
2. Personal Books, Issued - out Books, Manuals & Files will not be permitted in the library. However Readers can carry loose papers inside the library.



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3. While entering Library, students have to wear their ID cards. Users should produce the same to the library staff when it is required.
4. While entering as well as exit, Readers / Students should enter their details in the Gate entry Register.
5. Cell Phone is Strictly Prohibited inside the library.
6. Kindly Do Not Displace the Newspaper, Books, Journals, Chairs and Tables in the Library.
7. No Books will be issued / renewed against I.D. cards of the other students. / I.D. Cards are not transferable.
8. Members ID card is Bar-Coded. If ID cards get mutilated / lost for whatever reason should be reported in writing to the librarian immediately.
9. Users can Access E-Journals like Indian National Digital Library in Engineering Science & Technology (INDEST AICTE consortium) during the Library hours.
10. Any kind of eatables are not allowed inside the library
11. Reference Books, Journals, Thesis, Dissertations & rare collection will not be issued {They can be referred only at the designated place in the library}
12. Do not litter the library. Use dustbins and maintain cleanliness.
13. In the event of loss/damage to the Library Book / Document, the same should be brought to the notice of the librarian. Users shall be liable to replace or pay for the damages.
14. Fine will be charged on a daily basis as per the rules, for books not returned in time. 2 rupees Fine Per day for 1st week, 5 rupees Fine per day for the 2nd Week, and 10 rupees fine per day for the 3rd week onwards.
15. Writing, Marking, Cutting, Folding or tearing any page from the Book / Periodicals is strictly prohibited and punishable. Heavy fine shall be levied for such cases.
16. No reader's shall take any Book, Periodical, CD or any other material from the library without having it properly issued by the authority.
17. All the readers are required to observe Discipline and Complete Silence in the Library.
18. Kindly make use of the library in an effective manner.
19. The Librarian will block the library membership and refuse admission to anyone who violates the rules & regulations of the library or indulges in any other type of misconduct.



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Issues and action taken

S.No	Name of the issue	Disciplinary action taken
1.	Students coming late to the regular classes	Mentors will counsel the students and if required their parents will be called and informed
2.	Students coming late to the examinations	Mentors will counsel the students and if required their parents will be called and informed

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