

The Oxford College of Business Management

HSR Layout, Bangalore

PROACTIVE DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI ACT,

2005

Manual 1

1. Objective / purpose of the institute / major objectives of the college are as follows

Management of education is a social process designed to ensure cooperation, participation, intervention and involvement of others in the effective achievement of given or determined objectives.

The following are the objectives

1. To create an integrated system that meets the higher educational needs of the society at large.
2. To work relentlessly towards community development through knowledge and technological skills.
3. To be efficient, effective, community acceptable and excel in education and service.
4. To impart knowledge and interact with organizations of similar interests in order to ensure global competency among students.
5. To induce paradigm shift in community that education is a prerequisite for human development and to inculcate the value system.
6. To reach the unreached and serve the under-served through education and thus contribute to nation development.
7. To be an active participant and to be actively involved in it.

2. Mission/ vision statement of the institute

Vision: To provide global standard educational opportunities for ethical and competitive professional management and unparalleled range of expertise across the field of business education to achieve the status of a world class educator.

Mission: Developing global knowledge leaders in the field of management through high quality business educational programs.

3. Brief history of the institute and the context of its formation:

The Oxford educational institutions established in the year 1974 is the brain child of our founder chairman late Sri S. Narasaraju, a renowned educationalist and philanthropist. The institution has been making great strides in imparting quality education. Under the aegis of Children's Education Society there are 35 different educational institutions covering the

gamut of needs from KG to PG course. The institutions have been able to channelize the thoughts of dedication under the dynamic leadership of our chairman Sri SNVL Narasimha Raju.

The BBA program of the Oxford college of Business management affiliated to Bangalore University incepted in 1994 has evolved in its strides into the most sought after business school which blends theory and application to impart quality education, moulding future managers to face the challenges of the ever-changing scenario of the global corporate world.

The B.Com program of the Oxford college of Business management permanently affiliated to Bangalore university was started in the year 2000 to empower students with knowledge and guidance that they need to become worthy management professionals. The college motivated and prepares the students for positions of leadership in business organizations at the national and international levels.

The MBA program of the oxford college of business management started in the year 1995 is approved by AICTE New Delhi and affiliated to Bangalore University. The department is having high level recognition from the University for achieving university ranks. Our students have defined their way to success in academics and extracurricular activities at both state as well as national levels. Highly qualified experienced and dedicated faculty team is working towards excellence.

The M.Com of The Oxford college of Business Management affiliated to Bangalore university was started in the year 2009 to create an avenue for employment in the academics and also to benefit industry by providing them with suitable trained persons in the field of accounting and finance.

The Research Centre affiliated to the Bangalore University incepted in the year 2013 offers Doctoral Programme (Ph.D.) in the field of Management. We provide a conducive academic environment for our doctoral students to contribute to the existing body of knowledge, by offering excellent research facilities to our doctoral students including a state-of-the-art library on management literature, journals and databases. Our objective is to Encourage and facilitate high quality, relevant research, teaching and external engagement with practice and policy through developing knowledge, expertise, resources and a supportive network for mentoring and career development.

4. Duties of the institute:

To engage in teaching and research according to the norms and regulations which are laid down by the higher authorities of the university based on recommendations of UGC.

5. Main Activities/Functions of the Institute :- Teaching and other extension activities .

- Teaching for UG & PG Courses based on lesson plans
- Offer Internships & scholarships to university students.

- Integrating the overall development ,implementation mentoring & assessment of students.
- Continious monitoring of various departmental activities .
- Innovation & quality determines the research activities of the institute which are open to new research approaches and issues.
- Conduct internal and External examination based on university norms.
- Conduct regular workshops & conferences in related management topic
- To conduct orientation classes for beginners to bring awareness on management subjects
- Organise industrial visits to students community to bridge the gap between corporate and academics
- Organise Talents & Sports Day to bring out the hidden talents of students.
- Conduct pre placement training & placement activities.
- Conduct various extension activities for students community (lake cleaning ,blood donation camp,go green awareness campaign,water harvesting awareness,gender sensitization etc)

6.List of services being provided by the institute with a brief write up on them.

The major services being provided are as follows: -

I) Teaching and Learning :

Pedagogy involves experiential learning through,

- Video based case study
- Role play
- Simulation exercise
- Management games
- ICT facilities

- Group discussion
- Field visit

II) Library services include students visiting library on regular basis. Use the E-Journal like J-Gate, EBSCO for Extended Learning. Students use the Wifi and internet facility and reprographic facilities at Library

III) IT services

Institution provides wifi facility for students and faculty. Also there is a full pledged computer lab and English lab for student community. Institution provides all relevant details at its Website WWW.the.oxford.edu.

IV) Skills training

Students are exposed to field visits, Real time simulation exercises, certification Program etc on business analytics, MS-Excel shall enhance the overall skills of the students

V) Hostel services

The college provides a very good ambience hostel facility for girls and boys separately.

Vi) Canteen services

The college provides canteen services to all stake holders of the intuitions.

Vii) Provision of lift, Electricity, water supply and other allied services are provided to all students and faculty.

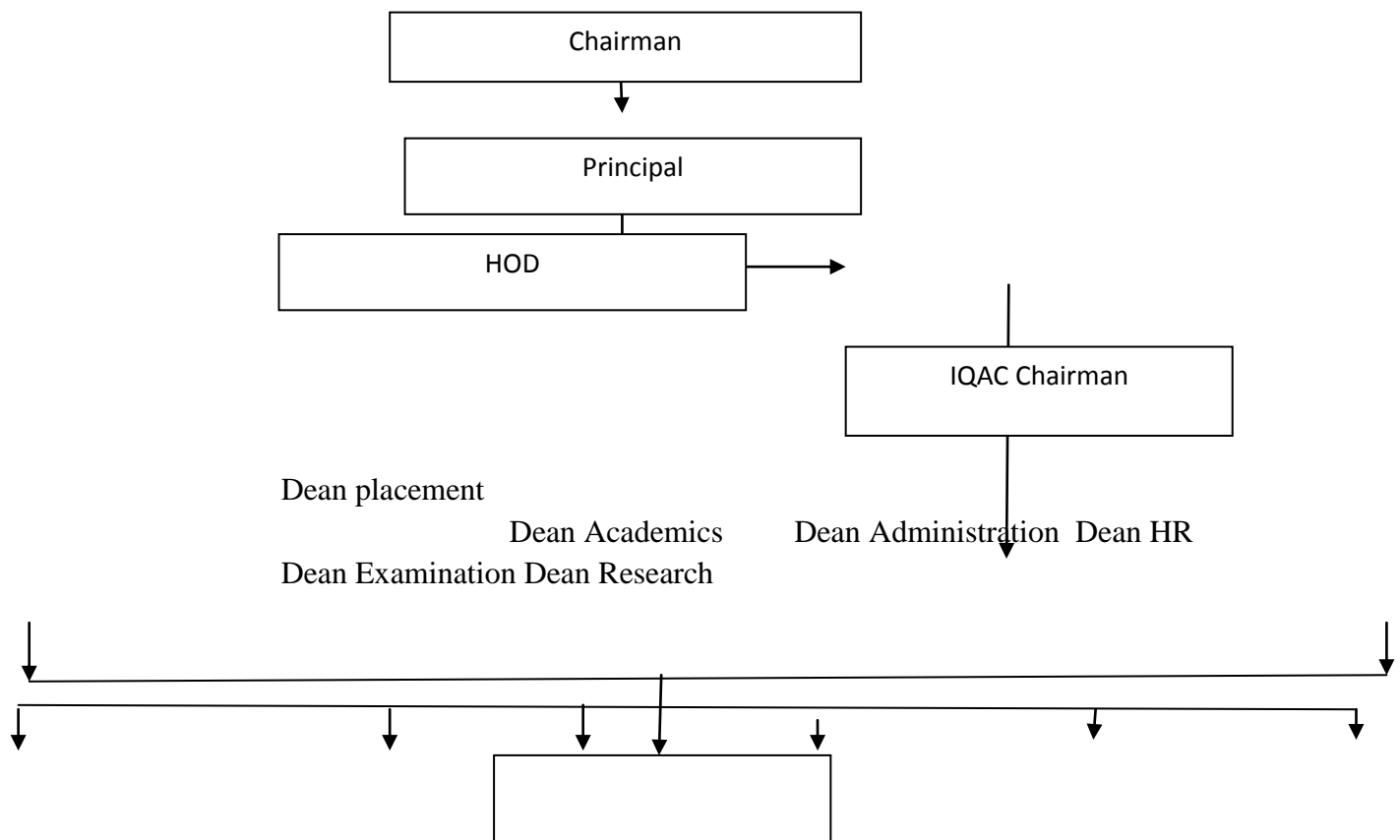
VIII) Research facility

The institution provides in-house research department for management, post graduates to prepare their doctorate level program offered by Bangalore University.

IX) Different committees were formed for the welfare of the students and overall development of institution.

- The different committees are
- Anti ragging committee
- Anti sexual harassment elimination committee
equal opportunity cell
- Grievance handling cell
- Student's welfare committee etc.

7. Organisation of the Institute :Organisational Structure



8. Expectation of the institute from the public for enhancing its effectiveness and Efficiencies.

Keeping in line with the vision and mission of the institution , the college continuously engages with various domains of the public for enhancing its effectiveness and efficiency. The college solicits inputs from students, Parents, University, Alumni and Corporates. The Institute encourages these stakeholders to give feedback and suggestions.

9. Arrangements and methods made for seeking public Participation/ contribution:

The extension activity clubs are empowered to initiate social reach activities to reach out to the public. The club organizes diabetes checkup camps, blood donation camps, Cleaning the lakes and neighborhood, marathons to create public awareness about social issues and donating the profits generated from the entrepreneurship events conducted by the college.

The college facilitates rigorous Academia-Industry interaction by actively engaging with the alumni and corporate to organize workshops, seminars and conferences. Faculty Development Programmes are organized at regular intervals to facilitate the faculty to upgrade their knowledge and skills.

The College has entered into many Memorandum Of Understandings (MOUs) with various training organizations to provide an opportunity to the students to take up various certification programmes to enable placement support.

10. Mechanism available for monitoring the service delay and public grievance resolution:

The college regularly monitors all the activities through Governing Council Body and Internal Quality Assurance Cell (IQAC).

11. Address:

The Oxford College of Business Management

No.32, 19th Main, 17th 'B' Cross, Sector IV

HSR Layout, Bangalore 560 102.

Tel: 080 – 3026 6301, 3026 6351

Fax: 080 – 30266349

Email: info@theoxford.edu, website : www.theoxford.edu

12. Working hours:

Monday to Friday : 9:30 am to 4:30 pm

Saturday : 9:30 am to 12:30 pm

Manual - 2:

The Powers and Duties of Officers and Employees: -

Sr. No.	Name	Designation	Duties
1.	Shri Narasimha Raju	Chairman	TOCBM Bylaws Bangalore
2.	DrMonoo John	Principal & Professor	TOCBM Bylaws Bangalore
3.	Prof Pratibha M R	Dean Administration and HOD PG Studies , IQAC coordinator	TOCBM Bylaws Bangalore University
4	MrJaisimha	HOD UG studies	TOCBM Bylaws Bangalore
5	Prof Kalavathy k S	Dean Academics and Coordinator of PG studies	TOCBM Bylaws Bangalore University

6	Prof Roshnijames	Dean HR and Placements	TOCBM Bylaws Bangalore University
7	Prof Vijaianand	Dean Examinations	TOCBM Bylaws Bangalore University
8	DrTarakarami Reddy	Dean Research	TOCBM Bylaws Bangalore University

Manual-3

(1) The Procedure followed for decision making process, including channels of supervision and accountability.

The important decisions are taken according to rules and regulations of the university acts and statutes which are public documents. The day-to-day matters of running the institute are decided by the Chairman, Principal and Deans having consultation with the colleagues. The Student Hand Book, Staff Manual, Bylaws of the College and various policy lay down the procedure followed for decision making process, including channels of supervision and accountability

(2) What are the arrangements to communicate the decision to the public?

Following are the arrangements: -

- Direct classroom communication
- Institute Notice Boards
- Institute Website: www.theoxford.edu
- Very important announcements are also done through news-paper
- Newsletters
- E Mail
- Bulk SMS

Manual-4:

The Norms set by it for the discharge of its functions: -

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name /Title of Document	Student Hand Book
Type of Document	Various rules and regulations for all programs.
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	Institute website and Office
Fee Charges by the department for rules regulations, instruction, manual and record (If any)	Free

Manual 5:

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:

Following are the manuals and records: -

- Admission register
- Admission guidelines
- University information record(both outward and inward)
- Students Handbook
- Employee Service Manual
- Furniture and fixtures record
- Stock register
- Scholarship record
- Statements of P/L account and Balancesheet
- Library Accession register
- Stock register in library
- Faculty movement Register
- Attendance register for faculty and students
- Leave Application record
- Service register for faculty

Manual 6:

A Statement of the Categories of Documents that are held by it or under its control:

- Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Sr. No	Category of the Document	Name of the Documents and its introduction in online	Procedure to obtain the Document	Held by/ under control of Director of the school
1	Admission	N.A.	As Per institutional policies	College Office
2	Faculty	N.A.	As Per institutional policies	College Office
3	Attendance			
4	Service Register	N.A.	As Per institutional policies	College Office
5	Stock Register	N.A.	As Per institutional policies	College Office
	Student handbook	N.A.	As Per institutional policies	College Office
6	Scholarship Disbursement register	N.A.	As Per institutional policies	College Office

Manual-7:

The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (yes / no)	Arrangements for seeking public participation.
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Not Applicable

The institution involves all its stakeholders in planning, implementing and evaluations of academic programs. A few aspects in this regard are mentioned below.

The governing body meets twice a year to plan for academic activities and evaluates the entire academic programs of the institution. This meeting is convened in the presence of academic council member from the university.

Semester plans and teaching plans, calendar of events are prepared after discussions in IQAC meetings conducted by IQAC Chairman

The follow up of lesson plans, calendar of events is constantly reviewed in department meetings.

Feedback is collected at the end of every semester from every stakeholder viz parents alumni and students.

Regular PTA meetings are conducted every semester where parents are made aware of the institutional activities and invites suggestions for improvement

Manual 8:

A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons constituted as its part those Boards, Councils, Committees and other Bodies are open Minutes of such Meetings are Accessible for Public:

Information is available at the college office. Last five years AQAR, minutes of IQAC meetings and ATR is available on institution website.

Manual 9

A Directory of its Officers and Employees.

A directory of its officers and employees information available on the institutional website

Manual 10

The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations information available are at the institute office.

Manual 11

The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made

Information available at college office

Manual 12

The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes

The manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programs. 50 % fee waiver for second year degree students who have topped in their first years and 100% fee waiver for 3rd year students who have topped in their second year degree. Toppers of all courses are rewarded by scholarship from The Oxford endowment fund. Arnd holders of the university are felicitated with suitable rewards.

Manual 13

Particulars of recipients of concessions, Permits or Authorizations granted by it.

Particulars of recipients of concession/ permits/ authorizations granted by it available at office.

Manual 14

Details in respect of the information available to or held by it reduced in electronic form www.theoxford.edu

Manual 15

The Particulars of Facilities available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, if Maintained for Public use.

www.theoxford.edu

Manual 16

Sl. No	Dept/organization	Name	Designation	Tel No	Fax No	E-Mail
	The Oxford educational institution	SNVL Narasimha Raju	Chairman	0803041 0500	0802244649 9	chairman@theoxford.edu
	The oxford college of business management	Dr.Monoo John	Principal	0803026 6353	9803026634 9	principalbmg@theoxford.edu

The names and designations and other particulars of the public information officers

Manual 17

Such Other Information as may be prescribed; and thereafter update these Publications every year through college web portal.

