

## DISCIPLINARY COMMITTEE

<b>Action Taken Report of Universities/Institutions to prevent caste based discrimination</b>				
Name of the University/Institution : Padua College of Commerce and Management, Nanthur Mangalore				
Sl. No.	Item	Action Taken		
		SC	ST	OBC
1	Whether the University/Institution has constituted any committee to look into the staff give details thereof.	Yes	Yes	Yes
		Disciplinary Committee looks into the issue		
2	Whether the University/Institution has developed a page on the website for lodging complaints of caste based discrimination by SC/ST/OBC students? Give URL and details thereof.	No	No	No
3	Whether the University/Institution is maintaining the Complaint Register and the mode of action taken on the complaint of caste based discrimination.	Yes	Yes	Yes
		Action is taken on the basis of suggestions given by the Disciplinary Committee		
	I. Number complaints received during the last one year.	Nil	Nil	Nil
	II. Out of the total complaints received number of complaints (Number).	N.A	N.A	N.A
	III. Whether any suicidal type of action reported in the complaints (number).	N.A	N.A	N.A
	IV. Action taken in case incident comes to the notice of the authority against official/faculty.	N.A	N.A	N.A
4	Whether the University/Institution has any Cell to look into the complaints of discrimination against SC/ST/OBC received from the affiliated/constituent college.	Yes	Yes	Yes
		Student Grievance Redressal Committee		
	I. Mode of solving the College problems.	Nil	Nil	Nil
	II. Number of complaints received and solved.	Nil	Nil	Nil
	III. Type of instructions issued to the College against caste discrimination.	--	--	--

### Disciplinary Committee Members

1. Rev. Fr. Alwin Serrao – Principal
2. Mr. Roshan Santhumayor - Vice-Principal
3. Mr. Francis D'Cunha – External Member
4. Mr. Shridhar - Class Main Coordinator
5. Mrs. Zeena Cornelio - Class Main Coordinator

### Students Grievance Redressal Committee Members

1. Principal
2. Vice-Principal
3. Class Main Coordinators &
4. Concerned Class Asst. Coordinators

  
**Principal**  
**Principal**

Padua College of Commerce and Management,  
Nanthur, Mangalore - 575 004



DISCIPLINARY COMMITTEE  
REPORT FILE  
PADUA COLLEGE OF  
COMMERCE & MANAGEMENT

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**CLASSIC**

Office File - Thickest Tag

No: 2640

MC 8 / 19

2019-2020

# Padua College of Commerce and Management

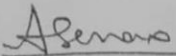
Kadri Hills, Nanthur, Mangalore, 575004

DISCIPLINARY COMMITTEE, 2019-2020

The members of this Committee for the academic year 2019-20 are:

1. Fr. Alwin Serrao (Principal)
2. Mr.Roshan Santhumayor (Vice-Principal)
3. Mr.Francis D`Cunha (External Member)
4. Mr.Shridhar (Faculty, Dept.Economics)
5. Mrs.Zeena Cornelio (Faculty, Dept. Commerce)

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Principal

Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



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**PADUA COLLEGE OF COMMERCE & MANAGEMENT**

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)  
(A Unit of Catholic Board of Education)  
Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

March 02, 2020

**Minutes of the meeting of "The Disciplinary Committee"**

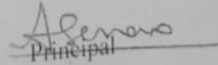
The meeting of "The Disciplinary Committee" was held on 02 March 2020 at 4.00P.M in Room No. 1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Roshan Santhumayor (Vice-Principal)
3. Mr. Francis D'Cunha (External Member)
4. Mr. Shridhar (Faculty Dept. Economics)
5. Mrs. Zeena Cornelio (Faculty Dept. Commerce)

**Discussions:**

An evaluation of the discipline in the College campus was analyzed in this meeting. After a lot of deliberations and discussions it was concluded that the discipline of the students have improved under the guidance of the staff. The floor in-charges are very vigilant and are proving very helpful in maintaining the order in the Campus, even the using of cell phones have reduced in the College campus. The incident rate has also been dropped to zero this semester. Our Principal appreciated everyone for their efforts in maintaining the discipline in the College premises.

  
Principal

Principal  
Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



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Ref. :

Date : .....

June 21, 2019

**Minutes of the meeting of "The Disciplinary Committee"**

The meeting of "The Disciplinary Committee" was held on 21 June 2019 at 3.45P.M in Room No. 1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Roshan Santhumayor (Vice-Principal)
3. Mr. Francis D'Cunha (External Member)
4. Mr. Shridhar (Faculty Dept. Economics)
5. Mrs. Zeena Cornelio (Faculty Dept. Commerce)

**Discussions:**

This meeting was held in the beginning of the academic year to ensure that there will be discipline in the College Campus. It was decided that the class co-ordinators were mainly responsible for the discipline of their respective class. It was informed to impart information regarding the rules and regulations to the students in the classes. Principal has already enlightened about the rules and regulations and also regarding the consequences if the rules are broken. PTA meeting was also a platform to inform the parents regarding the irregularity or indiscipline of the students. The meeting was adjourned with the instructions to keep our eyes and ears always open in order to avoid situation of indiscipline.

*A Sena*  
Principal

Principal  
Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



Ph: 0824-2217711

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Email: paduadegreecollege@gmail.com

Ref.:

Date:.....

01-06-2019

## Letter of Appointment

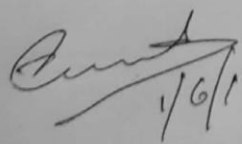
To,

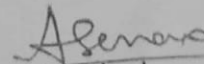
Mr Francis D'Cunha  
Head Master, Padua High School  
Mangalore.

Respected Sir,

As it is mandatory to have an External Member in "Disciplinary Committee", Padua College of Commerce and Management is appointing you as the member of this committee for the academic year 2019-2020.

We request you to consider this as an appointment letter and to attend the committee meetings which will be held twice in a year. We request your utmost co-operation and dedication.

  
1/6/19

  
Principal

Principal

Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004

2018-2019



# Padua College of Commerce and Management

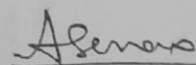
Kadri Hills, Nanthur, Mangalore, 575004

DISCIPLINARY COMMITTEE, 2018-2019

The members of this Committee for the academic year 2018-19 are:

1. Fr. Alwin Serrao (Principal)
2. Mr.Roshan Santhumayor (Vice-Principal)
3. Mr.Francis D'Cunha (External Member)
4. Mr.Shridhar (Faculty, Dept.Economics)
5. Mrs.Zeena Cornelio (Faculty, Dept. Commerce)

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Principal

Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



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mail : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

January 07, 2019

**Minutes of the meeting of "The Disciplinary Committee"**

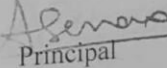
The meeting of "The Disciplinary Committee" was held on 07 January 2019 at 4.00P.M in Room No. 1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Roshan Santhumayor (Vice-Principal)
3. Mr. Francis D'Cunha (External Member)
4. Mr. Shridhar (Faculty Dept. Economics)
5. Mrs. Zeena Cornelio (Faculty Dept. Commerce)

**Discussions:**

As there were few programs like Sports Day, College Day, Padua Verve in this semester, it was decided to concentrate on discipline of the students specially on these days. It was decided to keep attendance on both Sports day and College day so as to involve the students in these days and also not to use phones during the formal programs, a pep talk was decided to be given to every class by the Principal regarding the maintenance of discipline on these days. Disciplinary duties were allotted to staff members to avoid unforeseen situations. Floor in-charges were requested to continue their regular duties on normal days.

  
Principal

Principal  
Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



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Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

July 24, 2018

**Minutes of the meeting of "The Disciplinary Committee"**

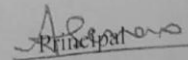
The meeting of "The Disciplinary Committee" was held on 24 July 2018 at 3.45P.M in Room No. 1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Roshan Santhumayor (Vice-Principal)
3. Mr. Francis D'Cunha (External Member)
4. Mr. Shridhar (Faculty Dept. Economics)
5. Mrs. Zeena Cornelio (Faculty Dept. Commerce)

**Discussions:**

The information parted in this meeting were to fulfill the floor in-charge duty promptly as few disturbances have been noticed during the break period and also the lecturers were informed to go to class on time to avoid being late and giving opportunity to the students to do mischief. The undertaking form policy which will be signed by the parents and students was requested to be continued even in the future years as this will bind the parents and students to their actions. It was informed to bring to the notice of the Principal if a student is continuously absent for a period exceeding 3 days. The meeting was adjourned by requesting the staff to continue the dedicated work of maintaining discipline in the College Campus

  
Principal

Principal  
Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



Ph: 0824-2217711

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Email: paduadegreecollege@gmail.com

website:www.paduadegreecollege.org

Ref:.....

Date:.....

01-06-2018

### Letter of Appointment

To,

Mr Francis D'Cunha  
Head Master, Padua High School  
Mangalore.

Respected Sir,

As it is mandatory to have an External Member in "Disciplinary Committee", Padua College of Commerce and Management is appointing you as the member of this committee for the academic year 2018-2019.

We request you to consider this as an appointment letter and to attend the committee meetings which will be held twice in a year. We request your utmost co-operation and dedication.

copy received  
Sent  
1/6/18

*A. Senara*  
Principal

Principal

Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004

2017-2018

## **Report of the Enquiry Committee**

As per the reference to the enquiry committee by the Principal regarding indiscipline behavior of Nishal and Manjunatha, on 21/12/2017 afternoon at college veranda. The enquiry has been conducted in 2 sittings- (1) on 03/01/2018 and (2) on 05/01/2018.

**Regarding Manjunatha:** The student appeared before the committee with written apology letter. He regretted his behavior. When the committee pointed out his previous apology letters and habitual misconduct, the student accepted his past misconduct and asked the committee to give him a last chance. The committee members advised him properly and asked the student to get the information from the parents in writing. The student appeared before the committee on 5<sup>th</sup> January with his mother Mrs. Renuka. Mrs. Renuka affirmed the apology of her son and pleaded the committee to give last chance to her son on her responsibility. She asked the management to dismiss the student if the misbehavior act of her son continues. The student accepted the condition : if readmitted to the college- (a) he should study well and get good marks in the coming semester, (b) he should himself behave well and inform the college authorities any misbehavior of his friends and classmates, (c) he should strive to contribute for the reputation of the Institution by his good deeds.

**Recommendation regarding this Event:** The committee recommends the Principal to consider the written letters by the student and his mother and the noting of this committee to take suitable action under the University guidelines and the institutional disciplinary norms.

**Regarding Nishal:** The student appeared before the committee with written apology letter. He regretted his behavior. When the committee pointed out his previous apology letters and habitual misconduct, the student accepted his past misconduct and asked the committee to give him a last chance. The committee

members advised him properly and ask the student to get the information from the parents in writing. The student appeared before the committee on 5<sup>th</sup> January with his uncle Mr. Santhosh. Mr. Santhosh affirmed the apology of his nephew and pleaded the committee to give last chance to her son on his responsibility. He asked the management to dismiss the student if the misbehavior acts of his nephew continues. The student accepted with the condition: if readmitted to the college- (a) he should study well and get good marks in the coming semester, (b) he should himself behave well and inform the college authorities any misbehavior of his friends and classmates, (c) he should strive to contribute for the reputation of the institution by his good deeds.

The student has been asked to attend counseling session by an expert and report one of the lecturer's in the college within 10 days for behavior corrections. The matter has to be kept confidential by concerned person.

**Recommendation regarding this Event:** The committee recommends the Principal to consider the written letters by the student and his uncle, and the noticing of committee to take suitable action under the University guidelines and the institutional disciplinary norms.

Signature of the committee members:

1. Mr. Francis DCunha  
Head Master  
Padua High School.

  
6/1/18

2. Mr. Shridhara,  
Lecturer

  
6/1/18

3. Mr. Rahul  
Lecturer

  
6/1/18

Padua College of Commerce and Management.



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Nanhiat, Mangalore - 575 004

Email: paduadegreecollege@rediffmail.com

Phone: 0824 2225109  
2222161  
Website: www.paduacollege.com

Ref: .....

Date: .....

21 December 2017

**TO ALL STAFF AND STUDENTS OF**  
**PADUA COLLEGE OF COMMERCE AND MANAGEMENT**

It is hereby notified to all that MANJUNATHA (Reg No. 163950178) and NISHAL (Reg No. 163950128), both students of II B.COM A, shall remain suspended from college till 6<sup>th</sup> January 2018 as they were found fighting during the lunch break on 21<sup>st</sup> December 2017 and have caused indiscipline in the college premises.

A Committee of 3 Members has been formed to do the enquiry and who will submit the report by 5<sup>th</sup> January 2018.

**Committee:**

1. Mr. Francis D'Cunha, Headmaster, Padua High School
2. Mr. Shridhara
3. Mr. Rahul

  
Principal

Principal  
Padua College of Commerce and Management  
Nanhiat, Mangalore - 575 004

- Copy to: 1. Mr. Francis D'Cunha, Headmaster, Padua High School  
2. Mr. Shridhara  
3. Mr. Rahul



From:

Tyson. Melroy. D'Souza  
IInd B. Com-A  
Padua College of Commerce  
and Management.

To,

The Principal  
Padua College of Commerce  
and Management.

Respected Sir,

Subject: Apology Letter.

As I was entering the class in the morning I got the news that Mishal said me that He will hit me. So that I just ~~was~~ went to ask him that ~~an~~ did you say ~~is~~ that. At the time he was rash & came to hit me & he pushed me & so that I hit him. ~~later~~. So that I want to Apologize.

THANK YOU

Date: 25/1/2018

your's obediently

Tyson