



CHILDREN'S EDUCATION SOCIETY®

THE OXFORD COLLEGE OF BUSINESS MANAGEMENT (TOCBM)

No.32, 19<sup>th</sup> 'B' Main, 4<sup>th</sup> Sector, H.S.R. Layout, Bangalore –560102

Recognized by the Govt. of Karnataka, permanently affiliated to Bangalore University

Approved by A.I.C.T.E. New Delhi, Accredited by NAAC & Recognized by UGC under section 12(B)& 2(f)



## CODE OF CONDUCT: FACULTY

1. Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement. Defalcation, fraud or remain unauthorized absent from duty or willful and deliberate, disobedience or flouting the orders of the higher authorities.
2. An Illustrative code of conduct application to each employee is as Specified Below:-
  - a. He/She should be honest and show dedication, diligence & devotion to duty.
  - b. He/She should not be neglecting his/her duties.
  - c. He/She should not involve in criminal activities or instigate the students to indulge in such activities.
  - d. He/She should not show discrimination in the name of the caste, creed, language, place origin or other social & cultural background.
  - e. He/She should not show negligence in the valuation.
  - f. He/She should not leave the institute premises during working hours without permission of Principal.
  - g. He/She should not remain absent or avail leave repeatedly without the prior sanction of the Principal.
  - h. In his official capacity he/she should not accept gift from anybody on behalf of the College.
  - i. He/She should not practice and instigate untouchability.
  - j. He/She should not cause loss to the property of the college.
  - k. He/She should not act or abet in indecent behavior.
  - l. He/She should not involve in activities of violence or moral turpitude.
  - m. He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
  - n. He/She should not disobey the instructions/orders of the higher ups/Principal/Head of the Department.
3. The above code of conduct is only illustrative but not exhaustive. Any contravention of the code of conduct shall render the employee liable for disciplinary action.
4. Any conduct of unusual behavior or activity of an employee beyond the normal limits shall be viewed as misconduct or misbehavior & attracting disciplinary action.
5. Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted for the purpose may result in imposition of any penalties specified infra.



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6. Disciplinary Authority depending on the gravity of misconducted may impose all or any one of the following penalties on the employee against whom the charges of misconducted, misbehavior disobedience dereliction of duty, illegal gratification etc or any other misdemeanors is established:-
- a. Fine (In case of lowest grade of employee)
  - b. Censure
  - c. Withholding of increment
  - d. Recovery of the pecuniary loss caused to the institution or Management or any person
  - e. Reduction of pay at any stage in the scale of pay application to the post held by them.
  - f. Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and increments during the period of such reduction.
  - g. Removal/ Dismissal from service.



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## CODE OF CONDUCT: STUDENTS

1. Students should strictly follow all rules and regulations which are in force now or which may be introduced later in the institution here after. Indiscipline and breach of rules and regulations on their part would entail forfeiture of his/ her seat in the institution.
2. Students are required to adhere to the Institution's timings of 9:30am to 3:30 pm for the academic and other college activities.
3. Students should strictly adhere to the college dress code:
4. Ragging is an inhuman act and is banned in the Institute. Students should not directly or indirectly indulge in, aid or abet any activity that might be construed as ragging.
5. Students should not indulge in ragging or abetting ragging, sexual harassment, and Substance abuse at college campus actively or passively.
6. Students should take care of the college property. Damages will be recovered from the concerned individual or the class. Students are also expected to report the instances of damage immediately to the concerned authority.
7. If students are admitted into the hostel, he/she will strictly abide by the rules and regulations in force in the hostel and that any breach of discipline or rules or any unruly conduct or undesirable activities will be summarily dealt with by forfeiture of seat both in the hostel and in the institution.
8. Students are expected to maintain the highest level of integrity in examinations.
9. Students who have joined the NCC and NSS will attend all Parade /Actives regularly and follow all the other related requirements.
10. Students should ensure that they attend all the Certification/ add on programmes regularly and will follow-up with class teacher.
11. Students should pay the college fee/exam fee on the specified date.



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12. Students should maintain a minimum of 75% percentage attendance in each subject as prescribed by the Bangalore University during the semester.
13. Students should compulsorily wear College Identity card when they are in college premises.
14. Students should carry their Motor driving license and wear helmet while driving two-wheelers.
15. Mobile phones should be used judiciously in the campus.



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## PROCEDURE FOR IMPOSITION OF PENALTIES:

1. If any employee is found to have committed any misconduct in violation of the provisions of this manual or does any act which is unbecoming of an employee he shall be dealt with in a disciplinary proceeding.
2. A notice containing the articles of charges against such an employee, a statement of imputation of misconduct or misbehavior in respect of such articles of charges and a list of documents by which and a list of witness with whom the charges could be sustainable in the form of annexures 1, 2, 3, and 4 shall be served on him directing him to submit his written statement of defence within a time limit of not less than 15 days. Immediately upon the response of the defence statement or if the employee fails to submit the defence statement even after expiry of the period of 15 days the Managements/Disciplinary Authority shall proceed to constitute an enquiry Committee to inquire into the charges leveled against such employee. The Enquiry Committee shall call upon the employee to appear before it by affording an opportunity in conformity with the Principles of Natural Justice by examining the documentary evidence collaborated with the oral evidence and after hearing the arguments shall submit the report enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charges.
3. The disciplinary authority shall upon the receipt of the report of the enquiry committee shall make available a copy of the report of enquiry to such employee directing him to show-cause as to why the report of enquiry should not be accepted and penalty commensurate with the proven charge should not be inflicted on hi, by fixing a time limit to submit his reply if any. Soon after the receipt of the reply to the show-cause notice the reply submitted by the employee shall be considered and any of the penalties envisaged in sub rule (6) Person or by post and obtain acknowledgement thereof.
4. All the Procedural aspects for institution of disciplinary action and issue of final orders as prescribed in the Karnataka Education Act 1983 and the rules made there under shall be strictly enforced.
5. Violation of the code of conduct by students will attract administrative/disciplinary action.
6. If students found guilty disciplinary and administrative action which may amount to rustication /handing over to the civic police (if need be) will be taken.



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7. The adoption of any unfair means by students in examinations will result in strict disciplinary action by the Examination Committee, which may include rustication for one or more semesters, or expulsion from the Institute.
8. Students, if found guilty in regard to ragging, they are liable to necessary disciplinary and legal action. This may include lodging of a criminal case against the student at the Police Station as per the directive from the Honorable Supreme Court of India as well as expulsion from the Institute.