



DUTIES AND RESPONSIBILITIES OF MANAGER / SUPERINTENDENTS AND ADMINISTRATIVE STAFF

- 1) The Manager / Superintendent in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the college. The main functions of the Manager and Superintendent shall be as spelt out hereunder inter-alia other duties & functions.
- 2) They shall perform the day-to-day routine work of the office
- 3) They will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.
- 4) They shall be responsible for the efficient management of office work.
- 5) They shall exercise general supervision over the section in regard to office management, class arrangement and cleanliness of campus and inside the building.
- 6) They will guide the inexperienced caseworkers in their day-to-day work.
- 7) They shall attend the important work on priority.
- 8) They shall devote personal attention for smooth running of the office as and when warranted.
- 9) They shall be responsible for watching and overseeing the disposal of papers and fixing up watch register or other registers.
- 10) They shall advise and help the case workers for disposal of important and urgent matters
- 11) They shall personally deal with confidential and urgent files.
- 12) They shall conduct periodical inspection of the quality of the work of caseworker and motivating them to achieve maximum efficiency.
- 13) They shall personally attend the immediate problems of students.
- 14) They shall be instrumental for enforcement of rules and procedures strictly.
- 15) The Manager or Superintendent shall receive all the letters and other communications addressed to the college and open the covers/ envelopes in the presence of the Principal. If there are any papers to be attended to on priority they shall be marked as “Top Priority” “Today” “Urgent” “Immediate” and VVI (Very Very Important). In case of important very Important, Very Very Important Confidential matters, they shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.



- 16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal

OBLIGATION OF THE EMPLOYEES

- 1) Every employee shall abide by the rules and regulations governing their Conditions of service. They shall always maintain integrity, loyalty, dedication, Honesty and devotion to duty to up keep the dignity, reputation and image of the institution. They shall not do anything, which is unbecoming of an employee. They shall carry out their duties and responsibilities conscientiously
- 2) Every Employee shall take care of the properties, material, instruments, machines, furniture etc, of the college. He shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee an account of mishandling or misuse the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.
- 3) It is incumbent on the part of the employee to promptly report any occurrence of such an event to the notice of the management if it endangers the lives of the persons and likely to result any damage to the property and so on.
- 4) Every employee shall take appropriate precautions against hazards and use safety devices and preventive measures.
- 5) Every employee shall ensure that the stock procurement and stocking of materials etc. do not get outdated. Periodical review shall be conducted to identify the materials, chemicals and consumables nearing expiry date and the concerned HOD and the management shall be apprised of the said juxta position and initiate appropriate action to avert such mishappening.
- 6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext, which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate, incite, or abet any form of strike, agitation or stoppage of work.
- 7) Employee shall not criticize the management in any form affecting of the reputation and image and he/she shall not comment on the functioning of the institution and academic activities to the detriment of the student



CODE OF CONDUCT AND DISCIPLINARY ACTION

- 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 unauthorizedly absent from duty or willful and deliberate, disobedience or flouting the orders of the higher authorities
- 2) An illustrative code of conduct applicable 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 engage in malpractice in examination nor instigate such act
 - f) He/She should not show negligence in the valuation of the answers of the students
 - g) He/She should not leave the institute premises during working hours without permission of Principal or Management
 - h) He /She should not remain absent or avail leave repeatedly without the prior sanction of the Principal
 - i) Without the permission of the Management he/she should not prepare or publish Manuals /Books/Guides/Journals
 - j) In his official capacity he/she should not accept gift from anybody on behalf of the College
 - k) He /She should not practice and instigate untouchability
 - l) He /She should not cause loss to the property of the college
 - m) He/ She should not act or abet in indecent behavior
 - n) He/ She should not involve in activities of violence or moral turpitude
 - o) He/ She should not misbehave with students, parents or Management personnel
 - p) He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the Permission of Management
 - q) He/She should not disobey the instructions/orders of the higher ups/ Management /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 behaviour or activity of an employee beyond the normal limits shall be viewed as misconduct or misbehaviour & 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.
- 6) Disciplinary authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehaviour, disobedience dereliction of duty, illegal Gratification etc or any other misdemeanours 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 applicable 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 The period there of with specific indication as to earning of Increments during the period of such reduction
 - g) Removal from service
 - h) Dismissal from service



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 misbehaviour in respect of such articles of charges and a list of documents by which and a list of witnesses with whom the charges could be sustainable in the form 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 management/ disciplinary authority shall proceed to constitute an enquiry committee to inquire into the charges levelled 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 of enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charge.
- 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 him 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) of rule 24 and order to that effect shall be served on the employee either in person or by post and obtain acknowledgement thereof.
- 4) All the procedural aspects for initiation 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



VISION

To become a respected and sought-after educational institution dedicated to preparing students to build learning organizations, develop their ability to be sustainable value generators for business and society as a whole and to work for an inclusive & sustainable global economy, through Quality Education and Research

MISSION

- 1) To nurture ethical & managerial competence by inculcating experiential learning
- 2) To sensitize an innovative learning environment, for an effective career growth/ opportunities
- 3) To foster and inculcate research among student through service learning and professional courses

STUDENT CODE OF CONDUCT

While attending college during regular hours or during college-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

- 1) Your first priority at college is to learn. Avoid distractions that interfere with the learning process
- 2) Be in the assigned class with reading/writing materials fully ready for the class sessions.
- 3) Keep hands, feet, and objects to yourself and never intentionally harm another student.
- 4) Use appropriate language and behaviour at all times while maintaining friendly and courteous behaviour.
- 5) Be polite and respectful to everyone including students, teachers, administrators, support staff, and visitors.
- 6) Follow individual teacher instructions, class rules, and expectations at all times.
- 7) Do not be a bully if you see someone being bullied, inform to the teachers, HOD or the Principal immediately
- 8) Do not become a distraction for others. Give every student the opportunity to maximize his or her potential, encourage your fellow students.
- 9) College attendance and participation in class are an essential part of the educational process. Regular attendance at college is necessary for success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. College attendance is the responsibility of students



- 10) Represent yourself in a manner that you will be proud. Take advantage of the opportunities you have at college. They will help you to be successful throughout your life.
- 11) Tests are held periodically in every subject. Attendance cum progress report of the examination will be given to the student. Students are responsible to get the reports signed by their parents
- 12) Students must not join any job (Day or Night), club, and society or involve in any engagements that would interfere with the studies without prior written permission of Principal.

ATTENDANCE POLICY

Missing a lot of class can create huge holes that could lead to academic failure. Attendance is one of the biggest indicators of college success. Students who attend college regularly are naturally exposed to more information than those who are routinely absent. Furthermore, absences can quickly add up

- 1) No student shall absent himself/herself from classes without the prior permission of the Class-teacher, HOD, or The Principal of the College.
- 2) Attendance is marked at the commencement of the class. Late comers, therefore, though permitted to attend class by the teacher concerned, will not be given attendance.
- 3) Students remaining absent for any reasons (personal, co/extracurricular activities) have to submit the student leave form duly signed within ten days of the leave period
- 4) When absence is caused by unforeseen events, application for leave must be submitted to the class-teacher as early as possible as and certainly not later than 3 days after return to the College. Genuineness of the absence will be decided by the HOD or the Principal.
- 5) For calculating attendance, each semester shall be taken as a Unit
- 6) A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75% in aggregate of the number of working periods in each of the subjects compulsorily. A student who fails to complete the course in the manner stated above shall not be permitted to take the university examination
- 7) Absence for medical issues will be considered only if the student submits a medical certificate along with the student leave form to the Class-teacher not later than 3 days after returning to the college. The Student shall claim attendance for the Medical leave only if the attendance during the time of taking the leave is 75% or more or the Principal will have the final authority on case-to-case basis



CELL PHONE POLICY

Cell Phone phones are banned in the college campus

- Students are advised not use the cell phones in the campus. If a student is found using the cell phone in the campus, it will be confiscated until the parent comes by to pick up the same
- The college or the personnel of the college cannot be held responsible for damage or loss of cell phone in the event.

DRESS CODE POLICY

Dress code policies are deemed essential because of the potential distractions that a student's fashion sense might cause.

- 1) Decent clothing appropriate in colleges
- 2) Hair colour should be a natural
- 3) Piercing is not allowed in college with the exception of ear piercing for girls
- 4) Low cut shirts/dress revealing in nature are not permitted

The following Dress Code Policy is to be adhered by all the students of TOCBM

Day of the Week	Dress Code
Monday	Uniform of TOCBM
Tuesday	Formal
Wednesday	Formal
Thursday	Uniform of TOCBM
Friday	Formal
Saturday	T-Shirt of TOCBM

Students found violating the dress code policies will be send back home or will lose the attendance for the entire day



VEHICLE POLICY

The Policy is initiated to create a safe learning environment for all the students in the campus.

It is hereby notified to the students of The Oxford Institutions that the Vehicle policy will have to be strictly adhered, to enter and park their vehicles in the Parking area of the college.

The following vehicles will not be allowed in the college campus

1. Four wheelers with tinted glass
2. Four wheeler and two wheeler which are modified other than the manufacturer
3. Any violation as per the MV Act of 1988 and 2019
4. Two wheeler with modifications to silencers, tyres, engine etc
5. Two wheelers and Four wheelers which has modified silencers or any part of the vehicle that creates noise more than the applicable limits and disturbs the serenity of the college
6. All or any of the occupants of the vehicle without valid College ID cards (Soft copy of the ID cards is not accepted)
7. Found violating the speed limit (Speed Limit in the College campus is 10 Kms\Hr)
8. Using horn and playing loud music
9. Parking vehicles in the non designated area of the campus
10. Alumni/Passed out students visiting the college for any kind of correspondence with the Institute
11. Students playing loud music or found inside the vehicle in the parking area

The Security at the College entrances (East and West) will have the authority to check and report back to the Heads of the Institution.

Any students found violating the rules, regulations and policies will be suspended or rusticated from the respective colleges