



**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

### 5.1.5

**The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment / prevention of ragging**

#### Doc 2 – Additional Information

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

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**Principal**

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





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### 1. Summary

The institute conducts various meetings of Student Grievance Redressal Committee (GRC), Sexual Harassment Elimination Committee (SHE), Anti-Ragging Committee (ARC) with composition of members during following years with number of meetings conducted is mentioned below.

Academic Year	GRC	SHE	ARC
2016-2017	3	2	2
2017-2018	5	4	4
2018-2019	5	5	3
2019-2020	4	4	4
2020-2021	4	2	2

Roles and responsibility of each committee with SOP is discussed. Detailed grievance received from the students is described in an annual report for various committees. UGC guidelines on prevention of sexual harassment and ragging is attached and institute policy for timely addressable of student grievances is done online in college website.

  
Principal

**PRINCIPAL**

The Oxford College of Engineering  
Bommanahalli, Hosur Road  
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(Approved by AICTE, New Delhi, Accredited by NAAC & NBA, New Delhi & Affiliated to VTU, Belgaum)

Date: 11/08/2016

OFFICE ORDER

GRIEVANCE REDRESSAL COMMITTEE

Grievance redressal Committee has been reconstituted on August 11, 2016. The committee comprises the following members.

Sl.No	Name of the Member	Designation	Position
1	Principal	- (TOCE)	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary <i>Anandhi</i>
3	Dr. Amarnath K	HOD – Civil	Member <i>Amarnath</i>
4	Dr. Kusum Paul	HOD – BT	Member <i>Kusum</i>
5	Dr. Raju B R	HOD - Auto	Member <i>Raju</i>
6	Dr. Mallikarjun K	HOD - Maths	Member <i>Mallikarjun</i>
7	Dr. Sarit Kumar	Director - MBA	Member <i>Sarit</i>
8	Dr. Vijayakumaran Nair	HOD - Phy	Member <i>Vijayakumaran</i>
9	Mr. Nagaraj S	Administrator	Member <i>Nagaraj</i>
10	Prof. S G Gangadhara	Chief Warden	Member <i>S G</i>
11	Mrs. Roopa Bai	Hostel Warden	Member <i>Roopa</i>

Copy to:-

1. Concerned Members
2. Notice
3. Office

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

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Roles and Responsibilities:**

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles;

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Provide feedback what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action.

### **Standard Operating Procedures:**

#### **❖ Procedure for filing the formal complaint/grievance:**

1. Any stakeholder may lodge a complaint.
2. Complaints should be made to the Grievance Redressal Committee.
3. Complaint may be oral, in writing or lodged in college website portal (<http://www.theoxford.edu/engineering/grievance-portal.htm>)
4. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
5. Upon receipt of a complaint by any member of GRC, the member should forward it to the committee chairperson.

#### **❖ Procedure for filing a complaint / grievance without revealing identity:**

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed in the old building reception.

#### **❖ Process for addressing the Grievance:**

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:

a. **Option 1** which can be exercised on matters that could be more routine operation:

- 1) The Chairperson of the Committee may address the issue directly with the help of the concerned department.
- 2) In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
- 3) Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.

b. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairperson:

- 1) The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
  - 2) The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
  - 3) Final decision of the GRC has to be communicated to the student/staff within 15 days of the receipt of the complaint.
  - 4) The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.
3. The Chairperson will maintain an updated record of all complaints, actions taken and closure status.
  4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

❖ **Reappeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

❖ **Note:**

1. The committee will recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.
2. The Board of Management (BOM) of the institution may revise the procedure from time to time.

5

❖ **Applicability:**

All students, parents, staff members, alumni and other stakeholders of the institution.





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

**Circular**

Date: 16/08/2016

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 18<sup>th</sup> August 2016 at 2:00pm in Board Room.

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

**AGENDA:**

- Objectives of formation of Grievance redressal Committee.
- Role of the members.

*Chairman*  
Students Grievance Redressal Committee  
Member - Secretary  
TOCE Bangalore-560068

Copy to:-

- Chairperson.
- All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

18<sup>th</sup> August 2016 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 18<sup>th</sup> August 2016 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Dr. Amarnath K	HOD - Civil	Member
3	Dr. Kusum Paul	HOD - BT	Member
4	Dr. Raju B R	HOD - Auto	Member
5	Dr. Mallikarjun K	HOD - Maths	Member
6	Dr. Sarit Kumar	Director - MBA	Member
7	Dr. Vijayakumaran Nair	HOD - Phy	Member
8	Mr. Nagaraj S	Administrator	Member
9	Prof. S G Gangadhara	Chief Warden	Member
10	Mrs. Roopa Bai	Hostel Warden	Member

The following points were discussed during the meeting

- Awareness of objectives of forming Grievance redressal Committee.
- Chairman explained the roles of members and the way to handle if any such cases arise.

*Anandhi*  
Member - Secretary  
Grievance Redressal Committee  
TUM Bangalore-560068



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### Circular

Date: 15/12/2016

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 19<sup>th</sup> December 2016 at 2:00pm in Board Room.

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

#### AGENDA:

- Objectives of formation of Grievance redressal Committee.
- Role of the members.

Chairman  
Students Grievance Redressal Committee  
TOCE, Bengaluru-560068  
Member - Secretary

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

19<sup>th</sup> December 2016 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 19<sup>th</sup> December 2016 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Dr. Amarnath K	HOD - Civil	Member
3	Dr. Kusum Paul	HOD – BT	Member
4	Dr. Raju B R	HOD - Auto	Member
5	Dr. Mallikarjun K	HOD - Maths	Member
6	Dr. Sarit Kumar	Director - MBA	Member
7	Dr. Vijayakumaran Nair	HOD – Phy	Member
8	Mr. Nagaraj S	Administrator	Member
9	Prof. S G Gangadhara	Chief Warden	Member
10	Mrs. Roopa Bai	Hostel Warden	Member

The following points were discussed during the meeting

- MOM held on 18<sup>th</sup> August 2016 were read and confirmed with unanimity.
- The member showed full of their enthusiasm to deliver promptly the very purpose of Constituting this committee because any delay in redressal will create many confusions any further increase in grievances.
- The member are happy to learn that the issue of minor complains are dealt by concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal Committee.

*Dr. R J Anandhi*  
Member - Secretary  
TUCE Bangalore-560068



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### Circular

Date: 11/02/2017

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> February 2017 at 10:00am in Board Room.

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

#### AGENDA:

- To review and understand the cases if any.
- Role of members if any such incidents happen.

Chairman  
Students Grievance Redressal Committee  
TOCE - Bangalore-560068  
Member - Secretary

Copy to:-

- Chairperson.
- All members of Grievance redressal Committee.



### Minutes of Meeting Grievance redressal Committee

16<sup>th</sup> February 2017 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 16<sup>th</sup> February 2017 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary <i>Anandhi</i>
2	Dr. Amarnath K	HOD - Civil	Member <i>Amarnath</i>
3	Dr. Kusum Paul	HOD - BT	Member <i>Kusum</i>
4	Dr. Raju B R	HOD - Auto	Member <i>Raju</i>
5	Dr. Mallikarjun K	HOD - Maths	Member <i>Mallikarjun</i>
6	Dr. Sarit Kumar	Director - MBA	Member <i>Sarit</i>
7	Dr. Vijayakumaran Nair	HOD - Phy	Member <i>Vijay</i>
8	Mr. Nagaraj S	Administrator	Member <i>Nagaraj</i>
9	Prof. S G Gangadhara	Chief Warden	Member <i>Gangadhara</i>
10	Mrs. Roopa Bai	Hostel Warden	Member <i>Roopa</i>

The following points were discussed during the meeting

- Review of last meeting with the permission of chairperson.
- Hostel students feedback parent's meeting feedback were discussed.
- Securities in campus and hostel to avoid misconduct were discussed.

*Anandhi*  
Member - Secretary  
Students Grievance Committee  
TUCE Bangalore-560068



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### Circular

Date: 10/05/2017

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 15<sup>th</sup> May 2017 at 10:00am in Board Room.

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

#### AGENDA:

- To review and understand the cases if any.
- Role of members if any such incidents happen.

*[Signature]*  
Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

- Chairperson.
- All members of Grievance redressed Committee.

### Minutes of Meeting Grievance redressal Committee


15<sup>th</sup> May 2017 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 15<sup>th</sup> May 2017 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Dr. Amarnath K	HOD - Civil	Member
3	Dr. Kusum Paul	HOD – BT	Member
4	Dr. Raju B R	HOD – Auto	Member
5	Dr. Mallikarjun K	HOD – Maths	Member
6	Dr. Sarit Kumar	Director – MBA	Member
7	Dr. Vijayakumaran Nair	HOD – Phy	Member
8	Mr. Nagaraj S	Administrator	Member
9	Prof. S G Gangadhara	Chief Warden	Member
10	Mrs. Roopa Bai	Hostel Warden	Member

The following points were discussed during the meeting

- MOM held on 16<sup>th</sup> February 2017 were read and confirmed with unanimity.
- The member showed full of their enthusiasm to deliver promptly the very purpose of Constituting this committee because any delay in redressal will create many confusions any further increase in grievances.
- The member are happy to learn that the issue of minor complains are dealt by concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal Committee.

  
Member – Secretary



## THE OXFORD COLLEGE OF ENGINEERING

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TOCE/GRC/09

Place: Bangalore

Date: 19.12.2016

### Grievance Committee Report

GRC has received suggestions from the students to include varieties of food items in the college canteen. The committee considered this and forwarded the request to the management. The administrative department accepted the request and made available varieties of hygienic food items with reasonable prices for the benefits of the student community.

*Chairman*  
*Convenor*  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

### Grievance received from the students



**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

#### GRIEVANCE/SUGGESTION FORM

DATE: 18/12/2026

NAME/USN (OPTIONAL):	
SEMESTER/BRANCH:	ECE and BT Students
GRIEVANCE/SUGGESTION:	As many of our students are coming far away to college they will have breakfast and lunch from college canteen. Request you to provide more food items in college canteen.
SIGNATURE (OPTIONAL):	

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



**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

#### GRIEVANCE/SUGGESTION FORM

DATE: 14/12/2026

NAME/USN (OPTIONAL):	
SEMESTER/BRANCH:	CS
GRIEVANCE/SUGGESTION:	We request you to include many food items in canteen.
SIGNATURE (OPTIONAL):	

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



# Food Display Board in Canteen

PAUSEY & GERRISH			
10/1	10/1	10/1	10/1
10/2	10/2	10/2	10/2
10/3	10/3	10/3	10/3
10/4	10/4	10/4	10/4
10/5	10/5	10/5	10/5
10/6	10/6	10/6	10/6
10/7	10/7	10/7	10/7
10/8	10/8	10/8	10/8
10/9	10/9	10/9	10/9
10/10	10/10	10/10	10/10
10/11	10/11	10/11	10/11
10/12	10/12	10/12	10/12
10/13	10/13	10/13	10/13
10/14	10/14	10/14	10/14
10/15	10/15	10/15	10/15
10/16	10/16	10/16	10/16
10/17	10/17	10/17	10/17
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**CHILDREN'S EDUCATION SOCIETY (REGD.)**

Administrative Office:

1<sup>st</sup> Phase JP Nagar, Bengaluru – 560 078

☎: 080-3041 0501 – 502 Fax: 080-2654 8658

**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, Accredited by NAAC & NBA New Delhi and Recognised by UGC Under Section 2(f))  
Bommanahalli, Hosur Road, Bengaluru – 560068.

☎: 080 - 30219601/602, Fax: 080 – 25730551/ 30219629 E-mail: [enggprincipal@theoxford.edu](mailto:enggprincipal@theoxford.edu) Web: [www.theoxford.edu](http://www.theoxford.edu)

Date: January 2, 2017

**ANTI RAGGING COMMITTEE MEMBERS FOR THE ACADEMIC YEAR 2016-17**

Sl. No.	Name of the Member	Designation	Designation in the committee	Contact No.
01	Dr. R V Praveena Gowda	Principal	Chairman	9845788599
02	Dr. R J Anandhi	Vice Principal/ HOD – CSE	Member	9845705705
03	Dr. D Jayaramaiah	HOD – ISE	Member	9845237570
04	Dr. Vivek	HOD – ECE	Member	9972101922
05	Dr. H B Phaniraju	HOD – EEE	Member	9448400055
06	Dr. G S Bhatt	HOD – ME	Member	9845608983
07	Dr. Kusum Paul	HOD – BT	Member	9972394302
08	Dr. Amarnath K	HOD – Civil Engg.	Member	9739098861
09	Dr. Raju B R	HOD – Auto	Member	9972398600
10	Mr. Chiranthana	HOD - CTM	Member	9980529114
11	Ms. Neeta	HOD – MT	Member	8892980208
12	Dr. Mallikarjun K	HOD – Maths	Member	9740254828
13	Dr. Vijayakumaran Nair	HOD – PHY.	Member	9663987962
14	Dr. Surekha	HOD – CHEM.	Member	9902992281
15	Ms. Betty Chacko	HOD – ARCH	Member	
16	Dr. M.S.Shashidhara	HOD MCA	Member	9845166153
17	Dr. Sarit Kumar	Director & HOD MBA	Member	9886513680
18	Prof. S G Gangadhara Swamy	Chief Warden	Member	9901333066
19	Mrs. Roopa Bai	Hostel Warden	Member	9886012087
20	Mr. Muneesh	Administrator	Member	9964313495
21	Mr. G Mahesh	Phy.Edu. Director	Member	9902805745
22	Station House Officer, Madiwala Police Station		Member	22943116

*(Signature)*  
**Dr. R V Praveena Gowda**  
The Oxford College of Engineering  
The O. Bommanahalli, Hosur Road  
Bommanahalli, Bengaluru - 560068  
Bengaluru - 560068

## **ANTI-RAGGING COMMITTEE**

### **Roles and Responsibilities:**

The Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

### **Punishment to those found guilty:**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

1. Debarring from appearing in any internal test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. Withholding the results.

### **Standard Operating Procedures:**

#### **STEP 1**

When any incident falling within the mischief of act defined as “ragging” under clause 3 of the UGC Regulations on “Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as “Ragging regulation”- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given

effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions. Principally, the assumption of this role is of *Parens patriae* nature and be done so with that spirit.

## **STEP 2**

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding result.
  5. Cancellation of the admission.



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### Circular

Date: 13/08/2016

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> August 2016 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

  
Member-Secretary  
Anti Ragging Committee  
TOCE Bangalore-560066

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.



### Minutes of Meeting Anti-Ragging Committee

17<sup>th</sup> August 2016 at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> August 2016 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Dr. Raju B R	HOD – Auto	Member
3	Mr. Chiranthana	HOD – CTM	Member
4	Ms. Neeta	HOD – MT	Member
5	Dr. Mallikarjun K	HOD – Maths	Member
6	Dr. Kusum Paul	HOD – BT	Member
7	Dr. Amarnath K	HOD – Civil	Member
8	Prof. Sathish	HOD – Arch	Member
9	Dr. M S Shashidhara	HOD – MCA	Member
10	Dr. Sarit Kumar	Director – MBA	Member
11	Prof. S G Gangadhara	Chief Warden	Member
12	Mrs. Roopa Bai	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Awareness of objectives of forming Anti-Ragging Committee
2. Chairman explained the roles of members and the way to handle if any such cases arise
3. Discussion of various policies regarding the safety and anti-harassment clauses under anti-ragging committee.

*Amarnath K*  
Chairman  
Anti-Ragging Committee  
TOCE Bangalore-560038  
Member - Secretary



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### Circular

Date: 14/12/2016

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting


Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 14<sup>th</sup> December 2016 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

  
Chairperson  
Anti Ragging Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.

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## Minutes of Meeting Anti-Ragging Committee

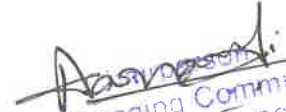
18<sup>th</sup> December at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 18<sup>th</sup> December 2016 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Dr. Raju B R	HOD – Auto	Member
3	Mr. Chiranthana	HOD – CTM	Member
4	Ms. Neeta	HOD – MT	Member
5	Dr. Mallikarjun K	HOD - Maths	Member
6	Dr. Kusum Paul	HOD – BT	Member
7	Dr. Amarnath K	HOD - Civil	Member
8	Prof. Sathish	HOD – Arch	Member
9	Dr. M S Shashidhara	HOD - MCA	Member
10	Dr. Sarit Kumar	Director - MBA	Member
11	Prof. S G Gangadhara	Chief Warden	Member
12	Mrs. Roopa Bai	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Regarding confirmation of the previous meeting of the Anti-Ragging Committee held on 17th August 2016, the house unanimously confirmed the minutes of the previous meeting.
2. Regarding measures taken for eradicating the menace of ragging in the college, it was decided by the members that, ragging should be monitored closely by the squad in and around the campus as a result, the students, particularly the new joiners, should be encouraged to pursue their education without any fear and difficulties.
3. Regarding matter relating to complaint, there was no such case before the committee showing that the college campus is free of ragging which had been during the past and the college is still maintaining the status.

  
Member - Secretary  
TOCE Bangalore 660038



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### Circular

Date: 09/02/2017

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 10<sup>th</sup> February 2017 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

  
Chairperson  
Anti-Ragging Committee  
TOCE Bangalore-560098  
Member - Secretary

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.

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## Minutes of Meeting Anti-Ragging Committee

10<sup>th</sup> February 2017 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 10<sup>th</sup> February 2017 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member – Secretary
2	Dr. D Jayaramaiah	HOD – ISE	Member
3	Dr. Dattatreya	HOD – ECE	Member
4	Dr. H B Phaniraju	HOD – EEE	Member
5	Prof. T V Nagaraja	HOD – ME	Member
6	Dr. Kusum Paul	HOD – BT	Member
7	Ms. Neeta	HOD – MT	Member
8	Dr. Mallikarjun K	HOD – Maths	Member
9	Dr. Surekha	HOD – Chem	Member
10	Dr. Sarit Kumar	Director – MBA	Member
11	Prof. S G Gangadhara	Chief Warden	Member
12	Mrs. Roopa Bai	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Discussion of anti-ragging norms published by the government.
3. Hostel students feedback parent's meeting feedback were discussed.
4. Securities in campus and hostel to avoid misconduct were discussed.

*Anandhi*  
Chairperson  
Anti Ragging Committee  
TOCE Bangalore-560033



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### Circular

Date: 08/05/2017

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting


Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 10<sup>th</sup> May 2017 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

  
Member Secretary  
Anti Ragging Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.

### Minutes of Meeting Anti-Ragging Committee

10<sup>th</sup> May 2017 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 10<sup>th</sup> May 2017 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member – Secretary
2	Dr. D Jayaramaiah	HOD – ISE	Member
3	Dr. Dattatreya	HOD – ECE	Member
4	Dr. H B Phaniraju	HOD – EEE	Member
5	Prof. T V Nagaraja	HOD – ME	Member
6	Dr. Kusum Paul	HOD – BT	Member
7	Ms. Neeta	HOD – MT	Member
8	Dr. Mallikarjun K	HOD – Maths	Member
9	Dr. Surekha	HOD – Chem	Member
10	Dr. Sarit Kumar	Director – MBA	Member
11	Prof. S G Gangadhara	Chief Warden	Member
12	Mrs. Roopa Bai	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission.
2. Regarding matter relating to complaint, there was no such case before the committee showing that the college campus is free of ragging which had been during the past and the college is still maintaining the status.
3. It was decided that as per the UGC regulations, a competition for students and teachers may be held in the college for wide publicity and promotion of Anti-Ragging measures.

  
Member Secretary  
Anti Ragging Committee  
Bangalore-560068



## THE OXFORD COLLEGE OF ENGINEERING

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### ANTI-RAGGING COMMITTEE REPORT 2016-2017

- The Oxford College of Engineering ensures that congenial and pleasing environment is given to the fresher's. It follows the policy of zero tolerance towards ragging. To achieve this objective Anti-Ragging Committee has been formed as per UGC regulations 2009.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure ragging free campus and college by prohibiting, preventing and eliminating the scourge of ragging. Maintain amicable relations among students and faculties. Punishing those who indulge in ragging.
- Awareness on all acts of violence, physical or mental between two or more senior and juniors students was conducted.





- Posters, Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room, Canteen, Library and Hostels etc to generate awareness amongst Students on Anti-Ragging.
- Patrolling of Common areas like hostels, cafeteria were visited by faculties and committees members to see no Ragging.

~~PRINCIPAL~~  
The Oxford College of Engineering  
Bommalalli, Hosur Road  
Principal  
Bengaluru-560 068



**Sexual Harassment Elimination Committee:**

The present members of the complaints committee have to deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

**Objective:**

The objectives of the Committee are:-

- Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Orientation Program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

**Procedure for filing complaints:**

- Complaints may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the committee member who received the complaint.
- Upon receipt of a complaint by any member of committee, the member should forward it to mail. The grieved one may also lodge her complaint directly to the committee or by telephonically to the mobile no. of members of the committee.

**Procedure for filing a complaint/grievance without revealing identity:**

- If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed in Reception, Old building.
- Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:-
  - a. Physical contact and advances.
  - b. Demand or request for sexual favours.
  - c. Sexually coloured remarks.
  - d. Showing pornography.
- The following will also be treated as sexual harassment and are covered by the committee:-
  - a. Eve-teasing.
  - b. Unsavory remarks.
  - c. Jokes causing or likely to cause awkwardness or embarrassment.
  - d. Innuendos and taunts.
  - e. Gender based insults or sexist remarks.

- f. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- g. Touching or brushing against any part of the body and the like.

**Procedure for dealing with complaints:**

- Filing of a complaint- If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
- The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

**Process of enquiry:**

- The committee will ask the complainant to prepare a detailed statement of incidents/allegations. The statement of allegation will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation.
- During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.
- The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-
  - a. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
  - b. Upon completion of the investigation, both parties will be informed of the results of the investigation.
- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken.
- The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include:-
  - a. Restore any lost terms, conditions or benefits of employment to the complainant.
  - b. Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

**Decision and action:**

- In the case of academic/administrative/ technical/ nonteaching staff/ management, disciplinary action could be in the form of one or more of the following:-
  - a. Warning.
  - b. Written apology.
  - c. Adverse remarks in the Confidential Report.
  - d. Denial of re-employment.
  - e. Stopping of increments/promotion.
  - f. Any other relevant mechanism.
- In case of students, disciplinary action could be in the form of:-
  - a. Warning.
  - b. Written apology.
  - c. Expulsion.
  - d. Any other relevant mechanism.
- NOTE: The reasons for the action have to be provided in writing. Action will be taken against the person(s) who try to pressurize the complainant in any way.



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### Circular

Date: 16/08/2016

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 20<sup>th</sup> August 2016 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Women's Grievance Redressal Committee.

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### Minutes of Meeting Grievance redressal Committee

20<sup>th</sup> August 2016 at 11:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 20<sup>th</sup> August 2016 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. Awareness of objectives of forming Women's Grievance redressal Committee.
2. Chairman explained the roles of members and the way to handle if any such cases arise.

*Anandhi*  
Member - Secretary  
Students Grievance Redressal Committee  
TOCE Bangalore-560068



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### Circular

Date: 08/12/2016

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 15<sup>th</sup> December 2016 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

  
Member - Secretary  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson
2. All members of Women's Grievance Redressal Committee.



### Minutes of Meeting Grievance redressal Committee

15<sup>th</sup> December 2016 at 11:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 15<sup>th</sup> December 2016 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. To read and confirm the minutes of the previous meeting at the Women Greivence Committee held on .The members unanimously confirmed the minutes.
2. Regarding matter relating to grievance complaint there were no such cases for Redressal during the academic session.

Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore  
Member Secretary



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### Circular

Date: 11/02/2017

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee


Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 20<sup>th</sup> February 2017 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

  
Member Secretary  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

20<sup>th</sup> February 2017 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 20<sup>th</sup> February 2017 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Securities in campus and hostel to avoid misconduct were discussed.

Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore 560068  
Member - Secretary



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### Circular

Date: 09 /05/2017

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 12<sup>th</sup> May 2017 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

*[Signature]*  
Chairman  
Students Grievance Redressal Committee  
TOLL Bangalore 080068  
Member Secretary

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

12<sup>th</sup> May 2017 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 12<sup>th</sup> May 2017 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. To read and confirm the minutes of the previous meeting at the Women Greivence Committee. The members unanimously confirmed the minutes.
2. Regarding matter relating to grievance complaint there were no such cases for Redressal during the academic session.

*Handwritten signature of Dr. R J Anandhi*  
Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore-560068



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Date: 10/08/2017

## OFFICE ORDER

### GRIEVANCE REDRESSAL COMMITTEE

Grievance redressal Committee has been reconstituted on August 10<sup>th</sup>, 2017. The committee comprises the following members.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. Amarnath K	HOD – Civil	Member
4	Dr. Kusum Paul	HOD – BT	Member
5	Dr. Raju B R	HOD – Auto	Member
6	Dr. Mallikarjun K	HOD – Maths	Member
7	Dr. M S Shashidhara	HOD – MCA	Member
8	Dr. James Thomas	HOD – MBA	Member
9	Dr. Vijayakumaran Nair	HOD – Phy	Member
10	Mr. Nagaraj S	Administrator	Member
11	Mr. Bhujabali	Chief Warden	Member
12	Mrs. Roopa Bai	Hostel Warden	Member

Copy to:-

1. Concerned Members
2. Notice
3. Office

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

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Roles and Responsibilities:**

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles;

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Provide feedback what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action.

### **Standard Operating Procedures:**

#### **❖ Procedure for filing the formal complaint/grievance:**

1. Any stakeholder may lodge a complaint.
2. Complaints should be made to the Grievance Redressal Committee.
3. Complaint may be oral, in writing or lodged in college website portal (<http://www.theoxford.edu/engineering/grievance-portal.htm>)
4. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
5. Upon receipt of a complaint by any member of GRC, the member should forward it to the committee chairperson.

#### **❖ Procedure for filing a complaint / grievance without revealing identity:**

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed in the old building reception.

#### **❖ Process for addressing the Grievance:**

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:
  - a. **Option 1** which can be exercised on matters that could be more routine operation:
    - 1) The Chairperson of the Committee may address the issue directly with the help of the concerned department.
    - 2) In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
    - 3) Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.
  - b. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairperson:
    - 1) The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
    - 2) The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
    - 3) Final decision of the GRC has to be communicated to the student/staff within 15 days of the receipt of the complaint.
    - 4) The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.
3. The Chairperson will maintain an updated record of all complaints, actions taken and closure status.
4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

❖ **Reappeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

❖ **Note:**

1. The committee will recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.
2. The Board of Management (BOM) of the institution may revise the procedure from time to time.



❖ **Applicability:**

All students, parents, staff members, alumni and other stakeholders of the institution.



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### Circular

Date: 14/08/2017

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 19<sup>th</sup> August 2017 at 2:00pm in Board Room.


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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

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

### Minutes of Meeting Grievance redressal Committee

19<sup>th</sup> August 2017 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 19<sup>th</sup> August 2017 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member
3	Dr. Amarnath K	HOD – Civil	Member
4	Dr. Kusum Paul	HOD – BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. Vijayakumaran Nair	HOD - Phy	Member
8	Mr. Nagaraj S	Administrator	Member
9	Mr. Bhujabali	Chief Warden	Member
10	Mrs. Roopa Bai	Hostel Warden	Member

The following points were discussed during the meeting

1. Awareness of objectives of forming Grievance redressal Committee.
2. Chairman explained the roles of members and the way to handle if any such cases arise.

Principal  
The Oxford College of Engineering  
Bommarahosur Road  
Bengaluru-560 088



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### Circular

Date: 13/12/2017

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 15<sup>th</sup> December 2017 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

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

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

## Minutes of Meeting Grievance redressal Committee

15<sup>th</sup> December 2017 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 15<sup>th</sup> December 2017 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson <i>W</i>
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member <i>Anandhi</i>
3	Dr. Amarnath K	HOD - Civil	Member <i>Amarnath</i>
4	Dr. Kusum Paul	HOD -- BT	Member <i>Kusum</i>
5	Dr. Raju B R	HOD - Auto	Member <i>Raju</i>
6	Dr. Mallikarjun K	HOD - Maths	Member <i>Mallikarjun</i>
7	Dr. Vijayakumaran Nair	HOD - Phy	Member <i>Vijay</i>
8	Mr. Nagaraj S	Administrator	Member <i>Nagaraj</i>
9	Mr. Bhujabali	Chief Warden	Member <i>Bhujabali</i>
10	Mrs. Roopa Bai	Hostel Warden	Member <i>Roopa</i>

The following points were discussed during the meeting

1. MOM held on 19<sup>th</sup> August 2017 were read and confirmed with unanimity.
2. The member showed full of their enthusiasm to deliver promptly the very purpose of Constituting this committee because any delay in redressal will create many confusions any further increase in grievances.
3. The member are happy to learn that the issue of minor complains are dealt by concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal Committee.

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



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### Circular

Date: 07/02/2018

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> February 2018 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

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## Minutes of Meeting Grievance redressal Committee

16<sup>th</sup> February 2018 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 16<sup>th</sup> February 2018 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Kusum Paul	HOD – BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. Vijayakumaran Nair	HOD - Phy	Member
8	Mr. Nagaraj S	Administrator	Member
9	Mr. Bhujabali	Chief Warden	Member
10	Mrs. Roopa Bai	Hostel Warden	Member

The following points were discussed during the meeting

1. Time bond redressal of grievances received if any.
2. Mechanism of redressal of grievances.
3. Securities in campus and hostel to avoid misconduct were discussed.

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



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### Circular

Date: 14/05/2018

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> May 2018 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

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



### Minutes of Meeting Grievance redressal Committee

17<sup>th</sup> May 2018 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> May 2018 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Kusum Paul	HOD - BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. Vijayakumaran Nair	HOD - Phy	Member
8	Mr. Nagaraj S	Administrator	Member
9	Mr. Bhujabali	Chief Warden	Member
10	Mrs. Roopa Bai	Hostel Warden	Member

The following points were discussed during the meeting

1. MOM held on 16<sup>th</sup> February 2018 were read and confirmed with unanimity.
2. The member showed full of their enthusiasm to deliver promptly the very purpose of Constituting this committee because any delay in redressal will create many confusions any further increase in grievances.
3. The member are happy to learn that the issue of minor complains are dealt by concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal Committee.

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



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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

TOCE/GRC/12

Place:Bangalore

Date:17.10.2017

### Grievance Committee Report

GRC has received a grievance from the following student, Bindiya Mahesh (10X14EE016) from the department of EEE regarding the use of mobile inside the library and mobile got seized by the librarian. The committee considered this issue and advised the student not to violate the library rules. The student accepted the mistake, and was asked to write the apology letter. And the student also ensured not repeating the same again.

  
Convenor  
Students Grievance Redressal Committee  
TOCE Bangalore-560038

#### Enclosure:

1. Grievance received from Bindiya Mahesh (10X14EE016).
2. Apology letter submitted by Bindiya Mahesh (10X14EE016).

**Grievance received from the student****THE OXFORD COLLEGE OF ENGINEERING**

Hosur Road, Bommanahalli, Bengaluru-560 068

**GRIEVANCE/SUGGESTION FORM**

DATE: 16/10/2017

NAME/USN (OPTIONAL):	Bindiya Mahesh
SEMESTER/BANCH:	FEE
GRIEVANCE/SUGGESTION:	I apologize for using the mobile in the library. I ensure that I will not violate the rule of the library, I request you to return back my mobile.
SIGNATURE (OPTIONAL):	Bindiya

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

### Apology Letter from the student

To,

The Librarian  
The Oxford College of Engineering  
Bommanahalli, Bangalore - 68

Date: 11/10/19

From,

Bindiya Mahesh  
The Oxford College of Engineering  
Bommanahalli, Bangalore - 68

Subject: Apology letter

Respected Sir,

I am Bindiya Mahesh (10X4EE01)  
Studying in the EEE department. I apologize  
for using the mobile in the library. I ensure  
you that I will not violate the rules of the  
library. Hence, I request you to give return  
back the mobile.

Thanking You,

Yours Sincerely,  
Bindiya

12/10/2019

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



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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

TOCE/GRC/13

Place: Bangalore

Date: 19.02.2018

### Grievance Committee Report

GRC has received a requests for the non-working of the lift in the Old building from the students and forwarded to the Administration department and requested to fix the same. The Administration department considered the request and fixed the non-working lift.

  
Convenor  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

#### Enclosure:

1. Grievance received from the students.

## Grievance received from the student

**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

### GRIEVANCE/SUGGESTION FORM

DATE: 16/02/2018

NAME/USN (OPTIONAL):	
SEMESTER/BRANCH:	IV Sem - BT
GRIEVANCE/SUGGESTION:	As only one lift is working, it is fully rushed during morning hours and we feel exhaust to climb through stairs to 7th floor. kindly consider this and provide additional lifts
SIGNATURE (OPTIONAL):	—

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

**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

### GRIEVANCE/SUGGESTION FORM

DATE: 13/02/2018

NAME/USN (OPTIONAL):	—
SEMESTER/BRANCH:	Mechatronics
GRIEVANCE/SUGGESTION:	we request college to operate all the lifts, as only one lift is working now. It's rushed most of the times in morning hours.
SIGNATURE (OPTIONAL):	

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

58

**Lift-4 in the Old building got repaired**





Children's Education Society

## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560068

080-30219601, Fax:080-25730551, 30219629

Website: [www.theoxford.edu](http://www.theoxford.edu) Email: [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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### ANTI RAGGING COMMITTEE (Academic Year 2017-18)

Sl.No.	Name of the Member	Designation	Status in the Committee	Contact Number
1.	Dr. Praveen Gowda	Principal	Chairman	080-61754604
2.	Dr. R. J. Anandhi	HOD-CSE	Member	080-61754648
3.	Dr. Kusum Paul	HOD-BT	Member	080-61754611
4.	Dr. Jayaramiah	HOD-ISE	Member	080-61754675
5.	Dr. Manju Devi	HOD-ECE	Member	080-61754610
6.	Prof. N. Jayakumar	HOD-EEE	Member	080-61754608
7.	Dr. Doddapattar	HOD-MT	Member	080-61754651
8.	Dr. Amarnath	HOD-Civil	Member	080-61754646
9.	Dr. Shashidhar	HOD-MCA	Member	080-61754650
10.	Dr. Raju BR	HOD-Auto	Member	080-61754606
11.	Dr. Mallikarjun	HOD-Maths	Member	080-61754612
12.	Dr. Dhanalakshmi	HOD-MBA	Member	080-61754605
13.	Dr. Vijay Kumar Nair	HOD-Physics	Member	080-61754613
14.	Mr. Nagaraj S	Administrator	Member	080-61754603
15.	Dr. Elamma Thomas	Chief Warden	Member	080-61754654
16.	Mr. Mahesh	PED	Member	080-61754601
17.	Station House Officer	Madiwala Police Station	Member	080-22942568



18.	Student Representative	UG Programme	Member	-
19.	Student Representative	PG Programme	Member	-

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

## **ANTI-RAGGING COMMITTEE**

### **Roles and Responsibilities:**

The Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

### **Punishment to those found guilty:**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

1. Debarring from appearing in any internal test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. Withholding the results.

### **Standard Operating Procedures:**

#### **STEP 1**

When any incident falling within the mischief of act defined as “ragging” under clause 3 of the UGC Regulations on “Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as “Ragging regulation”- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given

effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions. Principally, the assumption of this role is of Parens patriae nature and be done so with that spirit.

## STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding result.
  5. Cancellation of the admission.



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## Circular

Date: 14/08/2017

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

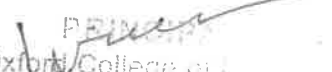
Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 18<sup>th</sup> August 2017 at 2:00pm in Board Room.

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

### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

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

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.

# Minutes of Meeting Anti-Ragging Committee

18<sup>th</sup> August 2017 at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 18<sup>th</sup> August 2017 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. D Jayaramaiah	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Srinivas Bhatt	HOD – ME	Member
7	Dr. Kusum Paul	HOD – BT	Member
8	Dr. Amarnath K	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. N B Doddapattar	HOD – MT	Member
12	Dr. Mallikarjun K	HOD – Maths	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Awareness of objectives of forming Anti-Ragging Committee.
2. Chairman explained the roles of members and the way to handle if any such cases arise.
3. Discussion of various policies regarding the safety and anti-harassment clauses under anti-ragging committee.

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



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### Circular

Date: 13/12/2017

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 15<sup>th</sup> December 2017 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

  
Chairperson  
Anti-Ragging Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.

## Minutes of Meeting Anti-Ragging Committee


15<sup>th</sup> December 2017 at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 15<sup>th</sup> December 2017 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V PraveenaGowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. D Jayaramaiah	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Srinivas Bhatt	HOD – ME	Member
7	Dr. Kusum Paul	HOD – BT	Member
8	Dr. Amarnath K	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. N B Doddapattar	HOD – MT	Member
12	Dr. Mallikarjun K	HOD – Maths	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Regarding confirmation of the previous meeting of the Anti-Ragging Committee held on 17th August 2016, the house unanimously confirmed the minutes of the previous meeting.
2. Regarding measures taken for eradicating the menace of ragging in the college, it was decided by the members that, ragging should be monitored closely by the squad in and around the campus as a result, the students, particularly the new joiners, should be encouraged to pursue their education without any fear and difficulties. 6.Regarding matter relating to complaint, there was no such case before the committee showing that the college campus is free of ragging which had been during the past and the college is still maintaining the status.

  
 Member - Secretary  
 Anti Ragging Committee  
 TOCE Bangalore



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### Circular

Date: 07/02/2018

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 14<sup>th</sup> February 2018 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

  
Member-Secretary  
Anti-Ragging Committee  
TOCE Bangalore-560008

Copy to:-

11. Chairperson.
12. All members of Anti-Ragging Committee.



### Minutes of Meeting Anti-Ragging Committee

14<sup>th</sup> February 2018 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 14<sup>th</sup> February 2018 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. D Jayaramaiah	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Mr. Shivakumar M	HOD – CTM	Member
7	Dr. N B Doddapattar	HOD – MT	Member
8	Dr. Mallikarjun K	HOD – Maths	Member
9	Dr. Vijayakumaran Nair	HOD – Phy	Member
10	Dr. Surekha	HOD – Chem	Member
11	Dr. Raju B R	HOD – Auto	Member
12	Mrs. Roopa Bai	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Discussion of anti-ragging norms published by the government.
3. Hostel students feedback parent's meeting feedback were discussed.
4. Securities in campus and hostel to avoid misconduct were discussed.

  
 Member - Secretary  
 Anti Ragging Committee  
 TOCE Bangalore-660068



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### Circular

Date: 14/05/2018

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting


Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 14<sup>th</sup> May 2018 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

  
Secretary  
Anti-Ragging Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Anti-Ragging Committee.

## Minutes of Meeting Anti-Ragging Committee

14<sup>th</sup> May 2018 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 14<sup>th</sup> May 2018 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V PraveenaGowda	Principal	Chairperson
2	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
3	Dr. D Jayaramaiah	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Mr. Shivakumar M	HOD – CTM	Member
7	Dr. N B Doddapattar	HOD – MT	Member
8	Dr. Mallikarjun K	HOD – Maths	Member
9	Dr. Vijayakumaran Nair	HOD – Phy	Member
10	Dr. Surekha	HOD – Chem	Member
11	Dr. Raju B R	HOD – Auto	Member
12	Mrs. RoopaBai	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission.
2. Regarding matter relating to complaint, there was no such case before the committee showing that the college campus is free of ragging which had been during the past and the college is still maintaining the status.
3. It was decided that as per the UGC regulations, a competition for students and teachers may be held in the college for wide publicity and promotion of Anti-Ragging measures.

Chairperson  
Member - Secretary  
Anti-Ragging Committee  
TOCE Bangalore-560068



## THE OXFORD COLLEGE OF ENGINEERING

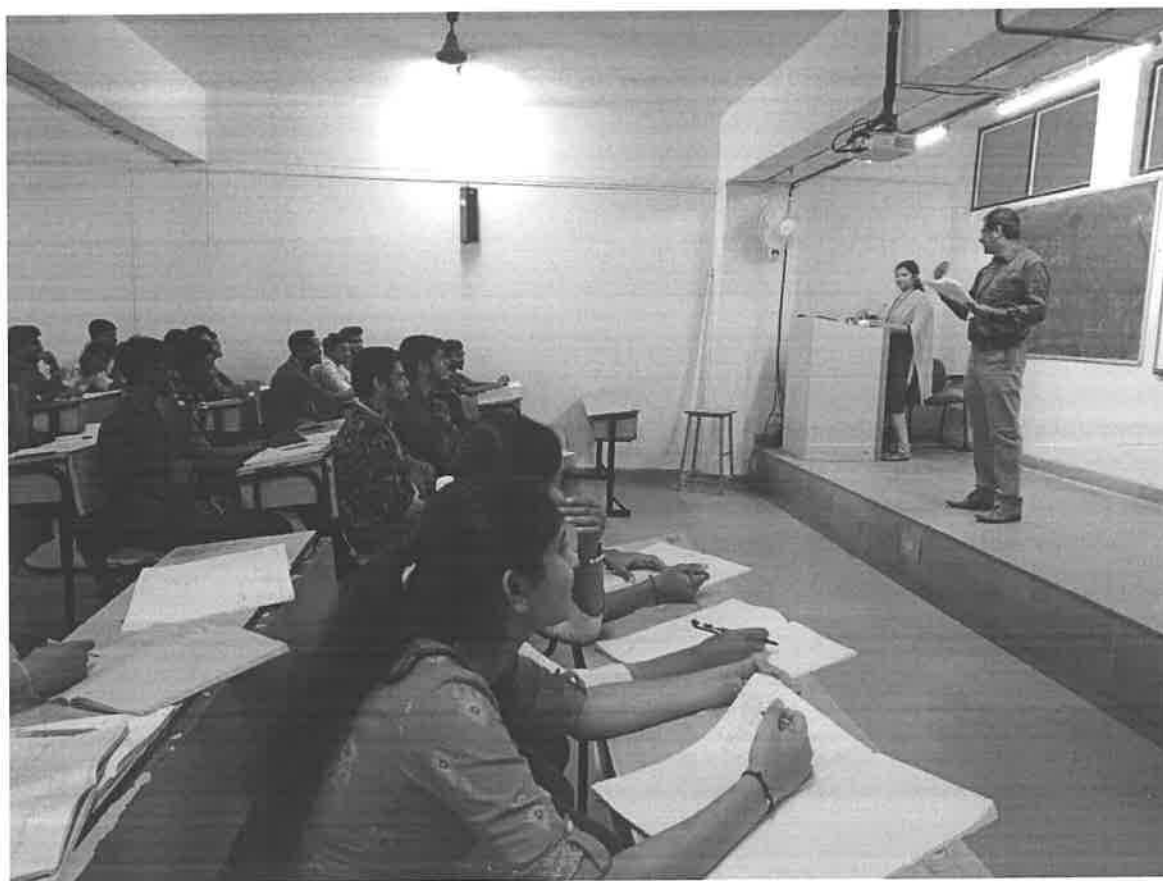
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### ANTI-RAGGING COMMITTEE REPORT 2017-2018

- The Oxford College of Engineering ensures that congenial and pleasing environment is given to the fresher's. It follows the policy of zero tolerance towards ragging. To achieve this objective Anti-Ragging Committee has been formed as per UGC regulations 2009.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure ragging free campus and college by prohibiting, preventing and eliminating the scourge of ragging. Maintain amicable relations among students and faculties. Punishing those who indulge in ragging.
- Awareness of all forms of Ragging were given to the students by the faculty members..



- Posters, Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room, Canteen, Library and Hostels etc to generate awareness amongst Students on Anti-Ragging.
- Patrolling of Common areas like hostels, cafeteria were visited by faculties and committees members to see no Ragging.

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



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Date: 11/08/2017

### OFFICE ORDER

### WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

Women's Grievance redressal Committee has been reconstituted on August 11, 2017. The committee comprises the following members.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member <i>Kokila</i>
3	Ms. Fenita	CSE	Member <i>Fenita</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>K Valarmathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Ms. Jyoti M R	Chemistry	Member <i>Jyoti</i>
11	Ms. Padmasudha	Maths	Member <i>Padmasudha</i>
12	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

Copy to:-

1. Concerned Members
2. Notice
3. Office

*W. Manjula*  
Principal

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

**Sexual Harassment Elimination Committee:**

The present members of the complaints committee have to deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

**Objective:**

The objectives of the Committee are:-

- Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Orientation Program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

**Procedure for filing complaints:**

- Complaints may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the committee member who received the complaint.
- Upon receipt of a complaint by any member of committee, the member should forward it to mail. The grieved one may also lodge her complaint directly to the committee or by telephonically to the mobile no. of members of the committee.

**Procedure for filing a complaint/grievance without revealing identity:**

- If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed in Reception, Old building.
- Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:-
  - a. Physical contact and advances.
  - b. Demand or request for sexual favours.
  - c. Sexually coloured remarks.
  - d. Showing pornography.
- The following will also be treated as sexual harassment and are covered by the committee:-
  - a. Eve-teasing.
  - b. Unsavory remarks.
  - c. Jokes causing or likely to cause awkwardness or embarrassment.
  - d. Innuendos and taunts.
  - e. Gender based insults or sexist remarks.

- f. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- g. Touching or brushing against any part of the body and the like.

**Procedure for dealing with complaints:**

- Filing of a complaint- If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
- The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

**Process of enquiry:**

- The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation.
- During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.
- The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-
  - a. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
  - b. Upon completion of the investigation, both parties will be informed of the results of the investigation.
- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.



- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken.
- The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include:-
  - a. Restore any lost terms, conditions or benefits of employment to the complainant.
  - b. Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

**Decision and action:**

- In the case of academic/administrative/ technical/ nonteaching staff/ management, disciplinary action could be in the form of one or more of the following:-
  - a. Warning.
  - b. Written apology.
  - c. Adverse remarks in the Confidential Report.
  - d. Denial of re-employment.
  - e. Stopping of increments/promotion.
  - f. Any other relevant mechanism.
- In case of students, disciplinary action could be in the form of:-
  - a. Warning.
  - b. Written apology.
  - c. Expulsion.
  - d. Any other relevant mechanism.
- NOTE: The reasons for the action have to be provided in writing. Action will be taken against the person(s) who try to pressurize the complainant in any way.



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### Circular

Date: 10/08/2017

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> August 2017 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

  
Member-Secretary  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Women's Grievance Redressal Committee.

K

## Minutes of Meeting Women's Grievance redressal Committee


17<sup>th</sup> August 2017 at 11:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> August 2017 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. SoumyaPadukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. Women's Grievance redressal Committee shall consider only individual grievances of specific nature of staff and students.
2. Chairman explained the roles of members and the way to handle if any such cases arise.

  
Member - Secretary  
Students Grievance Redressal Committee  
TOCE Bangalore-560062



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### Circular

Date: 13/12/2017

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting


Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 15<sup>th</sup> December 2017 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

  
Member-Secretary  
Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

1. Chairperson.
2. All members of Women's Grievance Redressal Committee.

### Minutes of Meeting Women's Grievance redressal Committee

15<sup>th</sup> December 2017 at 11:00 am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 15<sup>th</sup> December 2017 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. SoumyaPadukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. To read and confirm the minutes of the previous meeting at the Women Grievance Committee held on .The members unanimously confirmed the minutes.
2. Regarding matter relating to grievance complaint there were no such cases for Redressal during the academic session.

Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore 560068  
Member - Secretary



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### Circular

Date: 07/02/2018

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 12<sup>th</sup> February 2018 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore-560068  
Member - Secretary

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.

### Minutes of Meeting Women's Grievance redressal Committee

12<sup>th</sup> February 2018 at 10:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 12<sup>th</sup> February 2018 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. WGRC will meet as and when required. If required it meets more frequently.
2. WGRC may mediate between complainant and defendant against whom the complaint has been made.
3. The grievances may be submitted in writing to the chairman in sealed envelope "marked-confidential".

*Dr. R J Anandhi*  
Member - Secretary  
Students Grievance Redressal Committee  
TOCE Bangalore-560068



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### Circular

Date: 14/05/2018

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 18<sup>th</sup> May 2018 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

Chairman  
Student Grievance Redressal Committee  
TOCE Bangalore-560068  
Member Secretary

Copy to:-

1. Chairperson.
2. All members of Grievance redressal Committee.



## Minutes of Meeting Women's Grievance redressal Committee


18<sup>th</sup> May 2018 at 10:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 18<sup>th</sup> May 2018 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary <i>Anandhi</i>
2	Ms. Kokila	ISE	Member <i>Kokila</i>
3	Ms. Fenita	CSE	Member <i>Fenita</i>
4	Ms. SoumyaPadukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>Valarmathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Ms. Jyoti M R	Chemistry	Member <i>Jyoti</i>

The following points were discussed during the meeting

1. To read and confirm the minutes of the previous meeting at the Women GreivenceCommittee.The members unanimously confirmed the minutes.
2. Regarding matter relating to grievance complaint there were no such cases for Redressal during the academic session.

  
 Member Secretary  
 Students Grievance Redressal Committee  
 TOCE Bangalore



## THE OXFORD COLLEGE OF ENGINEERING

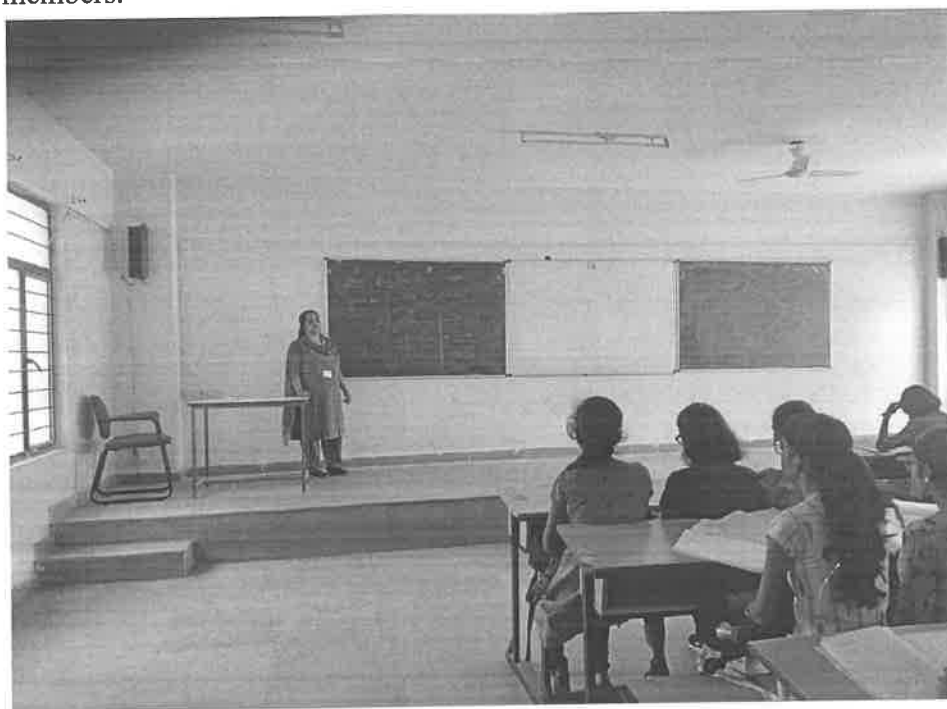
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### SEXUAL HARASSMENT ELIMINATION COMMITTEE REPORT 2017-2018

- The Oxford College of Engineering has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
- Awareness of all forms of Harassment was given to the students by the faculty members.



- Posters, Rules and regulations of Sexual Harassment Elimination was put up in the college premises.

  
Convenor  
Students Grievance Redressal Committee  
TOCE Bangalore-560068



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Date: 09/08/2018

## OFFICE ORDER

### GRIEVANCE REDRESSAL COMMITTEE

Grievance redressal Committee has been reconstituted on August 9<sup>th</sup>, 2018. The committee comprises the following members.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member - Secretary
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Manjunath B T	HOD - BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. M S Shashidhara	HOD - MCA	Member
8	Dr. Dhanalakshmi R V	HOD - MBA	Member
9	Prof. Abdul Kadar C H	HOD - Phy	Member
10	Mr. Nagaraj S	Administrator	Member
11	Mr. Gurumurthy S	Chief Warden	Member
12	Dr. Elsamma Thomas	Hostel Warden	Member

Copy to:-

1. Concerned Members
2. Notice
3. Office

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

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## **GRIEVANCE REDRESSAL COMMITTEE**

### **Roles and Responsibilities:**

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles;

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Provide feedback what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action.

### **Standard Operating Procedures:**

#### **❖ Procedure for filing the formal complaint/grievance:**

1. Any stakeholder may lodge a complaint.
2. Complaints should be made to the Grievance Redressal Committee.
3. Complaint may be oral, in writing or lodged in college website portal (<http://www.theoxford.edu/engineering/grievance-portal.htm>)
4. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
5. Upon receipt of a complaint by any member of GRC, the member should forward it to the committee chairperson.

#### **❖ Procedure for filing a complaint / grievance without revealing identity:**

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed in the old building reception.

#### **❖ Process for addressing the Grievance:**

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:

a. **Option 1** which can be exercised on matters that could be more routine operation:

- 1) The Chairperson of the Committee may address the issue directly with the help of the concerned department.
- 2) In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
- 3) Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.

b. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairperson:

- 1) The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
  - 2) The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
  - 3) Final decision of the GRC has to be communicated to the student/staff within 15 days of the receipt of the complaint.
  - 4) The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.
3. The Chairperson will maintain an updated record of all complaints, actions taken and closure status.
  4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

❖ **Reappeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

❖ **Note:**

1. The committee will recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.
2. The Board of Management (BOM) of the institution may revise the procedure from time to time.

❖ **Applicability:**

All students, parents, staff members, alumni and other stakeholders of the institution.



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### Circular

Date: 11/08/2018

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> August 2018 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.



## Minutes of Meeting Grievance redressal Committee

16<sup>th</sup> August 2018 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 16<sup>th</sup> August 2018 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member - Secretary
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Manjunath B T	HOD - BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. M S Shashidhara	HOD - MCA	Member
8	Dr. Dhanalakshmi R V	HOD - MBA	Member
9	Mr. Gurumurthy S	Chief Warden	Member
10	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

Awareness of objectives of forming Grievance redressal Committee.

Chairman explained the roles of members and the way to handle if any such cases arise.

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



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### Circular

Date: 11/12/2018

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 13<sup>th</sup> December 2018 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

## Minutes of Meeting Grievance redressal Committee

13<sup>th</sup> December 2018 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 13<sup>th</sup> December 2018 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member - Secretary
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Manjunath B T	HOD - BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. M S Shashidhara	HOD - MCA	Member
8	Dr. Dhanalakshmi R V	HOD - MBA	Member
9	Mr. Gurumurthy S	Chief Warden	Member
10	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

1. The issues of minor complaints are to be dealt by the concerned departments effectively, and if any issues not dealt should be forwarded to the GRC.
2. Securities in campus and hostel to avoid misconduct were discussed.

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



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### Circular

Date: 06/02/2019

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 14<sup>th</sup> February 2019 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

15

## Minutes of Meeting Grievance redressal Committee

14<sup>th</sup> February 2019 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 14<sup>th</sup> February 2019 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Manjunath B T	HOD - BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. M S Shashidhara	HOD - MCA	Member
8	Dr. Dhanalakshmi R V	HOD - MBA	Member
9	Mr. Gurumurthy S	Chief Warden	Member
10	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

1. Time bond redressal of grievances received if any.
2. Mechanism of redressal of grievances.
3. Securities in campus and hostel to avoid misconduct were discussed.

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



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### Circular

Date: 15/05/2019

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> May 2019 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

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## Minutes of Meeting Grievance redressal Committee

16<sup>th</sup> May 2019 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 14<sup>th</sup> May 2019 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member
3	Dr. Amarnath K	HOD - Civil	Member
4	Dr. Manjunath B T	HOD - BT	Member
5	Dr. Raju B R	HOD - Auto	Member
6	Dr. Mallikarjun K	HOD - Maths	Member
7	Dr. M S Shashidhara	HOD - MCA	Member
8	Dr. Dhanalakshmi R V	HOD - MBA	Member
9	Mr. Gurumurthy S	Chief Warden	Member
10	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Hostel students feedback parent's meeting feedback were discussed.
3. The students were asked about the problems faced by them. For which the students responded they have no such issues within and outside the campus.
4. Finally Principal sir advised the students on several aspects for their welfare.

PRINCIPAL  
The Oxford College of Engineering  
Bommanatalli Road  
Bengaluru-560 068



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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TOCE/GRC/14

Place: Bangalore

Date: 19.11.2018

### Grievance Committee Report

GRC has received a grievance from the following student, Bharath.S (10X17AU006) from the department of Automobile regarding the use of mobile inside the library and Id of the student got seized by the librarian. The committee considered this issue and advised the student not to violate the library rules. The student accepted the mistake and was asked to write the apology letter to the concerned HOD. And the student also ensured not repeating the same again.

  
Students Grievance Redressal Committee  
Convenor  
TOCE Bangalore-560068



Grievance received from the student



**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

GRIEVANCE/SUGGESTION FORM

DATE: 19/11/18

NAME/USN (OPTIONAL):	Bharath. S.
SEMESTER/BRANCH:	Automobile
GRIEVANCE/SUGGESTION:	I was using my mobile in Library & apologize for this action and I will not repeat again
SIGNATURE (OPTIONAL):	

Dr. R. V. PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068

### Apology Letter from the student

Bharath S (10X17A0006)  
Automobile Dept  
The Oxford College of Engineering  
19th November 2018

HOD (Automobile Dept)  
The Oxford College of Engineering.

Respected Sir,

I was using my mobile in the library to complete  
my record & a teacher thought that I was playing  
with the mobile. I ~~apologized~~ <sup>kindly</sup> apologize for  
this action and I will not repeat it again.

Yours Sincerely  
Bharath S  
(Bharath S)

TO  
The Chief Librarian,  
Issue the <sup>ID</sup> mobile &  
warn him this is ~~not~~  
best should not happen  
in future  
19/11/18



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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TOCE/GRC/15

Place: Bangalore

Date: 24.01.2019

The GRC has received a request for RO drinking water facility inside the college campus. With reference to the above subject, the committee unanimously accepted suggestions received from the students for setting up the RO drinking water facility within the campus for the health benefits of the student community. The Grievance committee members have understood the importance of this issue and decided to put forth the same to the concerned authorities. With reference to the letter provided to the management regarding the provision for Drinking Water facility inside the college campus, the management was pleased and granted the facility. The facility is provided in all the floors for the convenience of the students.

Chairman  
Students Grievance Redressal Committee  
Convenor  
TOCE Bangalore-560068

## Grievance received from the student



**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

### GRIEVANCE/SUGGESTION FORM

DATE: 01/08/2018

NAME/USN (OPTIONAL):	-
SEMESTER/BRANCH:	FEE
GRIEVANCE/SUGGESTION:	We request to provide Ro drinking Water facility On the college
SIGNATURE (OPTIONAL):	

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



**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

### GRIEVANCE/SUGGESTION FORM

DATE: 3/9/2018

NAME/USN (OPTIONAL):	-
SEMESTER/BRANCH:	FEE
GRIEVANCE/SUGGESTION:	We want drinking water facility in college campus please install Ro water facility to the earliest
SIGNATURE (OPTIONAL):	

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

**Images of RO Drinking water facility inside the College Campus**





Children's Education Society

## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560068

080-30219601, Fax:080-25730551, 30219629

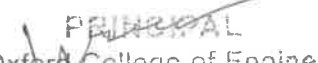
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### ANTI RAGGING COMMITTEE (Academic Year 2018-19)

Sl.No.	Name of the Member	Designation	Status in the Committee	Contact Number
1.	Dr. Praveen Gowda	Principal	Chairman	080-61754604
2.	Dr. E Saravana Kumar	HOD-CSE	Member	080-61754648
3.	Dr. Jayaramiah	HOD-ISE	Member	080-61754675
4.	Dr. Manju Devi	HOD-ECE	Member	080-61754610
5.	Dr. Manjunath	HOD-BT	Member	080-61754611
6.	Prof. N. Jayakumar	HOD-EEE	Member	080-61754608
7.	Dr. Malleshaiah	HOD--Civil	Member	080-61754646
8.	Dr. Shashidhar	HOD-MCA	Member	080-61754650
9.	Dr. Raju BR	HOD-Auto	Member	080-61754606
10.	Dr. Mallikarjun	HOD-Maths	Member	080-61754612
11.	Dr. Dhanalakshmi	HOD-MBA	Member	080-61754605
12.	Mr. Abdul Kaddar	HOD-Physics	Member	080-61754613
13.	Mr. Nagaraj S	Administrator	Member	080-61754603
14.	Dr. Elamma Thomas	Chief Warden	Member	080-61754654
15.	Mr. Mahesh	PED	Member	080-61754601
16.	Station House Officer	Madiwala Police Station	Member	080-22942568

17.	Student Representative	UG Programme	Member	-
18.	Student Representative	PG Programme	Member	-

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

## **ANTI-RAGGING COMMITTEE**

### **Roles and Responsibilities:**

The Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

### **Punishment to those found guilty:**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

1. Debarring from appearing in any internal test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. Withholding the results.

### **Standard Operating Procedures:**

#### **STEP 1**

When any incident falling within the mischief of act defined as “ragging” under clause 3 of the UGC Regulations on “Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as “Ragging regulation”- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given



effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions. Principally, the assumption of this role is of *Parens patriae* nature and be done so with that spirit.

## STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding result.
  5. Cancellation of the admission.



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### Circular

Date: 14/08/2018

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> August 2018 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.

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### Minutes of Meeting Anti-Ragging Committee

17<sup>th</sup> August 2018 at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> August 2018 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. K. Kanagavalli	HOD – ISE	Member
3	Dr. Manju Devi	HOD – ECE	Member
4	Dr. Bharath V S	HOD – EEE	Member
5	Dr. Mahendra Dhongadi	HOD – ME	Member
6	Dr. Manjunath B R	HOD – BT	Member
7	Dr. Amarnath K	HOD – Civil	Member
8	Dr. Raju B R	HOD – Auto	Member
9	Mr. Shivakumar M	HOD – CTM	Member
10	Dr. Rohini Despande	HOD – MT	Member
11	Dr. Mallikarjun K	HOD – Maths	Member
12	Prof. Abdul Kadar C H	HOD – Phy	Member
13	Dr. Surekha	HOD – Chem	Member
14	Mr. Gurumurthy S	Chief Warden	Member
15	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

Awareness of objectives of forming Anti-Ragging Committee.

Chairman explained the roles of members and the way to handle if any such cases arise.

Discussion of various policies regarding the safety and anti-harassment clauses under anti-ragging committee.

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

**Circular**

Date: 18/12/2018

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 20<sup>th</sup> December 2018 at 2:00pm in Board Room.

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

**AGENDA:**

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.

## Minutes of Meeting Anti-Ragging Committee

20<sup>th</sup> December 2018 at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 20<sup>th</sup> December 2018 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. K. Kanagavalli	HOD – ISE	Member
3	Dr. Manju Devi	HOD – ECE	Member
4	Dr. Bharath V S	HOD – EEE	Member
5	Dr. Mahendra Dhongadi	HOD – ME	Member
6	Dr. Manjunath B K	HOD – BT	Member
7	Dr. Amarnath K	HOD – Civil	Member
8	Dr. Raju B R	HOD – Auto	Member
9	Mr. Shivakumar M	HOD – CTM	Member
10	Dr. Rohini Despande	HOD – MT	Member
11	Dr. Mallikarjun K	HOD – Maths	Member
12	Prof. Abdul Kadar C H	HOD – Phy	Member
13	Dr. Surekha	HOD – Chem	Member
14	Mr. Gurumurthy S	Chief Warden	Member
15	Dr. Elsamma Thomas	Hostel Warden	Member

The principle welcomed the members and discussed the following points

1. It is the responsibility of the seniors to guide the juniors whenever they approach them.
2. Seniors must ensure that there is no ragging activity within the campus.
3. Anti ragging committee will periodically review the situation and the information supplied by the anti ragging squad and recommend necessary actions.
4. Frequent rounds in the college campus and surroundings.

**PRINCIPAL**  
 The Oxford College of Engineering  
 Sommanahalli, Hosur Road  
 Bengaluru-560 088



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### Circular

Date: 12/02/2019

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 18<sup>th</sup> February 2019 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.

### Minutes of Meeting Anti-Ragging Committee

18<sup>th</sup> February 2019 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 18<sup>th</sup> February 2019 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Mahendra Dhongadi	HOD – ME	Member
7	Dr. Manjunath B	HOD – BT	Member
8	Dr. Amarnath K	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. Rohini Despande	HOD – MT	Member
12	Dr. Elsamma Thomas	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Discussion of anti-ragging norms published by the government.
3. Keep close watch on the visitors of non-students/ strangers in the campus.
4. Securities in campus and hostel to avoid misconduct were discussed.

PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 075



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### Circular

Date: 21/05/2019

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 24<sup>th</sup> May 2019 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.



### Minutes of Meeting Anti-Ragging Committee

24<sup>th</sup> May 2019 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 24<sup>th</sup> May 2019 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. R V Praveena Gowda	Principal	Chairperson
2	Dr. Saravanna Kumar	HOD CSE	Member
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Mahendra Dhongadi	HOD – ME	Member
7	Dr. Manjunath B R	HOD – BT	Member
8	Dr. Amarnath K	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. Rohini Despande	HOD – MT	Member
12	Dr. Elsamma Thomas	Hostel Warden	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Requested the committee members to discuss with the students of same department.
2. Hostel student's feedback parent's meeting feedback were discussed.
3. Securities in campus and hostel to avoid misconduct were discussed.

PRINCIPAL  
The Oxford College of Engineering  
Bommanahalli Hosur Road  
Bangalore  
Principal

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## THE OXFORD COLLEGE OF ENGINEERING

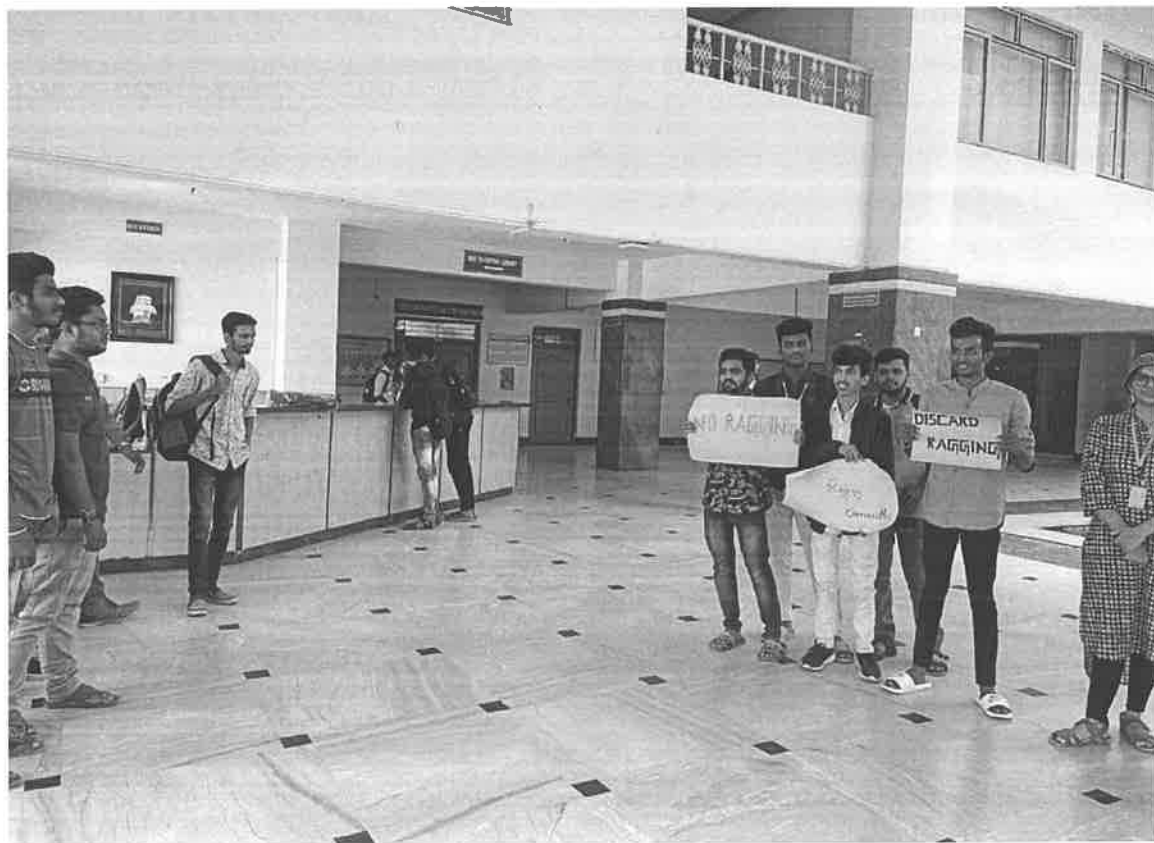
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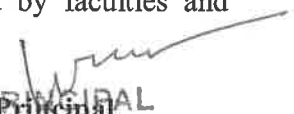
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### ANTI-RAGGING COMMITTEE REPORT 2018-2019

- The Oxford College of Engineering ensures that congenial and pleasing environment is given to the fresher's. It follows the policy of zero tolerance towards ragging. To achieve this objective Anti-Ragging Committee has been formed as per UGC regulations 2009.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure ragging free campus and college by prohibiting, preventing and eliminating the scourge of ragging. Maintain amicable relations among students and faculties. Punishing those who indulge in ragging.
- Awareness programs were conducted on the college campus by the students.



- Posters, Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room, Canteen, Library and Hostels etc to generate awareness amongst Students on Anti-Ragging.
- Patrolling of Common areas like hostels, cafeteria were visited by faculties and committees members to see no Ragging.

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



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

Date: 10/08/2018

OFFICE ORDER

**WOMEN'S GRIEVANCE REDRESSAL COMMITTEE**

Women's Grievance redressal Committee has been reconstituted on August 10<sup>th</sup>, 2018. The committee comprises the following members.

Sl.No	Name of the Member	Department	Position
1	Prof. Sahana A	MBA	Member <i>Sahana</i>
2	Prof. Sinduja	ISE	Member <i>Sinduja</i>
3	Prof. Shobha T	CSE	Member <i>Shobha</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>K. Valarmathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Dr. Gayathri H N	Chemistry	Member <i>Gayathri</i>
11	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

Copy to:-

1. Concerned Members
2. Notice
3. Office

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

*11/8*

**Sexual Harassment Elimination Committee:**

The present members of the complaints committee have to deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

**Objective:**

The objectives of the Committee are:-

- Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Orientation Program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

**Procedure for filing complaints:**

- Complaints may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the committee member who received the complaint.
- Upon receipt of a complaint by any member of committee, the member should forward it to mail. The grievor may also lodge her complaint directly to the committee or by telephonically to the mobile no. of members of the committee.

**Procedure for filing a complaint/grievance without revealing identity:**

- If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed in Reception, Old building.
- Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:-
  - a. Physical contact and advances.
  - b. Demand or request for sexual favours.
  - c. Sexually coloured remarks.
  - d. Showing pornography.
- The following will also be treated as sexual harassment and are covered by the committee:-
  - a. Eve-teasing.
  - b. Unsavory remarks.
  - c. Jokes causing or likely to cause awkwardness or embarrassment.
  - d. Innuendos and taunts.
  - e. Gender based insults or sexist remarks.

- f. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- g. Touching or brushing against any part of the body and the like.

**Procedure for dealing with complaints:**

- Filing of a complaint- If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
- The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

**Process of enquiry:**

- The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation.
- During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.
- The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-
  - a. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
  - b. Upon completion of the investigation, both parties will be informed of the results of the investigation.
- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken.
- The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include:-
  - a. Restore any lost terms, conditions or benefits of employment to the complainant.
  - b. Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

**Decision and action:**

- In the case of academic/administrative/ technical/ nonteaching staff/ management, disciplinary action could be in the form of one or more of the following:-
  - a. Warning.
  - b. Written apology.
  - c. Adverse remarks in the Confidential Report.
  - d. Denial of re-employment.
  - e. Stopping of increments/promotion.
  - f. Any other relevant mechanism.
- In case of students, disciplinary action could be in the form of:-
  - a. Warning.
  - b. Written apology.
  - c. Expulsion.
  - d. Any other relevant mechanism.
- NOTE: The reasons for the action have to be provided in writing. Action will be taken against the person(s) who try to pressurize the complainant in any way.



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### Circular

Date: 14/08/2018

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> August 2018 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

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

Copy to:-

Chairperson.  
All members of Women's Grievance Redressal Committee.



### Minutes of Meeting Grievance redressal Committee

16<sup>th</sup> August 2018 at 11:00 am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> August 2017 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Prof. Sahana A	MBA	Member - Secretary <i>Sahana</i>
2	Prof. Sinduja	ISE	Member <i>Sinduja</i>
3	Prof. Shobha T	CSE	Member <i>Shobha T</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>Kathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Dr. Gayathri H N	Chemistry	Member <i>Gayathri</i>
11	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

The following points were discussed during the meeting

1. Women's Grievance redressal Committee shall consider only individual grievances of specific nature of staff and students.
2. Chairman explained the roles of members and the way to handle if any such cases arise.

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



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### Circular

Date: 08/12/2018

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 11<sup>th</sup> December 2018 at 11:00am in Board Room.

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

#### AGENDA:

3. Objectives of formation of Women's Grievance Redressal Committee.
4. Role of the members.

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

Copy to:-

Chairperson.  
All members of Women's Grievance Redressal Committee.

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### Minutes of Meeting Grievance redressal Committee

11<sup>th</sup> December 2018 at 11:00 am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 11<sup>th</sup> December 2018 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Prof. Sahana A	MBA	Member - Secretary <i>Sahana</i>
2	Prof. Sinduja	ISE	Member <i>Sinduja</i>
3	Prof. Shobha T	CSE	Member <i>Shobha T</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>Kathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Dr. Gayathri H N	Chemistry	Member <i>Gayathri</i>
11	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

The following points were discussed during the meeting

1. Regarding matters related to complaints. The house confirmed that there is no such complaints received from any students/ Teaching/non-teaching staffs.
2. Chairman explained the roles of members and the way to handle if any such cases arise.

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



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### Circular

Date: 11/02/2019

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 15<sup>th</sup> February 2019 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

15<sup>th</sup> February 2019 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 15<sup>th</sup> February 2019 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. GRC will meet as and when required. If required it meets more frequently.
2. GRC may mediate between complainant and defendant against whom the complaint has been made.
3. The grievances may be submitted in writing to the chairman in sealed envelope "marked-confidential".

Principal  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
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### Circular

Date: 29/05/2019

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 31<sup>st</sup> May 2019 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

31<sup>st</sup> May 2019 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 31<sup>st</sup> May 2019 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. R J Anandhi	Vice Principal/ HOD CSE	Member - Secretary
2	Ms. Kokila	ISE	Member
3	Ms. Fenita	CSE	Member
4	Ms. Soumya Padukone	ECE	Member
5	Ms. Manjula	EEE	Member
6	Ms. K Valarmathy	BT	Member
7	Ms. Reshma	Civil	Member
8	Ms. Rajeshwari	MT	Member
9	Dr. Snigdha Gupta	Physics	Member
10	Ms. Jyoti M R	Chemistry	Member

The following points were discussed during the meeting

1. To read and confirm the minutes of previous meetings.
2. GRC may mediate between complainant and defendant against whom the complaint has been made.
3. The grievances may be submitted in writing to the chairman in sealed envelope "marked-confidential".
4. Regarding matters related to complaints. The house confirmed that there is no such complaints received from any students/ Teaching/non-teaching staffs.

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



## THE OXFORD COLLEGE OF ENGINEERING

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### SEXUAL HARASSMENT ELIMINATION COMMITTEE REPORT 2018-2019

- The Oxford College of Engineering has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
- Awareness programs were conducted on the college campus by the students.





- Posters, Rules and regulations of Sexual Harassment Elimination was put up in the college premises.

Chairman  
Students Grievance Redressal Committee  
**Convenor**  
TOCE Bangalore-560068



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ACADEMIC YEAR 2019 - 2020

### STUDENTS GRIEVANCE REDRESSAL COMMITTEE

S.no	Main Coordinator	Dept	Sub Incharges
1	Principal	CSE	Dr.R.Ch A Naidu
2	All HODs	ISE	Prof.Sinduja
3		EEE	Dr.Bharath V
4		ECE	Dr.Manju Devi
5		BT	Dr.Manjunath B K
6		Mech	Prof.Rangu P
7		Civil	Prof.Shivanad C G
8		Auto	Prof.Desai
9		MT	Prof.Sindhu
10		Maths	Prof.Srinivas
11		Physics	Prof.Suchithra S M
12		Chemistry	Dr.M.Surekha
13		MBA	Prof.P.Padmaja
14		MCA	Prof.Dharmvir

Principal

**PRINCIPAL**

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

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Roles and Responsibilities:**

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles;

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Provide feedback what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action.

### **Standard Operating Procedures:**

#### **❖ Procedure for filing the formal complaint/grievance:**

1. Any stakeholder may lodge a complaint.
2. Complaints should be made to the Grievance Redressal Committee.
3. Complaint may be oral, in writing or lodged in college website portal (<http://www.theoxford.edu/engineering/grievance-portal.htm>)
4. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
5. Upon receipt of a complaint by any member of GRC, the member should forward it to the committee chairperson.

#### **❖ Procedure for filing a complaint / grievance without revealing identity:**

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed in the old building reception.

#### **❖ Process for addressing the Grievance:**

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:

a. **Option 1** which can be exercised on matters that could be more routine operation:

- 1) The Chairperson of the Committee may address the issue directly with the help of the concerned department.
- 2) In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
- 3) Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.

b. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairperson:

- 1) The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
  - 2) The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
  - 3) Final decision of the GRC has to be communicated to the student/staff within 15 days of the receipt of the complaint.
  - 4) The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.
3. The Chairperson will maintain an updated record of all complaints, actions taken and closure status.
  4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

❖ **Reappeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

❖ **Note:**

1. The committee will recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.
2. The Board of Management (BOM) of the institution may revise the procedure from time to time.

❖ **Applicability:**

All students, parents, staff members, alumni and other stakeholders of the institution.



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### Circular

Date: 09/08/2019

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 13<sup>th</sup> August 2019 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

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

### Minutes of Meeting Grievance redressal Committee

13<sup>th</sup> August 2019 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 13<sup>th</sup> August 2019 at 2:00 pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson <i>A.S. Aravind</i>
2	Dr. C H Naidu	HOD CSE	Member - Secretary <i>C.H. Naidu</i>
3	Dr. K. Kanagavalli	HOD – ISE	Member <i>K. Kanagavalli</i>
4	Dr. Manju Devi	HOD – ECE	Member <i>Manju Devi</i>
5	Dr. Bharath V S	HOD – EEE	Member <i>Bharath V S</i>
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member <i>Madhu Sudhan Reddy</i>
7	Dr. Manjunath B R	HOD – BT	Member <i>Manjunath B R</i>
8	Dr. Dhanalakshmi R V	HOD – MBA	Member <i>Dhanalakshmi R V</i>
9	Mr. Gurumurthy S	Chief Warden	Member <i>Gurumurthy S</i>
10	Dr. Elsamma Thomas	Hostel Warden	Member <i>Elsamma Thomas</i>

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Hostel students feedback parent's meeting feedback were discussed.
3. The students were asked about the problems faced by them. For which the students responded they have no such issues within and outside the campus.
4. Finally Principal sir advised the students on several aspects for their welfare.

**PRINCIPAL**  
*A.S. Aravind*  
The Oxford College of Engineering  
Bommalur Hosur Road  
Bengaluru-560 068



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### Circular

Date: 15/12/2019

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

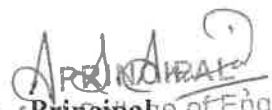
Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> December 2019 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

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



## Minutes of Meeting Grievance redressal Committee

17<sup>th</sup> December 2019 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> December 2019 at 2:00 pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson <i>A. S. Aravind</i>
2	Dr. C H Naidu	HOD CSE	Member - Secretary <i>Ch Naidu</i>
3	Dr. K. Kanagavalli	HOD – ISE	Member <i>K. Kanagavalli</i>
4	Dr. Manju Devi	HOD – ECE	Member <i>Manju Devi</i>
5	Dr. Bharath V S	HOD – EEE	Member <i>Bharath V S</i>
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member <i>Madhu Sudhan Reddy</i>
7	Dr. Manjunath B T	HOD – BTK	Member <i>Manjunath B T</i>
8	Dr. Dhanalakshmi R V	HOD – MBA	Member <i>Dhanalakshmi R V</i>
9	Mr. Gurumurthy S	Chief Warden	Member <i>Gurumurthy S</i>
10	Dr. Elsamma Thomas	Hostel Warden	Member <i>Elsamma Thomas</i>

The following points were discussed during the meeting

1. Review of last meeting with the permission of chairperson.
2. Servicing/cleaning of water filters and coolers before commencement of new session.
3. All fans and light should be serviced before commencement of new session.
4. Finally Principal advised the students on several aspects for their welfare.

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



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### Circular

Date: 13/02/2020

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 17<sup>th</sup> February 2020 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

## Minutes of Meeting Grievance redressal Committee

17<sup>th</sup> February 2020 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 17<sup>th</sup> February 2020 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson <i>A.S. Aravind</i>
2	Dr. C H Naidu	HOD CSE	Member <i>Naidu</i>
3	Dr. K. Kanagavalli	HOD – ISE	Member <i>Kanagavalli</i>
4	Dr. Manju Devi	HOD – ECE	Member <i>Manju Devi</i>
5	Dr. Bharath V S	HOD – EEE	Member <i>Bharath V S</i>
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member <i>Madhu Sudhan Reddy</i>
7	Dr. Manjunath B TK	HOD – BT	Member <i>Manjunath B TK</i>
8	Dr. Dhanalakshmi R V	HOD – MBA	Member <i>Dhanalakshmi R V</i>
9	Mr. Gurumurthy S	Chief Warden	Member <i>Gurumurthy S</i>
10	Dr. Elsamma Thomas	Hostel Warden	Member <i>Elsamma Thomas</i>

The following points were discussed during the meeting

1. Time bond redressal of grievances received if any.
2. Mechanism of redressal of grievances.
3. Securities in campus and hostel to avoid misconduct were discussed.

*A.S. Aravind*  
Principal  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 066



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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


TOCE/GRC/16

Place: Bangalore

Date: 11.03.2020

### Grievance Committee Report

GRC has received the request for the working of the xerox center inside the college campus which remains closed due to threats of coronavirus. As internals are nearing, students endured difficulties to collect their study materials. GRC considered this issue and brought it to the notice of the management. The Administration department considered the request and granted the request.

  
Convenor  
Students Grievance Redressal Committee  
Bangalore-560068

Grievance received from the student



**THE OXFORD COLLEGE OF ENGINEERING**

Hosur Road, Bommanahalli, Bengaluru-560 068

**GRIEVANCE/SUGGESTION FORM**

DATE: 9/3/2020

NAME/USN (OPTIONAL):	Students of TSE, LSE, ECE
SEMESTER/BRANCH:	VI - Sem
GRIEVANCE/SUGGESTION:	The xerox shop inside the college campus was closed for more than two days as internals are there next week, we were not able to take notes copy. Kindly do the needful
SIGNATURE (OPTIONAL):	—

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

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**Xerox Facility within the College Campus**





Children's Education Society @  
**THE OXFORD COLLEGE OF ENGINEERING**

Hosur Road, Bommanahalli, Bengaluru-560 068

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VTU, Belgaum)

ACADEMIC YEAR 2019 – 2020

**ANTI RAGGING COMMITTEE**

S.no	Main Coordinator	Dept	Sub Incharges
1	Principal, TOCE	CSE	Prof.Gousia
2	All HODs	ISE	Prof.Channappa
3		EEE	Prof.Jayakumar
4		ECE	Dr.Manju Devi
5		BT	Dr.Gangadhar
6		Mech	Prof.Madhu Sudhana Reddy G
7		Civil	Dr.Mallesiah
8		Auto	Prof.Sandeep Kumar
9		MT	Prof.Sindhu
10		Maths	Dr.Mallikarjun
11		Physics	Prof.Abdul Kadhar
12		Chemistry	Dr.B.Shipra
13		MBA	Dr.Tharaka Rami Reddy
14		MCA	Prof.Achutha

Principal

PRINCIPAL.

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

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## **ANTI-RAGGING COMMITTEE**

### **Roles and Responsibilities:**

The Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

### **Punishment to those found guilty:**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

1. Debarring from appearing in any internal test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. Withholding the results.

### **Standard Operating Procedures:**

#### **STEP 1**

When any incident falling within the mischief of act defined as "ragging" under clause 3 of the UGC Regulations on "Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as "Ragging regulation"- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given

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effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions. Principally, the assumption of this role is of Parens patriae nature and be done so with that spirit.

## STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding result.
  5. Cancellation of the admission.



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Hosur Road, Bommanahalli, Bengaluru-560 068  
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### Circular

Date: 12/08/2019

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> August 2019 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.

### Minutes of Meeting Anti-Ragging Committee

16<sup>th</sup> August 2019 at 2:00 pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 16<sup>th</sup> August 2019 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson
2	Dr. C H Naidu	HOD CSE	Member
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member
7	Dr. Manjunath B R	HOD – BT	Member
8	Dr. Malleshiah	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. Yashodha	HOD – MT	Member
12	Dr. Mallikarjun K	HOD – Maths	Member
13	Dr. Surekha	HOD – Chem	Member
14	Mr. Gurumurthy S	Chief Warden	Member
15	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

Awareness of objectives of forming Anti-Ragging Committee.

Chairman explained the roles of members and the way to handle if any such cases arise.

Discussion of various policies regarding the safety and anti-harassment clauses under anti-ragging committee.

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



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### Circular

Date: 09/12/2019

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 11<sup>th</sup> December 2019 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.

### Minutes of Meeting Anti-Ragging Committee

11<sup>th</sup> December 2019 at 2:00 pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 11<sup>th</sup> December 2019 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson
2	Dr. C H Naidu	HOD CSE	Member
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member
7	Dr. Manjunath B K	HOD – BT	Member
8	Dr. Malleshiah	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. Yashodha	HOD – MT	Member
12	Dr. Mallikarjun K	HOD – Maths	Member
13	Dr. Surekha	HOD – Chem	Member
14	Mr. Gurumurthy S	Chief Warden	Member
15	Dr. Elsamma Thomas	Hostel Warden	Member

The committee meeting discussed on the following related to antiragging

1. The Committee members are requested to organize meeting with students to make the campus a ragging free zone.
2. Students are asked to report the Hsod if any ragging undertaken by any students.
3. Chairman explained the roles of members and the way to handle if any such cases arise.

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



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### Circular

Date: 11/02/2020

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting


Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 13<sup>th</sup> February 2020 at 11:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases of ragging if any.
2. Role of members if any such incidents happen.

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

### Minutes of Meeting Anti-Ragging Committee

13<sup>th</sup> February 2020 at 11:00am

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 13<sup>th</sup> February 2020 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson
2	Dr. C H Naidu	HOD CSE	Member - Secretary
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member
7	Dr. Yashodha	HOD – MT	Member
8	Dr. Mallikarjun K	HOD – Maths	Member
9	Prof. Abdul Kadar C H	HOD – Phy	Member
10	Dr. Surekha	HOD – Chem	Member
11	Prof. Keerthi	HOD – Arch	Member
12	Dr. M S Shashidhara	HOD – MCA	Member
13	Mr. Mahesh	Phy. Edu. Director	Member

The following points were discussed during the meeting

1. Committee members to visit the departments.
2. Discussion of anti-ragging norms published by the government.
3. Hostel students feedback parent's meeting feedback were discussed.
4. Securities in campus and hostel to avoid misconduct were discussed.

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



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### ANTI-RAGGING COMMITTEE REPORT 2019-2020

- The Oxford College of Engineering ensures that congenial and pleasing environment is given to the fresher's. It follows the policy of zero tolerance towards ragging. To achieve this objective Anti-Ragging Committee has been formed as per UGC regulations 2009.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure ragging free campus and college by prohibiting, preventing and eliminating the scourge of ragging. Maintain amicable relations among students and faculties. Punishing those who indulge in ragging.
- Awareness programs were conducted on the college campus by the students.





- Posters, Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room, Canteen, Library and Hostels etc to generate awareness amongst Students on Anti-Ragging.
- Patrolling of Common areas like hostels, cafeteria were visited by faculties and committees members to see no Ragging.

Principal  
The Oxford College  
Borivali, Mumbai-400 068  
Bengaluru-560 068



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Date: 10/08/2019

## OFFICE ORDER

### WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

Women's Grievance redressal Committee has been reconstituted on August 10<sup>th</sup>, 2019. The committee comprises the following members.

Sl.No	Name of the Member	Department	Position
1	Prof. Sahana A	MBA	Member <i>Sahana</i>
2	Prof. Sinduja	ISE	Member <i>Sinduja</i>
3	Prof. Shobha T	CSE	Member <i>Shobha T</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>K Valarmathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Dr. Gayathri H N	Chemistry	Member <i>Gayathri</i>
11	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

Copy to:-

1. Concerned Members
2. Notice
3. Office

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

**Sexual Harassment Elimination Committee:**

The present members of the complaints committee have to deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

**Objective:**

The objectives of the Committee are:-

- Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Orientation Program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

**Procedure for filing complaints:**

- Complaints may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the committee member who received the complaint.
- Upon receipt of a complaint by any member of committee, the member should forward it to mail. The grievred one may also lodge her complaint directly to the committee or by telephonically to the mobile no. of members of the committee.

**Procedure for filing a complaint/grievance without revealing identity:**

- If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed in Reception, Old building.
- Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:-
  - a. Physical contact and advances.
  - b. Demand or request for sexual favours.
  - c. Sexually coloured remarks.
  - d. Showing pornography.
- The following will also be treated as sexual harassment and are covered by the committee:-
  - a. Eve-teasing.
  - b. Unsavory remarks.
  - c. Jokes causing or likely to cause awkwardness or embarrassment.
  - d. Innuendos and taunts.
  - e. Gender based insults or sexist remarks.

- f. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- g. Touching or brushing against any part of the body and the like.

**Procedure for dealing with complaints:**

- Filing of a complaint- If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
- The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

**Process of enquiry:**

- The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation.
- During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.
- The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-
  - a. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
  - b. Upon completion of the investigation, both parties will be informed of the results of the investigation.
- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken.
- The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include:-
  - a. Restore any lost terms, conditions or benefits of employment to the complainant.
  - b. Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

**Decision and action:**

- In the case of academic/administrative/ technical/ nonteaching staff/ management, disciplinary action could be in the form of one or more of the following:-
  - a. Warning.
  - b. Written apology.
  - c. Adverse remarks in the Confidential Report.
  - d. Denial of re-employment.
  - e. Stopping of increments/promotion.
  - f. Any other relevant mechanism.
- In case of students, disciplinary action could be in the form of:-
  - a. Warning.
  - b. Written apology.
  - c. Expulsion.
  - d. Any other relevant mechanism.
- NOTE: The reasons for the action have to be provided in writing. Action will be taken against the person(s) who try to pressurize the complainant in any way.



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### Circular

Date: 13/08/2019

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> August 2019 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

  
Chairperson  
Women's Grievance Redressal Committee  
TOLL Bangalore-560068

Copy to:-

Chairperson.  
All members of Women's Grievance Redressal Committee.

## Minutes of Meeting Women's Grievance redressal Committee

16<sup>th</sup> August 2019 at 11:00 am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 16<sup>th</sup> August 2019 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. Surekha M	Hod Chemistry	Convenor <i>Surekha</i>
2	Prof. Sinduja	ISE	Member <i>Sinduja</i>
3	Prof. Shobha T	CSE	Member <i>Shobha T</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>K. Valarmathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Dr. Gayathri H N	Chemistry	Member <i>Gayathri</i>
11	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

The following points were discussed during the meeting

1. Confirmation and adoption of UGC guidelines on Women's Grievances and sexual harassment in educational institutions.
2. To develop principles and procedures for combating sexual harassment.
3. Chairman explained the roles of members and the way to handle if any such cases arise.

Chairman  
Students Grievance Redressal Committee  
Convenor  
TOCE Bangalore-560068



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

### Circular

Date: 15/12/2019

To

All Members,  
Women's Grievance Redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance Redressal Committee Meeting

Sir/Madam,

A meeting of Women's Grievance Redressal Committee, The Oxford College of Engineering will be held on 18<sup>th</sup> December 2019 at 11:00am in Board Room.

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

#### AGENDA:

1. Objectives of formation of Women's Grievance Redressal Committee.
2. Role of the members.

  
Students Grievance Redressal Committee  
TOCE Bangalore-560068

Copy to:-

Chairperson.  
All members of Women's Grievance Redressal Committee.



## Minutes of Meeting Women's Grievance redressal Committee

18<sup>th</sup> December 2019 at 11:00 am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 18<sup>th</sup> December 2019 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. Surekha M	Hod Chemistry	Convenor <i>Surekha</i>
2	Prof. Sinduja	ISE	Member <i>Sinduja</i>
3	Prof. Shobha T	CSE	Member <i>Shobha T</i>
4	Ms. Soumya Padukone	ECE	Member <i>Soumya</i>
5	Ms. Manjula	EEE	Member <i>Manjula</i>
6	Ms. K Valarmathy	BT	Member <i>K Valarmathy</i>
7	Ms. Reshma	Civil	Member <i>Reshma</i>
8	Ms. Rajeshwari	MT	Member <i>Rajeshwari</i>
9	Dr. Snigdha Gupta	Physics	Member <i>Snigdha</i>
10	Dr. Gayathri H N	Chemistry	Member <i>Gayathri</i>
11	Ms. Hemalatha	Maths	Member <i>Hemalatha</i>

The following points were discussed during the meeting

1. Regarding the matter of grievance complaint it was found by the members that not even a single grievance has been brought unto notice of the committee during the session.
2. Redressal is nil.
3. Date of next meeting was decided to be held on 10<sup>th</sup> February 2020.
4. Chairman explained the roles of members and the way to handle if any such cases arise.

Chairman  
Students Grievance Redressal Committee  
TOCE Bangalore-560068



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THE OXFORD COLLEGE OF ENGINEERING  
Hosur Road, Bommanahalli, Bengaluru-560 068  
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Website: [www.theoxfordengg.org](http://www.theoxfordengg.org) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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

### Circular

Date: 04/02/2020

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 10<sup>th</sup> February 2020 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

Chairman  
Students Grievance Redressal Committee  
Convenor  
TOCE Bangalore-560068




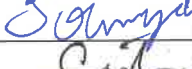
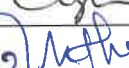





Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

### Minutes of Meeting Women's Grievance redressal Committee

10<sup>th</sup> February 2020 at 10:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 10<sup>th</sup> February 2020 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. Surekha M	Hod Chemistry	Convenor 
2	Ms. Kokila	ISE	Member 
3	Ms. Fenita	CSE	Member 
4	Ms. Soumya Padukone	ECE	Member 
5	Ms. Manjula	EEE	Member 
6	Ms. K Valarmathy	BT	Member 
7	Ms. Reshma	Civil	Member 
8	Ms. Rajeshwari	MT	Member 
9	Dr. Snigdha Gupta	Physics	Member 
10	Ms. Jyoti M R	Chemistry	Member 

The following points were discussed during the meeting

1. WGRC will meet as and when required. If required it meets more frequently.
2. WGRC may mediate between complainant and defendant against whom the complaint has been made.
3. The grievances may be submitted in writing to the chairman in sealed envelope "marked-confidential".

  
Chairman  
Convenor  
Students Grievance Redressal Committee  
TOCE - Bangalore-560063



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)


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### SEXUAL HARASSMENT ELIMINATION COMMITTEE REPORT 2019-2020

- The Oxford College of Engineering has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
- Awareness of all forms of Harassment was given to the students by the faculty members.



- Posters, Rules and regulations of Sexual Harassment Elimination was put up in the college premises.

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



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

Date: 09/08/2020

OFFICE ORDER

GRIEVANCE REDRESSAL COMMITTEE

Grievance redressal Committee has been reconstituted on August 9<sup>th</sup>, 2020. The committee comprises the following members.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson <i>A. S. Aravind</i>
2	Dr. C H Naidu	HOD CSE	Member - Secretary <i>C. H. Naidu</i>
3	Dr. K. Kanagavalli	HOD – ISE	Member <i>K. Kanagavalli</i>
4	Dr. Manju Devi	HOD – ECE	Member <i>Manju Devi</i>
5	Dr. Bharath V S	HOD – EEE	Member <i>Bharath V S</i>
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member <i>Madhu Sudhan Reddy</i>
7	Dr. Manjunath B T	HOD – BT	Member <i>Manjunath B T</i>
8	Dr. Malleshiah	HOD – Civil	Member <i>Malleshiah</i>
9	Dr. Raju B R	HOD – Auto	Member <i>Raju B R</i>
10	Dr. Yashodha	HOD – MT	Member <i>Yashodha</i>
11	Mr. Gurumurthy S	Chief Warden	Member <i>Gurumurthy S</i>
12	Dr. Elsamma Thomas	Hostel Warden	Member <i>Elsamma Thomas</i>

Copy to:-

1. Concerned Members
2. Notice
3. Office

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

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Roles and Responsibilities:**

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles;

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Provide feedback what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action.

### **Standard Operating Procedures:**

#### **❖ Procedure for filing the formal complaint/grievance:**

1. Any stakeholder may lodge a complaint.
2. Complaints should be made to the Grievance Redressal Committee.
3. Complaint may be oral, in writing or lodged in college website portal (<http://www.theoxford.edu/engineering/grievance-portal.htm>)
4. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
5. Upon receipt of a complaint by any member of GRC, the member should forward it to the committee chairperson.

#### **❖ Procedure for filing a complaint / grievance without revealing identity:**

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed in the old building reception.

#### **❖ Process for addressing the Grievance:**

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:
  - a. **Option 1** which can be exercised on matters that could be more routine operation:
    - 1) The Chairperson of the Committee may address the issue directly with the help of the concerned department.
    - 2) In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
    - 3) Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.
  - b. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairperson:
    - 1) The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
    - 2) The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
    - 3) Final decision of the GRC has to be communicated to the student/staff within 15 days of the receipt of the complaint.
    - 4) The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.
3. The Chairperson will maintain an updated record of all complaints, actions taken and closure status.
4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

❖ **Reappeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

❖ **Note:**

1. The committee will recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.
2. The Board of Management (BOM) of the institution may revise the procedure from time to time.



❖ **Applicability:**

All students, parents, staff members, alumni and other stakeholders of the institution.



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080-30219601/02, Fax : 080-25730551,30219629,

Website: [www.theoxfordengg.org](http://www.theoxfordengg.org) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)

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

### Circular

Date: 11/08/2020

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee Meeting

Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 16<sup>th</sup> August 2020 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Grievance redressal Committee.
2. Role of the members.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

### Minutes of Meeting Grievance redressal Committee

16<sup>th</sup> August 2020 at 2:00pm

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 16<sup>th</sup> August 2020 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson
2	Dr. C H Naidu	HOD CSE	Member - Secretary
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member
7	Dr. Manjunath B R	HOD – BT	Member
8	Dr. Malleshiah	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Dr. Yashodha	HOD – MT	Member

The following points were discussed during the meeting

Awareness of objectives of forming Grievance redressal Committee.

Chairman explained the roles of members and the way to handle if any such cases arise.

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



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### Circular

Date: 06/02/2021

To

All Members,  
Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Grievance redressal Committee


Sir/Madam,

A meeting of Grievance redressal Committee, The Oxford College of Engineering will be held on 14<sup>th</sup> February 2021 at 10:00am in Board Room.

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

#### AGENDA:

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

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

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.

## Minutes of Meeting Grievance redressal Committee

14<sup>th</sup> February 2021 at 10:00am

The Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 14<sup>th</sup> February 2021 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. G T Raju	Principal	Chairperson
2	Dr. C H Naidu	HOD CSE	Member
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member
7	Dr. Manjunath B K	HOD – BT	Member
8	Dr. Malleshiah	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Dr. Yashodha	HOD – MT	Member

The following points were discussed during the meeting

1. Time bond redressal of grievances received if any.
2. Mechanism of redressal of grievances.
3. Securities in campus and hostel to avoid misconduct were discussed.

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



## THE OXFORD COLLEGE OF ENGINEERING

Hosur Road, Bommanahalli, Bengaluru-560 068

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TOCE/GRC/17

Place: Bangalore

Date: 17.02.2021

### Grievance Committee Report

GRC has received a request for the non-working of the lift in the Old building from the students and forwarded to the Administration department and requested to fix the same. The Administration department considered the request and fixed the non-working lift.

*Shahmen*  
Students Grievance Redressal Committee  
TOCE Bangalore-560003  
Convenor

Grievance received from the student

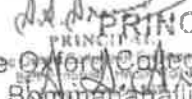


**THE OXFORD COLLEGE OF ENGINEERING**  
Hosur Road, Bommanahalli, Bengaluru-560 068

**GRIEVANCE/SUGGESTION FORM**

DATE: 16/02/2021

NAME/USN (OPTIONAL):	—
SEMESTER/BRANCH:	Mechatronics
GRIEVANCE/SUGGESTION:	As lift is not working we have to climb upto 6th floor which is exhausting please provide all the lifts working
SIGNATURE (OPTIONAL):	—

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

**Working of Lift-2 in the Old building got repaired**







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

Administrative Office:

1<sup>st</sup> Phase JP Nagar, Bengaluru - 560 078

☎: 080-61754501 - 502 Fax: 080-2654 8658

## 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, Accredited by NAAC & NBA New Delhi and Recognised by UGC Under Section 2(f))  
Bommanahalli, Hosur Road, Bangalore - 560068.

☎: 080 - 61754601/602, Fax: 080 - 25730551 E-mail: [engrprincipal@theoxford.edu](mailto:engrprincipal@theoxford.edu) Web: [www.theoxford.edu](http://www.theoxford.edu)

### ANTI RAGGING COMMITTEE ( Academic Year 2020-21)

Sl. No.	Name of the Member	Designation	Status in the Committee	Contact Number
01	Dr. G T Raju	Principal	Chairman	080-61754604
02	Dr. R Ch. A Naidu	HOD - CSE	Member	080-61754648
03	Dr. R Kanagavalli	HOD - ISE	Member	080-61754675
04	Dr. Manju Devi	HOD - ECE	Member	080-61754610
05	Dr. Bharath V S	HOD - EEE	Member	080-61754608
06	Dr. Madhusudan Reddy	HOD - ME	Member	080-61754609
07	Dr. B K Manjunath	HOD - BT	Member	080-61754611
08	Dr. T S Malleshaiah	HOD - CV	Member	080-61754646
09	Dr. Raju B R	HOD - Auto	Member	080-61754606
10	Dr. Yashoda B S	HOD - MTE	Member	080-61754651
11	Dr. M S Shashidhara	HOD - MCA	Member	080-61754650
12	Dr. R V Dhanalakshmi	HOD - MBA	Member	080-61754605
13	Dr. Mallikarjun K	HOD - Engg. Maths	Member	080-61754612
14	Dr. Surekha M	HOD - Engg Physics	Member	080-61754614
15	Dr. Abdul Khader	HOD - Engg. Chemistry	Member	080-61754613
16	Dr. Elsamma Thomas	Hostel Warden	Member	080-61754654
17	Mr. Muneesha	Administrator	Member Secretary	080-61754603
18	Mr. Mahesh	PED	Member	080-61754601
19	Station House Officer	Madiwala Police Station	Member	080-22942568
20	Student Representative	UG Programmes	Member	-
21	Student Representative	PG Programmes	Member	-

**PRINCIPAL**  
**PRINCIPAL**

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

To

1. All the Concerned

Copy to

1. The Chairman, The Oxford Educational Institutions  
2. The Director, TOCE

18/

## **ANTI-RAGGING COMMITTEE**

### **Roles and Responsibilities:**

The Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

### **Punishment to those found guilty:**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

1. Debarring from appearing in any internal test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. Withholding the results.

### **Standard Operating Procedures:**

#### **STEP 1**

When any incident falling within the mischief of act defined as "ragging" under clause 3 of the UGC Regulations on "Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as "Ragging regulation"- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given

effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions. Principally, the assumption of this role is of Parens patriae nature and be done so with that spirit.

## STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding result.
  5. Cancellation of the admission.



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

### Circular

Date: 18/08/2020

To

All Members,  
Anti-Ragging Committee,  
The Oxford College of Engineering.

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 19<sup>th</sup> August 2020 at 2:00pm in Board Room.

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

#### AGENDA:

1. Objectives of formation of Anti-Ragging Committee.
2. To review and understand the cases of ragging if any.
3. Role of members if any such incidents happen.

Copy to:-

Chairperson.  
All members of Anti-Ragging Committee.

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

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### Minutes of Meeting Anti-Ragging Committee

19<sup>th</sup> August 2020at 2:00pm

The Anti-ragging Committee meeting of the The Oxford College of Engineering was held on 19<sup>th</sup> August 2020at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Designation	Position
1	Dr. A S Aravind	Principal	Chairperson
2	Dr. C H Naidu	HOD CSE	Member
3	Dr. K. Kanagavalli	HOD – ISE	Member
4	Dr. Manju Devi	HOD – ECE	Member
5	Dr. Bharath V S	HOD – EEE	Member
6	Dr. Madhu Sudhan Reddy	HOD – ME	Member
7	Dr. Manjunath B T	HOD – BT	Member
8	Dr. Malleshiah	HOD – Civil	Member
9	Dr. Raju B R	HOD – Auto	Member
10	Mr. Shivakumar M	HOD – CTM	Member
11	Dr. Yashodha	HOD – MT	Member
12	Dr. Dhanalakshmi R V	HOD – MBA	Member
13	Dr. Surekha	HOD – Chem	Member
14	Mr. Gurumurthy S	Chief Warden	Member
15	Dr. Elsamma Thomas	Hostel Warden	Member

The following points were discussed during the meeting

Awareness of objectives of forming Anti-Ragging Committee.

Chairman explained the roles of members and the way to handle if any such cases arise.

Discussion of various policies regarding the safety and anti-harassment clauses under anti-ragging committee.

PRINCIPAL  
The Oxford College of Engineering  
Bommalur Road  
Bengaluru-560 068



## THE OXFORD COLLEGE OF ENGINEERING

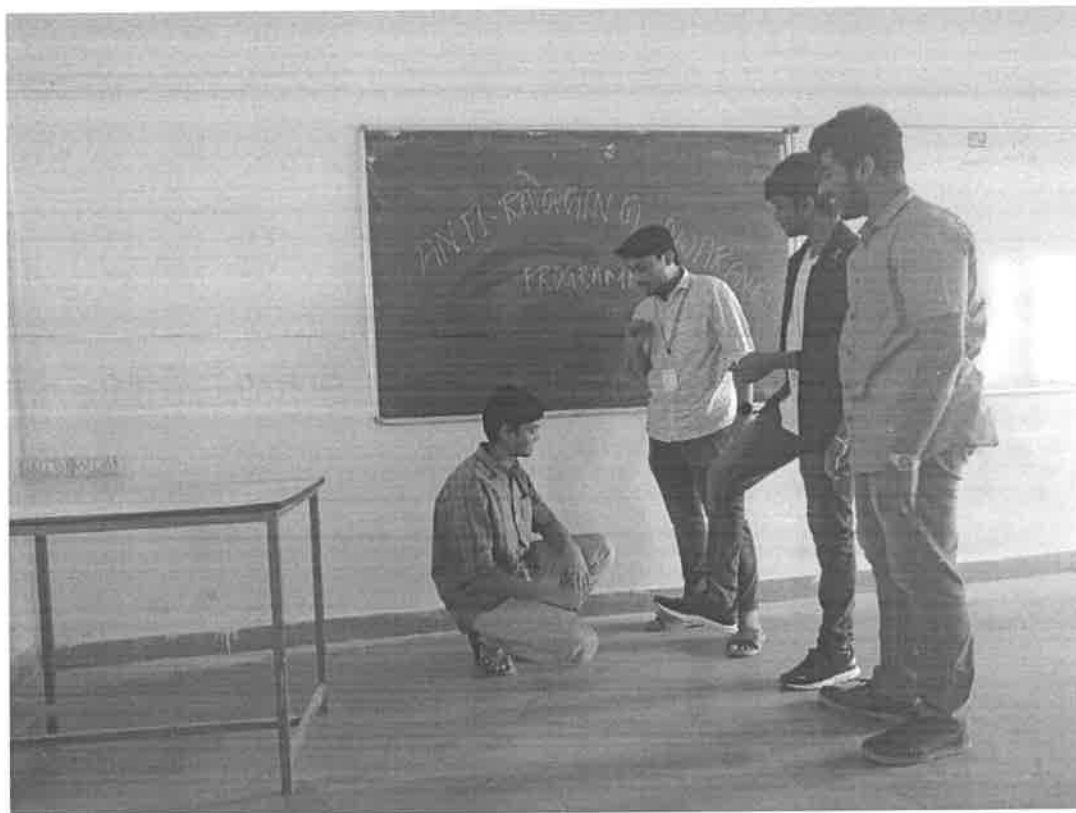
Hosur Road, Bommanahalli, Bengaluru-560 068

Website: [www.theoxford.edu](http://www.theoxford.edu) Email : [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu)


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

### ANTI-RAGGING COMMITTEE REPORT 2020-2021

- The Oxford College of Engineering ensures that congenial and pleasing environment is given to the fresher's. It follows the policy of zero tolerance towards ragging. To achieve this objective Anti-Ragging Committee has been formed as per UGC regulations 2009.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure ragging free campus and college by prohibiting, preventing and eliminating the scourge of ragging. Maintain amicable relations among students and faculties. Punishing those who indulge in ragging.
- Awareness on all acts of violence, physical or mental between two or more senior and juniors students was conducted.



- Posters, Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room, Canteen, Library and Hostels etc to generate awareness amongst Students on Anti-Ragging.
- Patrolling of Common areas like hostels, cafeteria were visited by faculties and committees members to see no Ragging.

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



Children's Education Society ®  
**THE OXFORD COLLEGE OF ENGINEERING**

Hosur Road, Bommanahalli, Bengaluru-560 068

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**WOMEN'S GRIEVENCE REDRESSAL COMMITTEE & ANTI-SEXUAL  
HARASSMENT COMMITTEE**

The Women's Grievance Redressal Committee & Anti-Sexual Harassment Committee is being constituted at The Oxford College of Engineering comprising of the following members for the academic year 2020-21 & 2021-22

Sl. No.	NAME	STATUS
1	Dr. Surekha M, HOD-Chemistry	Convenor
2	Dr. Manjudevi, HOD-ECE	Member
3	Dr. Yashoda B S, HOD-MT	Member
4	Dr. R Kanagavalli, HOD- ISE	Member
5	Dr. Raju B R, HOD-AU	Member

  
PRINCIPAL

PRINCIPAL

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





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

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

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

Recognised by UGC Under Section 2(f)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754601/602, Fax: 080 - 25730551

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

**Sexual Harassment Elimination Committee:**

The present members of the complaints committee have to deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

**Objective:**

The objectives of the Committee are:-

- Prevent discrimination and sexual harassment against women employees and girl students by promoting gender amity among them.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Orientation Program for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.

**Procedure for filing complaints:**

- Complaints may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the committee member who received the complaint.
- Upon receipt of a complaint by any member of committee, the member should forward it to mail. The grieved one may also lodge her complaint directly to the committee or by telephonically to the mobile no. of members of the committee.

**Procedure for filing a complaint/grievance without revealing identity:**

- If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed in Reception, Old building.
- Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as unwelcome" sexually determined behaviour (whether directly or by implication)as:-
  - a. Physical contact and advances.
  - b. Demand or request for sexual favours.
  - c. Sexually coloured remarks.
  - d. Showing pornography.
- The following will also be treated as sexual harassment and are covered by the committee:-
  - a. Eve-teasing.
  - b. Unsavory remarks.
  - c. Jokes causing or likely to cause awkwardness or embarrassment.
  - d. Innuendos and taunts.
  - e. Gender based insults or sexist remarks.

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- f. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- g. Touching or brushing against any part of the body and the like.

**Procedure for dealing with complaints:**

- Filing of a complaint- If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
- The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

**Process of enquiry:**

- The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time.
- The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation.
- During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidence and relevant statements.
- The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-
  - a. Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.
  - b. Upon completion of the investigation, both parties will be informed of the results of the investigation.
- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

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- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken.
- The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include:-
  - a. Restore any lost terms, conditions or benefits of employment to the complainant.
  - b. Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

**Decision and action:**

- In the case of academic/administrative/ technical/ nonteaching staff/ management, disciplinary action could be in the form of one or more of the following:-
  - a. Warning.
  - b. Written apology.
  - c. Adverse remarks in the Confidential Report.
  - d. Denial of re-employment.
  - e. Stopping of increments/promotion.
  - f. Any other relevant mechanism.
- In case of students, disciplinary action could be in the form of:-
  - a. Warning.
  - b. Written apology.
  - c. Expulsion.
  - d. Any other relevant mechanism.
- NOTE: The reasons for the action have to be provided in writing. Action will be taken against the person(s) who try to pressurize the complainant in any way.



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**Circular**

Date: 04/02/2020

To

All Members,  
Women's Grievance redressal Committee,  
The Oxford College of Engineering.

Subject: Women's Grievance redressal Committee

Sir/Madam,

A meeting of Women's Grievance redressal Committee, The Oxford College of Engineering will be held on 10<sup>th</sup> February 2020 at 10:00am in Board Room.

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

**AGENDA:**

1. To review and understand the cases if any.
2. Role of members if any such incidents happen.

Chairman  
Students Grievance redressal Committee  
Convenor  
TOCE Bangalore-560068

Copy to:-

Chairperson.  
All members of Grievance redressal Committee.



**CHILDREN'S EDUCATION SOCIETY (Regd.)**  
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**Minutes of Meeting Women's Grievance redressal Committee**

10<sup>th</sup> February 2020 at 10:00am

The Women's Grievance redressal Committee meeting of the The Oxford College of Engineering was held on 10<sup>th</sup> February 2020 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.No	Name of the Member	Department	Position
1	Dr. Surekha M	Hod Chemistry	Convenor - <i>[Signature]</i>
2	Ms. Kokila	ISE	Member <i>[Signature]</i>
3	Ms. Fenita	CSE	Member <i>[Signature]</i>
4	Ms. Soumya Padukone	ECE	Member <i>[Signature]</i>
5	Ms. Manjula	EEE	Member <i>[Signature]</i>
6	Ms. K Valarmathy	BT	Member <i>[Signature]</i>
7	Ms. Reshma	Civil	Member <i>[Signature]</i>
8	Ms. Rajeshwari	MT	Member <i>[Signature]</i>
9	Dr. Snigdha Gupta	Physics	Member <i>[Signature]</i>
10	Ms. Jyoti M R	Chemistry	Member <i>[Signature]</i>

The following points were discussed during the meeting

1. WGRC will meet as and when required. If required it meets more frequently.
2. WGRC may mediate between complainant and defendant against whom the complaint has been made.
3. The grievances may be submitted in writing to the chairman in sealed envelope "marked-confidential".

*[Signature]*  
Students Grievance Redressal Committee  
TOCE Bangalore-560068



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**SEXUAL HARASSMENT ELIMINATION COMMITTEE REPORT 2020-2021**

- The Oxford College of Engineering has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.
- The committee meetings for the academic year were scheduled and conducted.
- The main objective of the meetings is to ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
- Awareness of all forms of Harassment was given to the students by the faculty members.





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

- Posters, Rules and regulations of Sexual Harassment Elimination was put up in the college premises.

Principal

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



प्रो. (डॉ.) जसपाल एस. सन्धू

सचिव

*Prof. Dr. Jaspal S. Sandhu*

MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS

Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23239337, 23236288,  
Fax : 011-23238858, email : jssandhu.ugc@nic.in

D.O.No.F.91-9/2015 (GS/MHRD)

5<sup>th</sup> July, 2016

Dear Sir/Madam,

University Grants Commission has notified *University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015* in the Gazette of India which are available on UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in). These Regulations clearly describes responsibilities of the higher educational institutions, grievance redressal mechanism, process for making complaint and conducting Inquiry, Interim redressal, punishment and compensation, consequences of non-compliance etc. UGC Regulations being statutory in nature are binding for Universities and Colleges.

The Ministry of Women and Child Development, Government of India has also published a "Handbook on Sexual Harassment of Women at Workplace". The Handbook clearly describes the issues like what is workplace sexual harassment, its prevention, prohibition and redressal along with the global norms and good practices followed in this regard. A copy of the Handbook is also available on UGC website.

You are requested to kindly ensure implementation of UGC Regulations in your esteemed University and affiliated colleges. Also ensure wide circulation of the Handbook amongst faculty, students and staff of your University and affiliated colleges and also upload the same on the university website for their use.

With kind regards,

Yours sincerely,

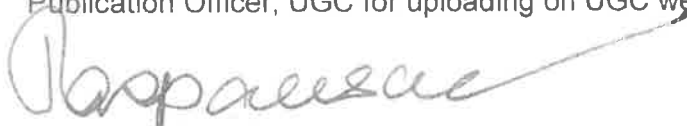


(Jaspal S. Sandhu)

**The Vice-Chancellor of All Universities.**

**Copy to :**

Publication Officer, UGC for uploading on UGC website.



(Jaspal S. Sandhu)





# Visvesvaraya Technological University

"Jnana Sangama"

Belagavi - 590 018, Karnataka State

Dr. H.N. Jagannatha Reddy B.E., M.E., Ph.D.  
REGISTRAR

Phone : (0831) 2498100

Fax : (0831) 2405467

Ref: VTU/BGM/Aca-OS/Anti Ragging./2017-18/4991

Date :

20 SEP 2017

## CIRCULAR

Sub: Curbing the Menace of Ragging in Colleges under VTU – reg...

Ragging refers to an act that violates the dignity of a person. It is a matter of shame that even though ragging has been criticized for decades, we still come across such incidents of inhuman torture. As a result, many students give up their studies and go back home, some lose their mental balance, and some are seriously injured. The scourge of ragging which corrodes the vitals of our campuses needs to be curbed.

In this regard, it is brought to the notice of all the colleges, students and other stake holders that ragging is a criminal offence and UGC, AICTE & Government has framed regulations on curbing the menace of ragging in higher educational institutions.

In this respect, the following are uploaded to VTU website [www.vtu.ac.in](http://www.vtu.ac.in)

1. UGC Regulations, 2009
2. AICTE Regulations, 2009
3. AICTE Public Notice Anti Ragging/ 08(06)/2012
4. AICTE Public Notice Advt. No. AR/05(04)/2012
5. Karnataka State Govt. Circular

As per the same, the Anti Ragging Committee and Anti Ragging Squads are to be constituted in the colleges and information about the same shall be given wide circulation about the same. The names of members of the committee with their contact numbers shall be uploaded to college website. The committees shall have to act vigilantly and take immediate needful action.

During admission of students, the affidavits avowing not to indulge in ragging by student and parent shall be obtained, without fail.

**ANY OCCURRENCE OF THE INCIDENT OF RAGGING AND ACTION TAKEN THEREON SHALL BE REPORTED TO THE UNIVERSITY, IMMEDIATELY.**

Violation of the norms of by the Colleges may attract punitive actions against the colleges as specified in the Anti Ragging Regulations of UGC and AICTE.

BY ORDER

Sd/-

REGISTRAR

To,

The Principals of All Engineering Colleges Affiliated to / Autonomous / Constituent under VTU, Belagavi

Copy to:

1. Hon'ble Vice-Chancellor through his Secretary, VTU, Belagavi
2. The Regional Directors of all the Regional Offices of VTU
3. The Special Officers of Academic Section, VTU, Belagavi
4. The Concerned Case-workers of Academic Section VTU, Belagavi
5. The Secretary to Registrar, VTU, Belagavi
6. The Circular file at Dispatch section
7. The Computer Network Centre, VTU, Belagavi to upload on VTU website

REGISTRAR

20.09.17

20/9/17



## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

7<sup>th</sup> FLOOR, CHANDERLOK BUILDING, JANPATH, NEW DELHI-110 001

Ph. : 011-23724151-57, Website: [www.aicte-india.org](http://www.aicte-india.org)

Advt. No. : Anti Ragging / 08(06) / 2012

### PUBLIC NOTICE

### **CURBING THE MENACE OF RAGGING IN AICTE APPROVED TECHNICAL INSTITUTIONS**

It is brought to the notice of the Institutions, students and other various stakeholders that ragging is a criminal offence and AICTE has framed regulation which has been notified vide F.No.37-3/Legal/AICTE/2009 dated July 1, 2009 (available on AICTE web portal at [www.aicte-india.org](http://www.aicte-india.org)>Grievance>Anti-Ragging) on curbing the menace of ragging in AICTE approved Technical Institution, in order to prohibit, prevent and eliminate the scourge of ragging in AICTE approved Technical Institutions.

The above regulation is mandatory and applicable to all AICTE approved Institutions. All AICTE approved Institutions should take necessary steps for its implementation, constitution of Anti-ragging Committee, Anti-Ragging Squads, obtaining Affidavit, Dedicated Cadre of Wardens, Counseling by Professional Counselors and monitoring mechanism etc. as per provisions provided in the above regulation and ensure its strict compliance. (Please also refer to our Public Notice No.AR/05(04)/2012 available on AICTE Web Portal at [www.aicte-india.org](http://www.aicte-india.org)>Bulletin>Advertisement – S.No.65).

Any violation of AICTE regulation as cited above by an Institution or in case any Institution fails to take adequate steps to prevent ragging or act in accordance with these regulations or fails to punish perpetrators or incidents of ragging suitably, AICTE shall call for punitive action against erring Institutions as per the Approval Process Handbook 2012-13.

Students in distress owing to ragging related incidents can access the Toll Free Helpline No.1800-180-5522 or write to the Member Secretary, AICTE, 7th Floor, Chanderalok Building, Janpath, New Delhi-110 001.

(Dr. K.P. Isaac)  
Member Secretary



# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

7<sup>TH</sup> FLOOR CHANDERLOK BUILDING, JANPATH, NEW DELHI-110 001

Ph. : 011-23724151-57, Website : [www.aicte-india.org](http://www.aicte-india.org)

Advt. No. : AR / 05(04) / 2012

## PUBLIC NOTICE

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The above regulation is mandatory and apply to all AICTE approved Institutions. **All these Institutions should take necessary steps for its implementation, monitoring mechanism, etc. as per provisions provided in the above regulation and ensure its strict compliance.** Also the following preventive measures for Anti-Ragging should be strictly followed by all AICTE approved Institutions.

- (1) All advertisements issued for admission by a technical institution shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- (2) The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court and AICTE Regulation for curbing the menace of ragging in AICTE approved technical institutions and printed in the brochure of admission/ instruction booklet for candidates.
- (3) **Affidavit must be obtained from every Student and Parent/Guardian separately as per Clause 5, Sub-Clause 3 & 4 of the AICTE regulation as cited above. Another affidavit must also be obtained from Student and Parent/Guardian along with application of Students while availing hostel accommodation as per Clause 5, Sub-Clause 6 of AICTE regulation as cited above.**
- (4) All Educational Institutions should constitute (i) Anti-Ragging-Committee as per Clause 6(a) (ii) Anti-Ragging Squads as per Clause 6(c) and dedicated Cadre of Wardens and (iii) Professional Counselors as per Clause 5, Sub-Clause 11 of the AICTE Regulation as cited above.
- (5) The Institutions may erect suitable hoardings/bill boards/banners in prominent places to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.
- (6) The Institution shall also undertake any other form of campaigns as it may consider appropriate for prevention of ragging.

Any violation of AICTE Regulation as cited above, by AICTE approved Institution or in case any Institution fails to take adequate steps to prevent ragging or act in accordance with these regulations or fails to punish perpetrators or incidents of ragging suitably, AICTE shall call for punitive action against erring Institutions.

Students in distress owing to ragging related incidents can access the **Toll Free Helpline 1800-180-5522** or write to the Member Secretary, AICTE, 7th Floor, Chanderlok Building, Janpath, New Delhi-110 001.

**Dr. K.P. Isaac**  
**Member Secretary**



# THE OXFORD

## COLLEGE OF ENGINEERING

BENGALURU, INDIA  
(INDEX.HTM)



### Call For Admission

080 - 6175  
4600 /  
603 / 601  
/ 602 /  
604



### Date & Time

Tuesday  
03 Aug  
2021 :  
11Hrs  
47Min

Constitution Day Celebration at TOCE (h)

HOME (INDEX.HTM)    INSTITUTE    ADMISSIONS    DEPARTMENTS  
(DEPARTMENTS.HTM)    PLACEMENT    CAMPUS LIFE    ACHIEVEMENTS  
FACILITIES    INSTITUTIONS (INSTITUTIONS.HTM)    CONTACT US (CONTACT-US.HTM)

Skill Development (skill-development.htm)

Online Skill Test (<https://www.youth4work.com/onlinetalenttest>)

Career Opportunities (career-opportunity.htm)

Learning Center (library.htm)

NSS Activities (nss-activities.htm)

NIRF (nirf.htm)

ARIIA Report 2020 (pdf/ARIIA REPORT 2019-20 (1).pdf)

Games/Sports (sports.htm)

Students Chapters/Clubs/Science Association (student-clubs.htm)

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[Scholarships \(scholarship.htm\)](#)

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[Gallery \(gallery.htm\)](#)

[Alumni \(alumni.htm\)](#)

[Testimonials \(testimonials.htm\)](#)

[Feedback/Suggestion \(feedback.htm\)](#)

[Archives \(archieves.htm\)](#)

[Grievance Portal \(grievance-portal.htm\)](#)

→ [Mandatory Disclosure \(mandatory-disclosure.htm\)](#)

## ⇒ GRIEVANCE PORTAL

GRIEVANCE PORTAL

GRIEVANCE REDRESSAL CELL (GRIEVANCE-CELL.HTM)

WOMEN'S GRIEVANCE REDRESSAL COMMITTEE (GRIEVANCE-COMMITTEE.HTM)

## GRIEVANCE CELL

Stake Holder

Select ▼

Name

Mobile No

eMail ID

Complaint Details

## THE OXFORD COLLEGE OF ENGINEERING

10th Milestone, Bommanahalli, Hosur Road, Bangalore - 560 068

080 - 6175 4600 / 602 / 604

info@theoxford.edu / engprincipal@theoxford.edu

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### INSTITUTE

About us ([about-us.htm](#))  
Founder ([founder-message.htm](#))  
Chairman ([chairman-message.htm](#))  
Director ([director-message.htm](#))  
Principal ([principal-message.htm](#))  
Vision / Mission / Quality Policy ([vison-misson.htm](#))  
Affiliation ([affiliation.htm](#))  
Career Opportunity ([career-opportunity.htm](#))

### CAMPUS LIFE

Infrastructure ([infrastructure.htm](#))  
Food Court ([food-court.htm](#))

### ADMISSONS

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Research ([research.htm](#))  
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E Form ([e-form.htm](#))  
Contact Details ([contact-details.htm](#))

### PLACEMENT

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Industry Partners ([industry-partners.htm](#))  
Skill Development ([skill-developments.htm](#))  
Placement Statistics ([placement-statistics.htm](#))

Hostels (hostels.htm)

Ragging Free Environment (ragging-free-environment.htm)

Tech Fest (tech-fest.htm)

Stress Relievers (games-sports-yoga.htm)

Cultural Extravaganza (cultural-extravaganza.htm)



**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: enggprincipal@theoxford.edu Web: www.theoxfordengg.org

**Policy document with reference to prevention of sexual harassment  
committee and anti-ragging committee,**

The Oxford College of Engineering is having an Anti-ragging committee as per the Supreme Court guide lines. This committee constituted by the Institute is empowered **to require an instantaneous** action against any untoward action and also to counsel the fresher. Students seeking admission shall **need to** furnish affidavit and undertaking **during this** regard. **to reinforce** familiarity and to acclimatize the fresher to **the tutorial** and social environment of the campus, the institute organizes an orientation session **within the** first week of the new academic calendar.

**Objectives:**

Anti-Ragging Committee **is going to be** the Supervisory and Advisory Committee in preserving a Culture of Ragging free environment **within the** college Campus.

- The Anti-Ragging committee members will work under the Supervision of Anti Ragging Committee chairperson **to interact within the** works of checking places like Hostels, Buses, Canteens, Classrooms and other places where student commonly gather.
- Anti-Ragging Committee **is going to be** involved in designing strategies and action plan for decrease the nuisance of Ragging **within the** college by adopting array of activities.

**Functions:**

- Advertise **to all or any** students that the actions **which will** be taken against those indulging in ragging.
- To consider the complaints received from **the scholars** and conduct enquiry and submit **report back to the** Anti-Ragging Committee **alongside** punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from **the scholars** in accordance with the provisions.
  - Conduct workshops against ragging nuisance and orient **the scholars**.
  - Provide information to **the scholars** to pertaining contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.

*Signature*





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- o Create awareness to **the scholars** and offer services of counseling.
- To take all necessary measures for prevention of Ragging inside the Campus/ Hostel.

### **Grievance Redressal:**

Grievance Redressal and Appraisal Committee (GRAC) facilitates the redressal of grievances **during** a fair and impartial manner maintaining confidentiality. Any stakeholder of The oxford Engineering college with **a real** grievance may approach Grievance Redressal Cell. A grievance means **a proper** complaint about any **quite** discontent, dissatisfaction or negative perception among stakeholders. It could **even be** related with the functioning of the institution **that's** unfair or unjust. Grievant means a student, parent, **staffer** or group **of scholars** or parents or staff members or combination of stakeholders of the institution.

### **Composition of grievance redressal cell:**

- As per the above reference, with the consent of **administration**, the Chairman shall constitute Student Grievance Redressal Committee (SGRC) with **the subsequent** composition. Namely:
  - a) Principal of the College-Chairperson:
  - b) Senior members of the teaching faculty to be nominated by the Principal as Members and out of these members shall be female and other from SC/ST/OBC category:
  - c) A representative from among students of **the college** to be nominated by the Principal **supported** academic merit/excellence in sports/ performance in co-curricular activities-Special Invitee.
- The term of the members **and that of the** special invitee shall be of two years. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three in considering the grievances before it, the SGRC shall follow principles of natural justice. The SGRC shall send its report with recommendations, if any, to the concerned institution and **a replica** there of to the aggrieved student, within a period of 15 days from the date of receipt of the complaint. Any student aggrieved by **the choice of the scholar** Grievance Redressal Committee may prefer an appeal to the ombudsperson, within a period of fifteen days from the date of receipt of such decision.

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### Objectives:

1. To make sure a good, impartial and consistent way for redressal of varied issues faced by the stakeholders.
2. To uphold the dignity of the school by promoting cordial Student- Student relationship, Student-teacher relationship, and teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere within the college campus.
4. To make sure that grievances are resolved with complete confidentiality.
5. To make sure that the views of grievant and respondent are respected which any party to a grievance isn't discriminated or victimized.
6. To make sure stakeholders respect the rights and dignity of 1 another.

### Guidelines for Grievance Redressal:

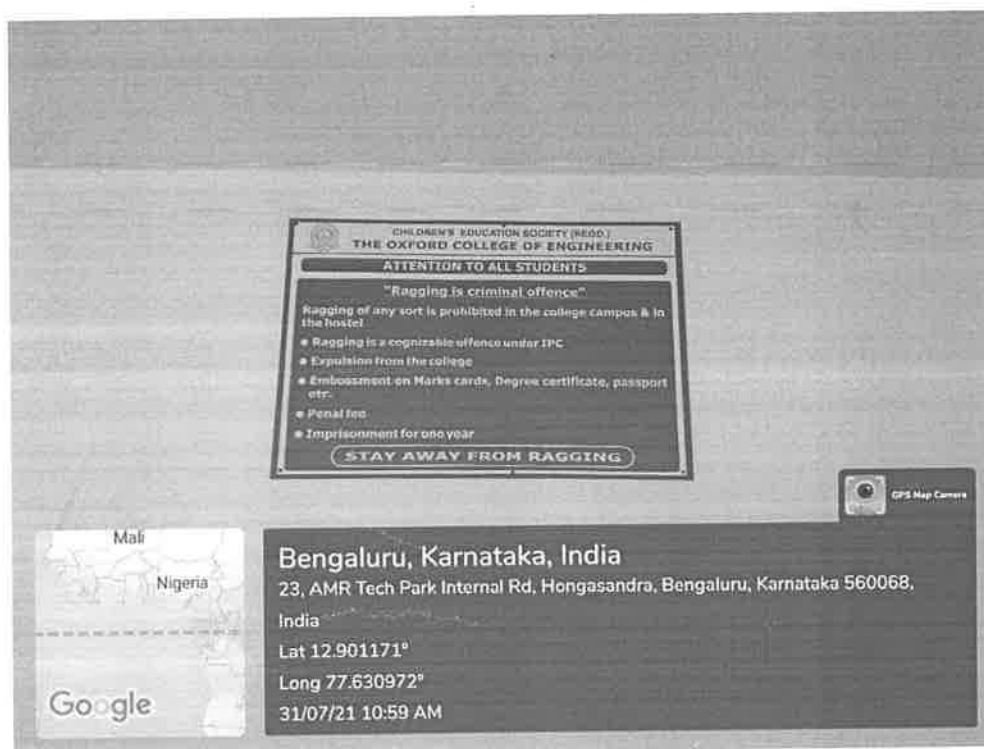
1. The grievant **has got to** submit grievance in writing to the Principal or Grievance Cell.
2. Grievance shall be considered at the earliest but in any case, not later than **every week**.
3. The cell shall hear the concerns of all parties involved.
4. The cell shall be committed **to take care of** the confidentiality of data throughout **the method**.
5. Grievance with legal complexity like sexual harassment/misconduct or of other criminal nature shall be **addressed** after taking advice from appropriate legal consultants/authorities.

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

## Geo-tagged Photograph of Display of Boards for Anti-Ragging - Building wise:



### 1. Display of Boards for Anti-Ragging in the Reception



### 2. Display of Boards for Anti-Ragging in the Office

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3. Display of Boards for Anti-Ragging in the Placement Cell



4. Display of Boards for Anti-Ragging in the Department of Computer Science and Engineering

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**5. Display of Boards for Anti-Ragging in the Department of Information Science and Engineering**



**6(a). Display of Boards for Anti-Ragging in the Department of Electronics and Communication Engineering**

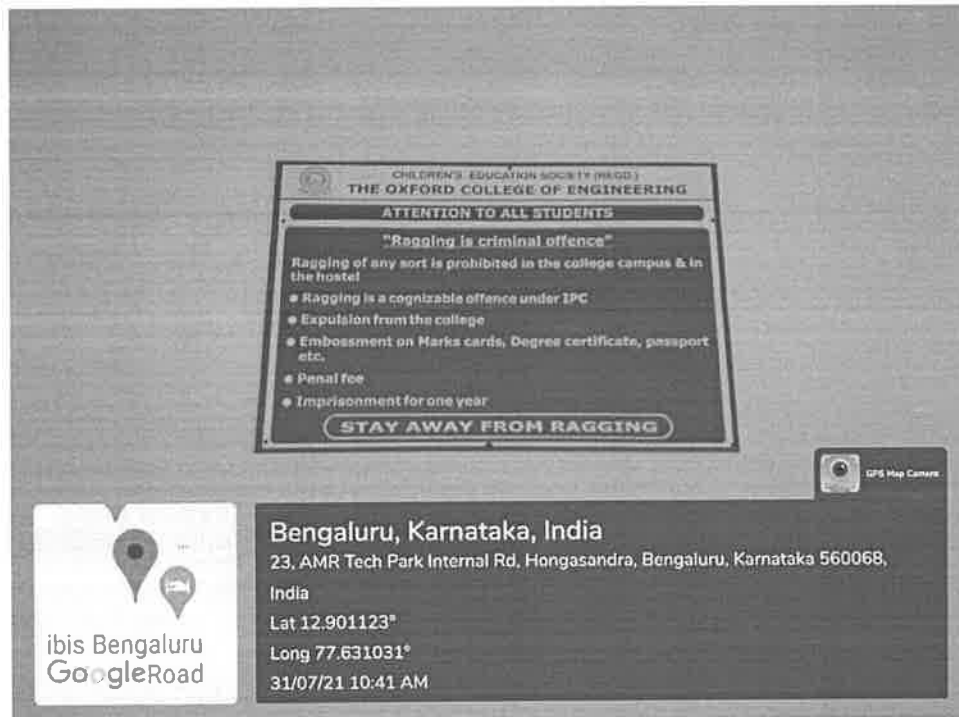
Mo



**6(b). Display of Boards for Anti-Ragging in the Department of Electronics and Communication Engineering**



**6(c). Display of Boards for Anti-Ragging in the Department of Electronics and Communication Engineering**



7. Display of Boards for Anti-Ragging in the Department of Electrical and Electronics Engineering



8(a). Display of Boards for Anti-Ragging in the Department of Mechanical Engineering



8(b). Display of Boards for Anti-Ragging in the Department of Mechanical Engineering



9. Display of Boards for Anti-Ragging in the Department of Civil Engineering

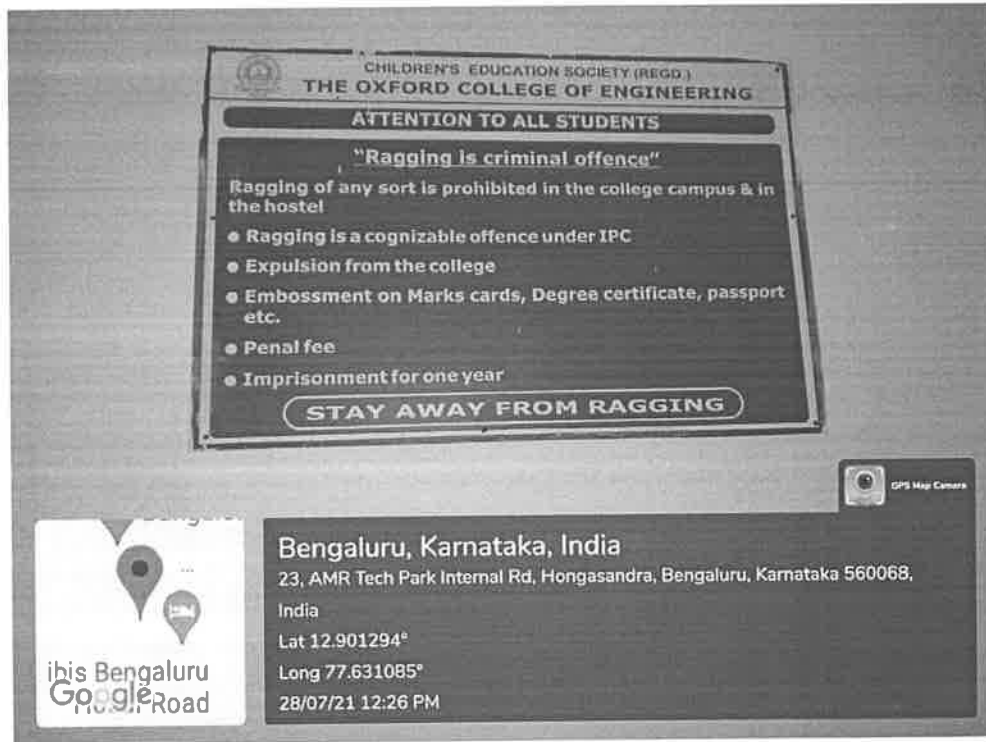




10. Display of Boards for Anti-Ragging in the Department of Bio-Technology



11(a). Display of Boards for Anti-Ragging in the Department of Automobile Engineering

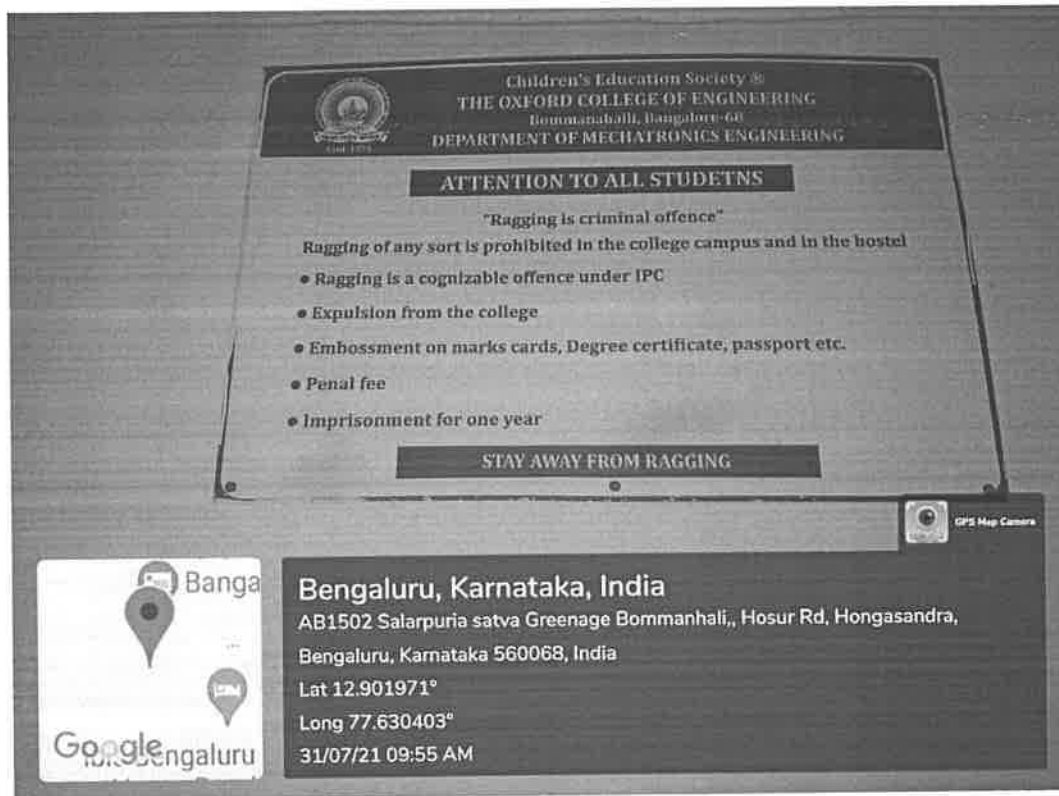


11(b). Display of Boards for Anti-Ragging in the Department of Automobile Engineering



12(a). Display of Boards for Anti-Ragging in the Department of Mechatronics

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12(b). Display of Boards for Anti-Ragging in the Department of Mechatronics



12(c). Display of Boards for Anti-Ragging in the Department of Mechatronics

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12(d). Display of Boards for Anti-Ragging in the Department of Mechatronics



13(a). Display of Boards for Anti-Ragging in the Department of Basic Science and Humanities





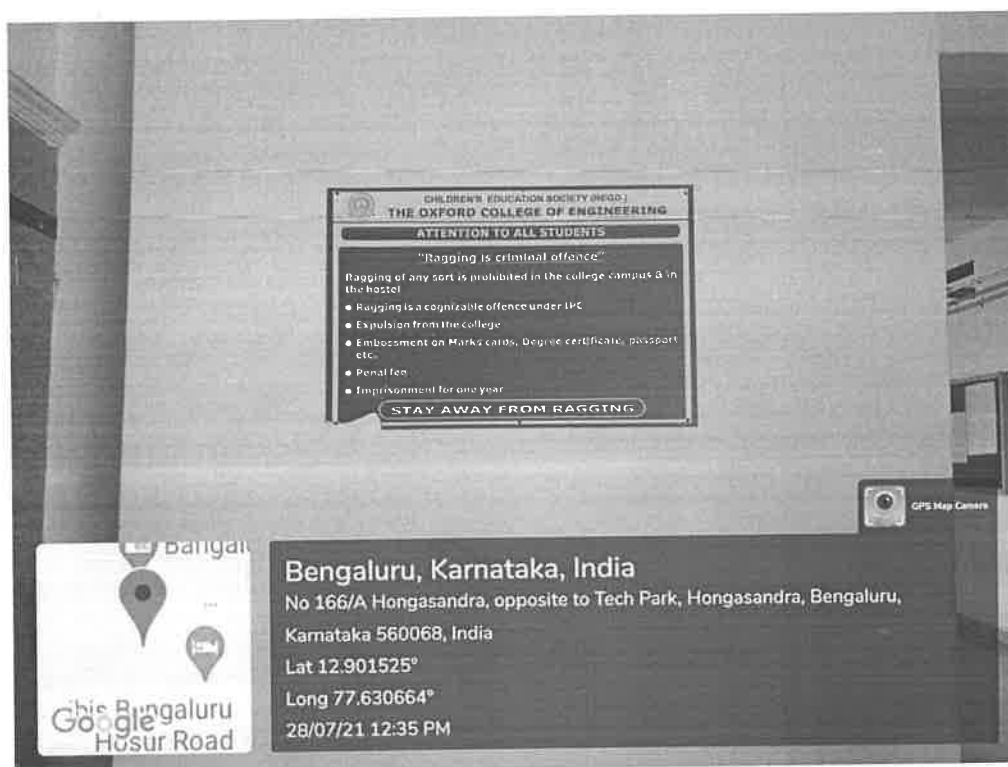
13(d). Display of Boards for Anti-Ragging in the Department of Basic Science and Humanities



13(e). Display of Boards for Anti-Ragging in the Department of Basic Science and Humanities



13(f). Display of Boards for Anti-Ragging in the Department of Basic Science and Humanities



13(g). Display of Boards for Anti-Ragging in the Department of Basic Science and Humanities

mo



13(h). Display of Boards for Anti-Ragging in the Department of Basic Science and Humanities



14. Display of Boards for Anti-Ragging in the Department of MCA

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## **Geotagged Photograph of SHE Board Display in the Campus**