

# PADUA COLLEGE OF COMMERCE & MANAGEMENT



**NANTHUR, MANGALORE - 575 004**

PH: 2217711, 2222161 FAX: 2217711,

Email: paduadegreecollege@yahoo.com, paduadegreecollege@gmail.com

Website : www.paduainstitutions.com

ESTD : 2011



PADUA COLLEGE OF COMMERCE & MANAGEMENT

## PROSPECTUS & CALENDAR

2015-16



**CHAMPIONS TROPHY (III B.Com)**

### BEST OUTGOING STUDENTS



**Johnson Mascarenhas**  
III BCom



**Ashalatha**  
III BBM

### SPORTS INDIVIDUAL CHAMPIONSHIP



**Ashalatha**  
III BBM



**Melcome J. Lobo**  
III BCom

Prasad Printers, Kulshekar, Mangalore. Ph: 0824-2232536, 2232356



## PATRON

### ST. ANTONY OF PADUA



St. Antony of Padua the role model and patron saint of our College was born in Lisbon, Portugal in the year 1195 on 15th of August. St. Antony was the son of a Knight and of royal lineage. His mother was a devout lady and it is she who inculcated in him the feelings of piety and devotion, charity and humility. For a young lad, who mainly spent his time studying scriptures and doing menial tasks. He astounded every one with his ability to preach.

He was blessed with gift of tongues, the power to cure the sick, restore broken limbs, lull the storms, raise the dead to life and the charism of finding the lost things. As a preacher, St. Antony used to preach at a place called Padua in Italy and hence came to be known as 'St. Antony of Padua'. Under his mantle, we have named our educational institution as Padua College of Commerce and Management.

## VISION

An integral development of whole human person guided by value based quality higher education to help the students to evolve into competent citizens of the nation to be of better service to the society.

## MISSION

In keeping with this vision statement, Padua College of Commerce and Management has the following mission:

1. To instill and sustain in the students a lasting desire to seek knowledge and to impart to them the basic human values and skills to acquire it.
2. To inculcate team spirit and leadership skills in the students to ensure success in their professions and to assume career responsibilities.
3. To instill in the students a deep sense of pride for the nation and its culture along with a progressive and global outlook.
4. To produce future citizens of moral integrity who uphold the values enshrined in the Constitution, without prejudices to the religion.
5. To train men and women who go on expanding their consciousness.
6. To foster creative ability and critical thinking.
7. To develop a sense of concern towards the poor and the weak.

TO BE FILLED IN BY THE PARENT OR GUARDIAN

Phone : } College (0) : 2217711 Principal : 222 2161  
 Email : paduadegreecollege@yahoo.com Website : www.paduainstitutions.com  
 paduadegreecollege@gmail.com

Name of Student : ..... Division : .....  
 Class : ..... Ph : .....  
 Father's Name : ..... Ph : .....  
 Mother's Name : ..... Ph : .....  
 Gardian Name (If any) : ..... Ph : .....  
 Home Address : .....  
 .....  
 Phone : (R) ..... (Cell) .....  
 Hostel/PG Address .....  
 .....  
 ..... Phone Hostel/ PG .....  
 Blood Group .....  
 Specimen Signature of Father : .....  
 Mother : .....  
 Guardian : .....

After filling this page please return it to the Class Co-ordinator before 25th of June



## PRAYER BEFORE CLASS

God our heavenly father, we are in your presence. We thank and praise you. Help us and guide us during this period of study for your greater glory. Amen.

## PRAYER AFTER CLASS

God our heavenly father, we thank you and praise you for all the benefits during the hour of our study. Bless us and our teacher. Amen.

## ಕಾಲೇಜು ಪ್ರಾರ್ಥನೆ

ಜಯಶು ಜಯಶು, ದೇವ ನಿನ್ನ ಪುಣ್ಯ ನಾಮವು  
ದೇವ ನಿನ್ನ ಪಾದಕ್ಕೆ ಶಿರವ ಬಾಗಿ ನಮಿಸೆವು  
ಮನದೊಳಗಿನ ದುರ್ವಿಚಾರಗಳನು ನೀಗಿಸು  
ವಿನಯ ಶೀಲರಾಗುವಂತೆ ವರವ ಪಾಲಿಸು |  
ಪರರ ಹಿತವ ಬಗೆವ ಮತಿಯ ಮನದಿ ಮೂಡಿಸು  
ಸರಳ ಮಾರ್ಗದಲ್ಲಿ ನಡೆಯೆ ಬೆಳಕ ತೋರಿಸು |  
ನಮ್ಮ ನಡೆಯ ನಮ್ಮ ನುಡಿಯ ಅಮರವಾಗಿರಿಸು |  
ನಮ್ಮ ಓದು ಪೂರ್ಣವಾಗುವಂತೆ ಕರುಣಿಸು |  
ಪಾದುವ ಕಾಲೇಜು ವಿದ್ಯಾರ್ಥಿಗಳೆಲ್ಲ ಬೇಡಿಕೊಳುವೆವು  
ಬೇಡಿಕೊಳುವೆವು, ಬೇಡಿಕೊಳುವೆವು.

## Introduction :

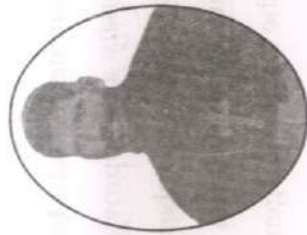
Padua College of Commerce and Management is affiliated to Mangalore University and approved by the Government of Karnataka as per the order number ED25UDV 2011. This is a Religious Minority Institution run by the Catholic Board of Education under the Local Management of Bendur parish. It is a premier institution which imparts value based quality education to all without distinction of caste and creed. Our College aims at allround development of physical, intellectual and emotional life of the students.

This Institution is situated beside the National Highway-66 close to Kadri Park. It stand on calm and serene Kadri hills, surrounded by natural green environment. The institution helps students to create harmonious socieity by inculcating in them various moral and human values. It offers B.Com and B.B.M., three year duration under graduate courses.

## COLLEGE MOTTO

*The motto of this Institution is ' Vincit Labor' which means 'success through hard work'. We expect every student to live up to this motto. No stone should be left unturned in the quest for education. The chief objective of this Institution is to provide men and women to the society who inspired by education are ready to serve the mankind with zeal.*

## HISTORY OF THE INSTITUTION



**Rt Rev. Dr. Victor R. Fernandes**  
Bishop of Mangalore (1931-1955)

### The Founder

Padua School was founded as Secondary School by the then Mangalore Bishop Rt. Rev. Victor R. Fernandes on 1-6-1944, for the students of the rural areas.

Padua Primary School was founded on 1-6-2000 as per Registration No.3/2001-02 dtd. 30.8.2001.

The Govt. of Karnataka upgraded the High School into a Pre University College on 20-5-2000, to admit both the Boys and Girls.

The PU College was raised to the status of a Degree College with B.Com and B.B.M courses from June 15th 2011 as per the order number ED25UDV 2011. The College is affiliated to Mangalore University and recognized by Govt of Karnataka, Ministry of High Education.

It is an unit of Catholic Board of Education and locally managed by the Bendur Parish. The new degree block was inaugurated on 25th November 2011 by our Bishop Most Rev. Dr Aloysius Paul D'Souza. The Vice Chancellor of Mangalore University Prof. T.C. Shivashankar Murthy was present.

## CALENDAR 2015-2016

JUNE 2015							JULY 2015						
1	Mon						1	Wed					Student Committee Club Inauguration
2	Tue						2	Thu					
3	Wed						3	Fri					
4	Thu						4	Sat					Carrom Competition
5	Fri						5	Sun					*
6	Sat						6	Mon					
7	Sun						7	Tue					
8	Mon						8	Wed					
9	Tue						9	Thu					Singing (solo/duet)
10	Wed						10	Fri					World Population Day
11	Thu						11	Sat					Throw ball/ Valley ball match
12	Fri						12	Sun					*
13	Sat						13	Mon					
14	Sun						14	Tue					
15	Mon						15	Wed					
16	Tue						16	Thu					Singing Competition (group)
17	Wed						17	Fri					
18	Thu						18	Sat					Inter Class Football Match
19	Fri						19	Sun					*
20	Sat						20	Mon					
21	Sun						21	Tue					
22	Mon						22	Wed					
23	Tue						23	Thu					PTA Gen. Body Meeting
24	Wed						24	Fri					
25	Thu						25	Sat					Staff Enrichment programme
26	Fri						26	Sun					*
27	Sat						27	Mon					I Internal Exams
28	Sun						28	Tue					"
29	Mon						29	Wed					"
30	Tue						30	Thu					"
31	Wed						31	Fri					

All Sundays and days \* marked are holidays. Rest are Class days.



AUGUST 2015		SEPTEMBER 2015	
1 Sat	Cooking Competition	1 Tue	
2 Sun *		2 Wed	
3 Mon		3 Thu	Collage / Drawing Competition
4 Tue		4 Fri	
5 Wed		5 Sat	Teacher's Day
6 Thu		6 Sun *	
7 Fri		7 Mon	
8 Sat	Inter Class Cricket Match	8 Tue	Nativity of Mary
9 Sun *		9 Wed	
10 Mon		10 Thu	
11 Tue		11 Fri	
12 Wed		12 Sat	
13 Thu	Flower India Competition	13 Sun *	
14 Fri	Cross Country Race	14 Mon	Ind Internal Exam
15 Sat	Independence Day	15 Tue	"
16 Sun *		16 Wed	"
17 Mon		17 Thu	
18 Tue	World Photography Day	18 Fri	
19 Wed		19 Sat	
20 Thu	Talents Day	20 Sun *	
21 Fri		21 Mon	International Day of Peace
22 Sat		22 Tue	
23 Sun *		23 Wed	
24 Mon		24 Thu	World Health Day
25 Tue	Women's Equality Day	25 Fri	
26 Wed		26 Sat	
27 Thu		27 Sun *	
28 Fri	National Sports Day	28 Mon	
29 Sat		29 Tue	
30 Sun *		30 Wed	
31 Mon			
All Sundays and days * marked are holidays. Rest are Class days.			

OCTOBER 2015		NOVEMBER 2015	
1 Thu		1 Sun	* Kannada Rajyotsava
2 Fri	* Gandhi Jayanthi	2 Mon	
3 Sat	End of I,II Sem Class	3 Tue	
4 Sun *	World Animal Day	4 Wed	
5 Mon		5 Thu	
6 Tue		6 Fri	
7 Wed		7 Sat	
8 Thu		8 Sun *	
9 Fri		9 Mon	
10 Sat		10 Tue	* Naraka Chaturdashi
11 Sun *		11 Wed	* Deepavali / Education Day
12 Mon	* Mahalaya Amavasya	12 Thu	* Balipadyami
13 Tue	Semester Exam Begins	13 Fri	
14 Wed		14 Sat	Children's Day
15 Thu		15 Sun *	World Diabetes Day
16 Fri		16 Mon	
17 Sat		17 Tue	
18 Sun *		18 Wed	
19 Mon		19 Thu	
20 Tue		20 Fri	
21 Wed		21 Sat	
22 Thu	* Ayudha Pooja	22 Sun *	
23 Fri	* Vijayadashami	23 Mon	
24 Sat	* Moharam	24 Tue	
25 Sun *		25 Wed	
26 Mon		26 Thu	
27 Tue	* Valmiki Jayanthi	27 Fri	
28 Wed		28 Sat	* Kanakadasa Jayanthi
29 Thu		29 Sun *	
30 Fri		30 Mon	
31 Sat			
All Sundays and days * marked are holidays. Rest are Class days.			



DECEMBER 2015			JANUARY 2016		
1	Tue	Commencement of II IV, VII Sem. Class/ World AIDS Day	1	Fri	* New Year
2	Wed		2	Sat	Re-opening
3	Thu	Worlds Handicapped Day	3	Sun	*
4	Fri		4	Mon	
5	Sat		5	Tue	
6	Sun	* Career Guidance Day	6	Wed	
7	Mon		7	Thu	
8	Tue		8	Fri	
9	Wed		9	Sat	
10	Thu	Human Rights Day/ Seminar	10	Sun	*
11	Fri		11	Mon	
12	Sat		12	Tue	National Youth Day
13	Sun	*	13	Wed	
14	Mon		14	Thu	* Makara Sankranthi
15	Tue		15	Fri	"Padua Verve"-An Inter Collegiate Commerce Fest
16	Wed		16	Sat	
17	Thu	Sports Day	17	Sun	*
18	Fri		18	Mon	
19	Sat		19	Tue	
20	Sun	*	20	Wed	
21	Mon		21	Thu	
22	Tue		22	Fri	
23	Wed	Farmer's Day (Kisan Divas)	23	Sat	
24	Thu	* Id-Milad	24	Sun	*
25	Fri	* Christmas Day	25	Mon	Ist Internal Exam
26	Sat	Christmas Vacation	26	Tue	* Republic Day
27	Sun	*	27	Wed	Ist Internal Exam
28	Mon		28	Thu	
29	Tue		29	Fri	
30	Wed		30	Sat	Matyr's Day
31	Thu		31	Sun	*

All Sundays and days \* marked are holidays. Rest are Class days.

FEBRUARY 2016			MARCH 2016		
1	Mon		1	Tue	
2	Tue		2	Wed	
3	Wed		3	Thu	
4	Thu		4	Fri	
5	Fri		5	Sat	Industrial Tour for III Year Students
6	Sat		6	Sun	*
7	Sun	*	7	Mon	
8	Mon		8	Tue	International Women's Day
9	Tue		9	Wed	
10	Wed		10	Thu	
11	Thu		11	Fri	
12	Fri		12	Sat	
13	Sat	College Day	13	Sun	*
14	Sun	*	14	Mon	IInd Internal Exam
15	Mon		15	Tue	
16	Tue		16	Wed	
17	Wed		17	Thu	
18	Thu		18	Fri	
19	Fri		19	Sat	
20	Sat		20	Sun	*
21	Sun	*	21	Mon	
22	Mon		22	Tue	
23	Tue		23	Wed	
24	Wed		24	Thu	
25	Thu		25	Fri	
26	Fri		26	Sat	
27	Sat		27	Sun	*
28	Sun	*	28	Mon	
29	Mon		29	Tue	
30	Tue		30	Wed	
31	Wed		31	Thu	

All Sundays and days \* marked are holidays. Rest are Class days.



APRIL 2016							MAY 2016						
1	Fri						1	Sun	*	Workers Day			
2	Sat	Send off for IIIrd Year Students					2	Mon					
3	Sun	*					3	Tue					
4	Mon						4	Wed					
5	Tue						5	Thu					
6	Wed						6	Fri					
7	Thu	World Health Day					7	Sat					
8	Fri	* Ugadi					8	Sun	*	Mothers Day			
9	Sat						9	Mon					
10	Sun	*					10	Tue					
11	Mon	Commencement of II, IV, VI Sem. Exams					11	Wed					
12	Tue						12	Thu					
13	Wed						13	Fri					
14	Thu	* Ambedkar Jayanthi					14	Sat					
15	Fri						15	Sun	*				
16	Sat						16	Mon					
17	Sun	*					17	Tue					
18	Mon						18	Wed					
19	Tue						19	Thu					
20	Wed						20	Fri					
21	Thu						21	Sat					
22	Fri						22	Sun	*				
23	Sat						23	Mon					
24	Sun	*					24	Tue					
25	Mon						25	Wed					
26	Tue						26	Thu					
27	Wed						27	Fri					
28	Thu						28	Sat					
29	Fri						29	Sun	*				
30	Sat						30	Mon					
31	Tue						31	Tue					

All Sundays and days \* marked are holidays. Rest are Class days.

## PLEASE TAKE SPECIAL NOTE

**Ragging is a major offence.** Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the College. No justification in this regard is acceptable.

Without obtaining prior permission from the Principal, no picnics, send-off parties and get-togethers in which our College students are involved, either in the campus or in any other place are to be organised. Strict disciplinary action will be taken against those who violate these rules.

Taking tuition outside the College is strongly discouraged. Students who have difficulty in any subject are recommended to approach the lecturers for help. They are also advised to attend remedial classes organised for such students after the usual classes.

75% attendance in each subject is compulsory to appear for the semester examinations. Condoning the attendance with a fine for those who have less than 75% but above 60% is withdrawn from this year.

### General Rules and Regulations

Classes will be held between 8.45 a.m. to 4.00 p.m. from Monday to Friday and between 8.45 a.m. to 12.15 pm on Saturday.

Club activities will be held on every Thursday from 2.00 p.m. to 4.00 p.m.

Late comers can enter the class only if permitted by a lecturer. They may be marked present at the end of the hour only if there was sufficient reason for being late. In this case an entry in the calendar will be made in order to enter the class. Those who depend on public conveyance to come to the college, should leave their home early



enough to avoid peak hours and be at the college well in time.

- A Lecturer has the right to change the place of a student, to send him out of the class or to cut the attendance without giving any reason, if a student misbehaves in the class. However the student can meet the concerned lecturer in the staff room to settle the matter.
- Use of Mobile phone inside the building premises is strictly prohibited. Mobile phone should be **in switched off mode** inside the building premises. If anybody found using the cell phone will be fined progressively starting with Rs. 1000/- or mobile phone will be confiscated and returned only after the semester examination.
- During the class, lecturer's permission is needed to move away from one's place or to leave the room.
- Punctuality and regular attendance is essential for the formation of character and is therefore insisted upon. Leave of absence from college should be obtained from the concerned authority. Unforseen absence must be justified on return before entering the class with a note of excuse from the parent or guardian. A medical certificate from a Government Doctor should be furnished especially when a student is absent for a long time due to illness. **A medical certificate however does not entitle a student for attendance.**
- Serious notice will be taken of absence without leave from the college examinations and at the re-opening of the classes after the holidays. In the case of illness, the production of a medical certificate shall be required. Parents have to inform of the absence of their ward on the same day of the examination. Re-exam may be conducted with a extra exam fees of Rs. 100/- per subject.

- Irregularity in attendance, insubordination, discourtesy to Staff members, habitual in-attention and late coming, neglect of work, obscenity in word or act will be punishable by permanent or temporary dismissal. Minor offences are punishable by a fine or loss of attendance.
- Books, magazines, Newspapers etc. which are not approved by the Principal, should not be brought to the college.
- Every student should possess an identity card/calendar issued by the College which should be produced whenever asked for, especially when dealing with the office and library.
- Everyday Students should wear the College Identity Card in the College Campus compulsorily or else the progressive fine will be charged starting from Rs. 25/-.
- Students are expected to use the classroom furniture with care. Scribbling on the walls, sketching on planks, desks or chairs will be considered a serious offence. A very serious cognizance will be taken of any infringement of this rule and suitable action will be taken.
- Students are allowed to bring two-wheelers and can park them in the parking area with a annual parking fee of Rs. 100-. Since pay and park area is limited "First Come First Served" principle is used. Others can park their two wheelers behind the high school at open space in a proper order. Four wheelers are not allowed inside the college campus.
- Students who habitually steal or rob will be dismissed from the College.
- If calender is lost student can apply for another paying Rs. 500/- and if ID Card is lost then they can get another by paying Rs. 250/-.



- Misusing of internet, facebook, SMS, E-mail to malign someones name is a serious cyber crime resulting in criminal punishment by law.
- Eating chewing gums in the College campus is strictly prohibited. If someone found doing so will be fined.
- Back answering and misbehaving with the staff will be considered seriously. Such students are liable for getting their parents and also for suspension from the College. But students have the right to inform the Principal / Vice-Principal if there is any matter of disagreement.
- Disfiguring or writing comments on the photos of the staff and students, printed in the calendar is considered a serious offence. Violators of this rule will be fined heavily or suspended.
- Tattoos on any part of the body are not allowed.
- Students without the calculator and question bank are not entertained in the class.

### **DRESS CODE**

Students attending the classes or other gatherings within the College campus are expected to be neatly dressed in accordance with the rules of approved etiquette.

All the students are expected to wear the college uniform compulsorily on all working days. Students without uniform will be fined progressively starting with Rs. 25/-.

Men students should be properly tucked in their shirts properly. Low-waist and pencil bottom pants are strictly prohibited.

Long hair, Shabby beard, Tattoos, single ear-rings or similar ornaments on any other parts of the body are not allowed.

For girls tight fittings/short tops and sleeveless tops are not permitted.

Disciplinary action will be taken on students violating the dress code.

### **LIBRARY RULES**

- College library is open only to the staff and students of the college.
- Silence must be observed at all the time in and outside the library.
- Library will be open every day from 8.30 a.m. to 5.00 p.m.
- Books will be issued to the students on all the working days of the week.
- No student is allowed to take more than 2 books.
- Books must be returned within 5 days. If the student fails to return on the specified day, a fine of Rs. 5/- per day will be charged.
- Internet facility is available in the evenings from 3.10-4.30 p.m.
- Books will be issued to only those who pay a library fee of Rs. 50/- annually and possess library card.

### **Mangalore University Examination Rules and Regulation :**

**Credit based semester scheme for bachelor degree programmes (Applicable to students joining the degree course in 2006)**

The University Grants Commission, New Delhi in its tenth plan guidelines directed the Universities in the Country to implement the credit based semester scheme in both



undergraduate and postgraduate programmes. The Credit Based Semester Scheme makes the product of a University at par with the global practices in terms of academic standards and evaluation strategies. In the emerging scenario of Internationalization of Indian Higher Education, it is imperative that the Universities in India should follow this system so that the mobility of their products both within and across the geographical jurisdiction becomes possible. Hence the Mangalore University thought it fit to introduce the credit based semester scheme in its under- graduate degree programmes effective from the academic year 2006-07

#### The Salient Features of the Credit Based Semester Scheme.

Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, maximum marks, etc. In the proposed programmes, in general, **2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation, one credit is equivalent to 50 marks in a semester.** On these basis, a three year degree programme will have a **maximum of 100 credits.** The other features of the Credit Based Semester Scheme are :

- The degree programmes are structured on semester basis.
- The relative importance of subjects of study and activities are quantified in terms of credits and also their overall relative importance.
- The subjects of study include foundation courses, general studies and interdisciplinary subjects.
- The programme permits horizontal mobility in course selections.

e) The students are required to take part in co-curricular and extra-curricular activities and their participation is compulsory as a part of the credit based system.

f) The curricula and question papers are unitized. The results of successful candidates at the end of VI semester is classified on the basis of aggregate marks obtained in all the six semesters and the aggregate Grade point average (GPA)

First Class with Distinction	70% and above
First Class	Between 60% and 70%
High Second Class	Between 55% and 60%
Second Class	Between 50% and 55%
Pass Class	Between 35% and 50%

Each semester result is also declared in terms of grades. An eight point grading system which is based on the actual absolute marks scored and alpha- sign grade as described below shall be adopted.

%Marks	<35	35<50	50<55	55<60	60<70	70<80	80<90	90<100
Alpha Sign Grade	D	C	B	B+	A	A+	A++	0
Grade Point	2	3	4	5	6	7	8	9

The Semester Grade Point Average (Semester GPA) is computed by dividing the sum of the Grade Point Weights (GPW) of all the subjects of study by the maximum credits for the semester.

$$\text{i.e Semester GPA.} = \frac{\text{Total of semester credit weightages}}{\text{Maximum credits for the programme}}$$

GPW in turn is calculated as

$$\text{GPW} = \text{Grade Point} \times \text{Credit for a Subject}$$



The aggregate GPA at the end of sixth semester is calculated as the weighted average of the semester GPA. It is obtained by dividing the total of semester credit weightages (SCW) by the maximum credits for the programme (100).

$$\text{i.e. Aggregate GPA} = \frac{\text{Sum of GPW's of all subjects}}{\text{Maximum credits for the semester}}$$

The semester credit weightage in turn is calculated as

$$\text{SCW} = \text{Semester GPA} \times \text{Semester Credits}$$

(Ref. Page No. 20 for Semester Credits)

**The candidate shall be declared to have passed the UG program if he/she secures at least an aggregate GPA of 3.0 or Course alpha- Sign Grade C.**

#### **EXAMINATION & CARRY OVER (SEMESTER SCHEME)**

No candidate shall be declared to have passed the Semester Examination unless he / she obtains not less than 35% marks in written examination and 35% marks in the aggregate of written examination and internal assessment put together in each of the subjects, 35% marks in practical examination (for subjects with practicals) and 35% marks in Project work & viva wherever prescribed. The internal assessment marks are based on two tests.

**Table showing semester credits for various faculties :**

Faculty	Semesterwise credits						Total credits
B.Com	17	17	15	15	18	18	100
B.B.M.	15	15	17	17	18	18	100

#### **COLLEGE EXAMINATION & INTERNAL ASSESSMENT :**

1. There shall be Two Internal Assessment Examinations in each semester. Provisional dates of the Tests and Examinations are notified against the dates in this calendar.
2. The internal assessment marks will be awarded in each paper of a subject in an academic year. Average of two Internal Assessment Examinations will be taken as the final award in that paper. If a candidate is absent from any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test.
3. In addition to these term examination, Lecturer will hold tests/ give assignments to assess the student's progress.
4. No student shall absent himself from examination/test without obtaining prior sanction of leave from the Principal or in the case of class tests/assignments, from the lecturer concerned. Violation of these rules may result in the imposition of such penalties as the Principal may deem necessary.
5. The Cumulative Record will be issued for the information of the parents. Shortage of attendance if any, may be indicated in the progress report.
6. Parents and guardians are particularly requested to supervise the regularity of attending classes and the studies of their wards and co-operate with the Principal and his staff in all matters pertaining to the welfare of the students. The Principal and Lecturers will be glad to meet the parents/guardians and discuss with them the problem and progress of their wards..
7. If any Student wants to leave the College in between the Course he/she should pay full fees of the whole course. Then only NOC and TC will be issued.
8. Students should have a minimum of 75% of attendance in each subject to appear for the semester exams. Students with shortage of attendance are not permitted to appear for the semester exam.



## FEE REGULATIONS

1. A receipt signed and dated by one deputed by the Principal shall be issued for every payment of fee made.
2. If a student fails to pay his fee within 8 days after the day fixed for payment, a fine at the rate of Rs. 1.00 per day will be levied. If the fee be not paid within 15 days, the students name shall be struck off the rolls. If re-admitted, in addition of the fees and fines due from him, he will pay a re-admission fee of Rs. 10/-
3. Students who wish to leave the college in the middle of the course, must pay the full fees of the entire course.
4. If a student leaves College during a term, he shall have no right to claim a remission of any portion of a fee. Payment of examination fees does not entitle the candidate to appear for the examination. The candidate has to submit the application within the last date prescribed by the College and fulfil the requirement of satisfactory attendance, progress and conduct. A candidate who does not satisfy these requirements will not be permitted to take the examinations.
5. Applications for scholarships and fee concessions should be made to the Principal in the prescribed form. Selection of candidates for scholarships and fee concessions will be made on the basis of merit in studies and the financial status of the family. The fee concessions and scholarships are granted by the Government and College subject to regular attendance, good conduct and satisfactory progress. Even after being granted, these benefits can be withdrawn if the above conditions are not satisfied.
6. A student already in the enjoyment of a scholarship from Government or any other source, is not eligible for the College Scholarship or concession.

## WITHDRAWALS & CERTIFICATES

1. All applications for certificates must be addressed to the Principal in writing. Certificates must be taken from the office in person.
2. Certificates and marks cards will not be handed over to unauthorized person.
3. Applications for certificates should contain the following particulars :
  - a) The student's name and initials
  - b) The class in which the student was originally enrolled.
  - c) The class in which the student was studying at the time of leaving and the roll number.
  - d) Languages under part I and optionals under part II
  - e) The University Examination passed with Reg. No and the year of passing.
4. T.C. will be issued within 7 days of application. Other certificates will not be issued on less than 3 days notice. However in case of emergency the certificates will be issued on payment of extra fees.
5. The official conduct certificate is a document, which a student has to earn by his/her conduct and the behavior during his/her college course and it will be issued only by the Principal. It will not be issued as a matter of course and the Principal may refuse the Conduct Certificate to any student whose conduct, in his opinion, has not been satisfactory.
6. Office Timings : 8.30 a.m. to 5.00 p.m.
7. Principal's meeting time : 2.30 p.m. to 5.00 p.m.



## GOVERNING BODY OF THE COLLEGE

Name	Designation
Most. Rev. Dr. Aloysius Paul D'Souza (Bishop of Mangalore)	President
Msg. Dennis Prabhu	Vice President
Rev. Fr. Gerald D'Souza	Secretary
Rev. Fr. Antony Serrao	Correspondent
Rev. Fr. Alwin Serrao	Principal
Mr. Vincent Goveas	Member
Dr. Nibert Lobo	Member
Dr. Prakash Pinto	Member
Mr. Roshan Santhumayor	Staff Representative
Mr. Alex Serrao	Member
Mr. Jugul Saldanha	Member
University Nominee	-

### ACADEMIC AND EXTRA CURRICULAR ACTIVITIES

Student Council	-	Mr. Roshan & Ms. Akshatha
N.S.S. Programme Officers-		Mr. Shridhar & Ms. Anusha
Sports Club	-	Mr. Sachin & Ms. Mitchell
Commerce Club	-	Mr. Roshan & Mr. Wilson
Liturgy / Choir	-	Ms. Zeena & Ms. Flavita
Cultural Club	-	Ms. Jyothi & Ms. Zeena
Human Rights Association	-	Mr. Prashanth & Mr. Rahul
Literary Club	-	Mr. Ramesh & Mrs. Pramila
Women's Forum	-	Ms. Akshatha & Ms. Jesfrida
Konakani Club	-	Mrs. Ashwitha
Examination	-	Mr. Roshan Santhumayor
Discipline Incharge	-	Mr. Sachin, Mr. Shridhar, Mrs. Pramila, Ms. Zeena

Career Guidance & Employment Cell	-	Mrs. Ashwitha
Competitions & Programme Co-ordinator-		Mr. Roshan Santhumayor
Maintenance officer	-	Ms. Zeena & Mr. Rahul
Prathidhwani	-	Mr. Ramesh
PTA	-	Mr. Roshan Santhumayor & Mr. Prashanth
IQAC CELL	-	Mrs. Pramila Mascarenhas
Anti Harrassement cell against women	-	Mr. Roshan, Mrs. Ashwitha, Mr. Shridhar & Ms. Zeena
Anti ragging cell	-	Mrs. Pramila Mascarenhas & Ms. Anusha
SMS & Website	-	Fr. Alwin Serrao, Mr. Sachin & Ms. Jyothi
	-	Ms. Jyothi

### CLASS CO-ORDINATORS

I B.Com A	-	Ms. Jyothi Periera
I B.Com B	-	Mr. Rahul Suvarna
II B.Com A	-	Ms. Akshatha
II B.Com B	-	Ms. Zeena Cornelio
III B.Com A	-	Ms. Anusha.
III B.Com B	-	Mr. Roshan Santhumayor
I BBM	-	Mr. Prashanth D'Costa
II BBM	-	Mrs. Ashwitha D'Souza
III BBM	-	Mr. Shridhar



# RECORD OF ABSENCE

Note: You should have minimum of 75% attendance in each subject

NAME : CLASS : ROLL NO. :

SPECIMEN SIGNATURES : Father Mother Guardian

Date of Absence	I hr	II hr	III hr	IV hr	V hr	VI hr	Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Principal/ Class Guide			
											SESSIONS		
											P.M.		
Initial of subject lecturer													
Initial of subject lecturer													
Initial of subject lecturer													
Initial of subject lecturer													
Initial of subject lecturer													
Initial of subject lecturer													
Initial of subject lecturer													
Initial of subject lecturer													

Date of Absence	I hr	II hr	III hr	IV hr	V hr	VI hr	Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Principal/ Class Guide						
											SESSIONS					
											P.M.					
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject lecturer																
Initial of subject																















Date	Amount	Balance	Receiver's Signature

No entries or alternations are to be made except by the order of the School Authorities. Parents / Guardians are requested to verify the entry in the Hand Book after payment.

Date	Amount	Balance	Receiver's Signature

No entries or alternations are to be made except by the order of the School Authorities. Parents / Guardians are requested to verify the entry in the Hand Book after payment.

[illegible]

## National Anthem

Jana Gana Mana Adhinayaka Jaya he

Bharatha Bhagya Vidhatha

Punjaba Sindhu Gujaratha Maratha

Dravida Utkala Vanga

Vindya Himachala Yamuna Ganga

Uchchala Jaladhi Taranga,

Tava -Shubha-naame Jage

Tava-Shubha-asisha Mage

Gahe Tava Jaya Gatha

Jana Gana Mangala Dayaka Jaya he

Bharatha Bhagya Vidhatha

Jaya-he Jaya -he Jaya he

Jaya Jaya Jaya Jaya he

## FACULTY OF COMMERCE & MANAGEMENT

**Rev. Fr Alwin Serrao** - Principal  
MHRM, M.A (English), M.A (Pol.Sc.), PGDIRPM, T&D

### DEPARTMENT OF COMMERCE

**Mr. Roshan Santhumayor**, M.Com, M.A (Eco), PGDCA  
**Ms. Anusha**, M.Com  
**Ms. Zeena Cornelio** M.Com  
**Ms. Akshatha**, M.Com  
**Ms. Mitchell Dias**, M.Com  
**Ms. Flavita Lewies**, M.Com  
**Mr. Wilson D'Souza**, M.Com  
**Mr. Rahul Suvarna**, M.Com

### DEPARTMENT OF MANAGEMENT

**Mr. Prashanth D'Costa**, MBA  
**Mrs. Ashwitha D'Souza**, MBA, MSW  
**Ms. Jesfrida Menezes**, M.Sc (Stats)  
**Ms. Jasmine Serrao**, M.Sc (Computer Science)

### DEPARTMENT OF ECONOMICS

**Mr. Shridhar**, M.A. (Eco), M.Phil

### DEPARTMENT OF LANGUAGES

**Mrs. Pramila Mascarenhas**, M.A (Kan) M.Phil, M.Sc (IT), PGDCA  
**Mr. Ramesh**, M.A. (Hindi), B.Ed.  
**Ms. Jyothi Pereira**, M.A. (Eng)

### DEPARTMENT OF PHYSICAL EDUCATION

**Mr. Sachin Nayak**, M.PED (Physical Director)

### NON TEACHING STAFF

**Mrs. Deena Pinto**, M.Lib - Librarian  
**Mrs. Manisha Menezes**, B.Com - Clerk  
**Mr. Alfred Vijay Pinto**, B.Com - Accountant  
**Mrs. Anitha Pashan** - Office Staff  
**Mr. Melchidias Ferrao** - Office Staff  
**Mrs. Lavina Correa** - Office Staff  
**Mr. Bheem Bahadur** - Watchman



179  
Hon. Heyd Saldanha  
136630224  
IB.com

Date: 02/09/2015.

Padua college of commerce of Management

The Principal  
Padua college of commerce of Management  
Nanthoor.

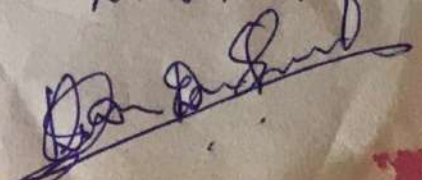
Respected Principal,

Subject:- Requesting to increase parking lot  
for students

As students are facing difficulty to  
park our vehicles. I would like  
to request to do the necessary  
requirements regarding parking for  
students.

Thank You

Yours Faithfully





From,

Robin Varun Monteiro

142050233

II Bcom

Date : 10/08/2015

To,

The Principal

Padma College of Commerce & Mgt.  
Nanthoor

Respected Principal,

Sub: Sports ground is not sufficient for  
sports practices.

Since many students are involved  
in sports activity at once, practice  
place for the same is not sufficient.  
So I, on behalf of our class request you  
to allow us in the ground which  
located 500 mts away from the college  
campus.

Thank You.

Yours Sincerely,  
Robin Varun



From,  
Jeon Saldanha  
President  
Student Council

To  
The Principal  
Padua College of Commerce & Management  
Mangalore

Respected Sir,

Sub: Regarding expensive food in the  
College Canteen.

The food prices in our college  
canteen are very expensive. As  
students we cannot afford food  
here, so we kindly request you  
on behalf of all the students to  
reduce the prices of food.  
We would be grateful if this  
request would be carried out  
at the earliest.

Thanking You,

Yours Sincerely,

Jeon Saldanha



Date: 18/01/2016

From,

Robin Varun Mounthoero

142080233

II Bcom

Padua College of Commerce & Mgt.

To

To

The Principal  
Padua College of Commerce & Mgt.  
Nanthoor.

Respected Principal,

Sub:- Request to increase sports material  
Since many students are involved in sports activities, and sport material, are not enough. And even materials which we have are become too old. So I request you to upgrade the materials.

Thank You.

Yours. Sincerely

Robin Varun



From,

Date : 6/8/2016.

Nishitha D Shetty. (1H2050223)

III B. Com

Padua College of Commerce & Management  
Nanthur.

To,

Principal  
Padua College of Commerce & Management  
Nanthur.

Respected Sir.

Subject : Requesting for traditional  
day celebration in college.

I Nishitha D Shetty of III B.Com.  
request the college to allow us to  
celebrate a day as a Traditional  
day. where all the students are allowed  
to wear their traditional attires and  
celebrate their traditions.

Thanking you.

Yours sincerely.

Nish  
(Nishitha D Shetty)



From,

Date: 19.09.2016

Karthik - Shetty

142050269

III B.com

Padma College of Commerce and  
Management.

To,

The Principal  
Padma College of Commerce and Management  
Nanthoor.

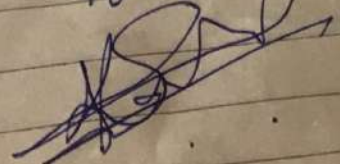
Respected Principal,

subject:- Request for a provision  
of boys room.

As a students of this college  
I request ~~of~~ the behalf of all  
boys in the college to provide  
us a clean, secure, and  
safe boys ~~with~~ ~~our~~ ~~provid~~  
room.

Thanking You

Yours Faithfully





Date: 16/01/2017

Dhanyashree

150317

II BBA

Padua college of commerce and management

TO

The Principal

Padua college of commerce and management  
Nanthoor.

Respected sir,

Subject: computers not working  
in Computer Lab.

2 computers are not functioning  
and hence it is difficult for the  
classes. So I request you to kindly  
repair them for the benefit of the  
classmates.

Thanking you

Yours Faithfully

Dhany

From



III BBA STUDENTS  
PADVA COLLEGE OF COMMERCE AND MGT

TO

THE PRINCIPAL  
PADVA COLLEGE OF COMMERCE AND MGT

RESPECTED PRINCIPAL

Subject: REQUEST TO REPAIR THE LEAKING  
VENTILATORS

DURING THE RAINY SEASON, THE RAIN  
WATER POURS INTO THE CLASS THROUGH THE  
OPEN VENTILATORS. SO WE REQUEST YOU  
TO FIX THESE VENTILATORS.

THANKING YOU

YOUR'S SINCERELY

(AV) -



Date: 23/08/2017

Melroy Lavian Souza

150226

III B.COM B

To, The Principal  
Padua College of Commerce and Management

Respected Sir,

Subject: - Request to allow students to wear  
colour dress once a week

As it is monotonous to wear uniform to  
the college everyday. I request you on behalf  
of all the students to allow us to wear  
colour dress atleast once a week.

Thanking you

Yours Sincerely

Melroy



From

Date: 06/01/2018

Prof. Dr. C. K. Kulkarni  
Reg. No. 170339

Padma College of Commerce & Arts

To,

The Principal,  
Padma College of Commerce & Arts  
Karkh-Hills, Marthand  
Mangalore - 574 006.

Respected Sir,

Sir, Break during between two  
classes is not enough.  
Break between two classes is  
only 5 minutes, which is not enough  
for us to fresh up for next class.  
So here I request you to extend it  
at least minimum to 10 mins, so that  
we can attend classes on time  
without delay.

Thank you

Yours Faithfully,

Pranav



13/08/2018.

From,

II<sup>nd</sup> & III<sup>rd</sup> BBA

Padma College of Commerce & Mgmt  
Mangalore 575004

To,

The Principal

Padma College of Commerce & Mgmt  
Mangalore 575004

Respected Principal,

Subject: For the repair of tubelights and leakage in the  
BBA block.

The tubelights in the BBA block are out of order and also there  
is leakage in the block.

Hence we request you to kindly repair the above said and do  
the needful.

Thanking you.

Yours sincerely,

II<sup>nd</sup> & III<sup>rd</sup> BBA students.

Date: 11/03/2020

From,

Anushree

II B.Com B [Roll No: 170230]

Padua College Of Commerce and Mgt  
Nanthur, Mangalore.

To,

The Vice Principal

Padua College Of Commerce and Management  
Nanthur, Mangalore

Respected Sir,

Subject :- Request to increase the number of  
Certificate courses.

The existing certificate courses in the  
college lean more towards subject related  
and cultural related. I request you to  
introduce few more certificate courses  
so that we could explore different fields.

Thanking You,

Yours Sincerely

Anushree  
[Anushree]



Suha

170138

II B com. A.

Padua College of commerce  
and management, Nanthur, Mangalore

The Vice Principal,  
Padua College of commerce and  
management, Nanthur, Mangalore.

Respected Sir,

Subject :- Requested to add an extra Library  
hour to the Time table.

As per the existing time table  
we are not having any extra hour for  
the Library to spend our time with  
the books. So we need an extra hour  
for the Library in our time table  
so that we may spend more time  
with the books.

Thanking you,  
Yours Sincerely

Suha  
(Suha)

Date / / 20

Date : 10.01.2019.

Date: 25.09.2019

Vinita Fernandes.

190234

I B Com B.

Padua College of Commerce and Management  
Nanthur, Mangalore

The Vice Principal.

Padua College of Commerce and Management.  
Nanthur, Mangalore

Respected Sir,

Subject : Requesting to change the uniform pattern  
to the girls.

Other colleges in the Mangalore, girls are  
having formal uniforms. We want that same pattern  
in our college also.

Thanking you,

Yours faithfully



[Vinita]



## DISCIPLINARY COMMITTEE


Action Taken Report of Universities/Institutions to prevent caste based discrimination				
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
	I. Mode of solving the College problems.	Student Grievance Redressal Committee		
	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

---

**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)

\*\*\*\*\*

  
Principal

Padua College of Commerce and Management  
Nanthur, Mangalore-575004





**ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್**  
**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.

*Alwin Serrao*  
Principal

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



**ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್**  
**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 : .....

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. Serrao*  
Principal

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





ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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

Ph: 0824-2217711  
website: www.paduadegreecollege.org

Ref.:

Date:.....

01-06-2019

### Letter of Appointment


To,

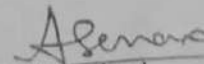
Mr Francis D'Cunha  
Head Master, Padua High School  
Mangalore.

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)

\*\*\*\*\*



Principal

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



**ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್**  
**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.

mail : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....  
January 07, 2019

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

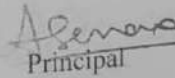
The meeting of "The Disciplinary Committee" was held on 07 January 2019 at 4.00P.M in Room No. 1

**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





**ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್**  
**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 : .....

July 24, 2018

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

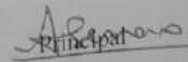
The meeting of "The Disciplinary Committee" was held on 24 July 2018 at 3.45P.M in Room No. 1

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



Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ref:

Date:.....

01-06-2018

### Letter of Appointment

To,

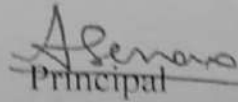
Mr Francis D'Cunha  
Head Master, Padua High School  
Mangalore.

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

  
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

Padua College of Commerce and Management

3. Mr. Rahul  
Lecturer

  
06/01/18

Padua College of Commerce and Management.



ಪಾದುವ ಕಾರ್ವೆಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**PADUA COLLEGE OF COMMERCE & MANAGEMENT**

(Affiliated to Mangalore University & Recognized by Govt. of Karnataka)  
(A Unit of Catholic Board of Education)

Nanthur, Mangalore - 575 004

Email: paduacollegecollege@rediffmail.com

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  
Nanthur, 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  
II<sup>nd</sup> 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 ~~in~~ did you say ~~as~~ 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



File No.

NAME: Committe Against  
ADDRESS the Harassment of  
Women  
SUBJECT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
CELL \_\_\_\_\_ E-MAIL \_\_\_\_\_

GK.PEARL



Rs.40-00



2017-2018



Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ref.:

Date:.....

10-07-2017

## Letter of Appointment

To,  
Mrs. Mariyamma Thomas  
Advocate  
Mangalore.

Respected Madam,

As it is mandatory to have Advocate as a external member in "Committee against the Harassment of Women", Padua College of Commerce and Management is appointing you as the member of this committee for the academic year 2017-18.

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

Received  
10/7/2017

Principal  
Principal

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



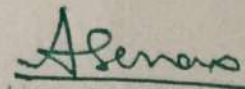
**PADUA COLLEGE OF COMMERCE AND MANAGEMENT**

**Kadri Hills, Nanthoor, Mangalore – 575004**

**COMMITTEE AGAINST THE HARASSMENT OF WOMEN**

Our Institute, Padua College of Commerce and Management has set up a “Committee against the Harassment of Women”, which consists of two members from teaching faculty one member from non-teaching faculty and one advocate. There are nine students members in this committee representing each class.

The motive of this committee is to see that the female students will not encounter any harassment or any problem in our campus. This is a protective measure and initiative taken up by our institution. Complaints from the female students if any, in our campus is redressed by this committee.



**Principal  
Principal**

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



Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ref.:

Date: .....

March 16, 2018

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Friday 23-03-2018, in the A.V Room of the college at 3.30 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University &amp; 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. 23., 2018

## Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on 23<sup>rd</sup> March 2018 at 3.30 P.M in the AV Room.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Ms. Seema Pereira (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Jenevia Sequeira (Student Representative from III B.Com A)	
6.	Ms. Jenita Galbow (Student Representative from III B.Com B)	
7.	Ms. Dhanyashree (Student Representative from III B.B.M)	
8.	Ms. Jevita Lasrado (Student Representative from II B.Com A)	
9.	Ms. Rajeeshma (Student Representative from II B.Com B)	
10.	Ms. Megha (Student Representative from II B.B.A)	
11.	Ms. Nikitha (Student Representative from I B.Com A)	
12.	Ms. Neethal Braggs (Student Representative from I B.Com B)	
13.	Ms. Vidyashree (Student Representative from I B.B.A)	

### Discussions:

This meeting was held in order to check the discipline of the girls are wearing their shawls in a proper manner. Here we discussed about the complaints received by our committee in regards to small disturbances faced by them.

Principal  
Principal

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





Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ref.:

Date:.....

January 24, 2018

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Wednesday 31-01-2018, in the AV Room of the college at 3.30 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್

## 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.:

January 31, 2018

Date: .....

### Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on January 31, 2018 at 3.30 P.M in the AV Room.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Ms. Seema Pereira (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Jenevia Sequeira (Student Representative from III B.Com A)	
6.	Ms. Jenita Galbow (Student Representative from III B.Com B)	
7.	Ms. Dhanyashree (Student Representative from III B.B.M)	
8.	Ms. Jevita Lasrado (Student Representative from II B.Com A)	
9.	Ms. Rajeshma (Student Representative from II B.Com B)	
10.	Ms. Megha (Student Representative from II B.B.A)	
11.	Ms. Nikitha (Student Representative from I B.Com A)	
12.	Ms. Neethal Braggs (Student Representative from I B.Com B)	
13.	Ms. Vidyashree (Student Representative from I B.B.A)	

### **Discussions:**

In this meeting we decided that girls who do not follow the dress code properly i.e., do not wear the shawls properly will be fined. This was a way to make the girls correct their dress code. Discussions were made on Eve teasing, there is no such behaviour in our institute, but to be on the safer side all the members of this committee decided to go for discipline duty during the lunch breaks, before the commencement of the classes and after the end of the class.

Principal

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



ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**PADUA COLLEGE OF COMMERCE & MANAGEMENT**

Ph: 0824-2217711

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)  
(A Unit of Catholic Board of Education)

Email: paduadegreecollege@gmail.com

Nanthur, Mangalore - 575 004

website: www.paduadegreecollege.org

Ref.:

Date:.....

August 23, 2017

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Wednesday 30-08-2017, in the A.V Room of the college at 2.00 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್

## 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. :

August 30, 2017

Date : .....

### Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on August 30, 2017 at 2.00 P.M in the A.V Room.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Ms. Seema Pereira (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Jenevia Sequeira (Student Representative from III B.Com A)	
6.	Ms. Jenita Galbow (Student Representative from III B.Com B)	
7.	Ms. Dhanyashree (Student Representative from III B.B.M)	
8.	Ms. Jevita Lasrado (Student Representative from II B.Com A)	
9.	Ms. Rajeeshma (Student Representative from II B.Com B)	
10.	Ms. Megha (Student Representative from II B.B.A)	
11.	Ms. Nikitha (Student Representative from I B.Com A)	
12.	Ms. Neethal Braggs (Student Representative from I B.Com B)	
13.	Ms. Vidyashree (Student Representative from I B.B.A)	

### **Discussions:**

The agenda for this meeting was to discuss the dress code of girls. It was noticed that some girls of our institute do not wear their shawls properly. So an instruction was given to all the members to check and inform the girls if they are not wearing their shawls properly to correct them. An attempt was made to find out the different problems faced by the girls in our college where in we got a negative response that there was no problems as such which were faced by the girls.

Principal

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





ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ph: 0824-2217711

Ref.:

Date:.....

July 17, 2017

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Tuesday 25-07-2017, in the AV Room of the college at 2.00 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್

## 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. :

July 25, 2017

Date : .....

### Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on July 25, 2017 at 2.00 P.M in the A.V Room.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Ms. Seema Pereira (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Jenevia Sequeira (Student Representative from III B.Com A)	
6.	Ms. Jenita Galbow (Student Representative from III B.Com B)	
7.	Ms. Dhanyashree (Student Representative from III B.B.M)	
8.	Ms. Jevita Lasrado (Student Representative from II B.Com A)	
9.	Ms. Rajeeshma (Student Representative from II B.Com B)	
10.	Ms. Megha (Student Representative from II B.B.A)	
11.	Ms. Nikitha (Student Representative from I B.Com A)	
12.	Ms. Neethal Braggs (Student Representative from I B.Com B)	
13.	Ms. Vidyashree (Student Representative from I B.B.A)	

### **Discussions:**

The things discussed in this meeting were all the members should follow the code of conduct of the college and also should motivate others to follow the same. The members of this committee were given the responsibility to overlook the discipline of the campus and also to see that there are no problems faced by the girls and if there any problems such cases should be brought to the notice of the concerned authority.

Principal

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

2018-2019





Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ref.:

Date:.....

Aug 21, 2018

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Tuesday 28-08-2018, in the Room No. 4 of the College at 3.40 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್

## 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

August 28, 2018

Ref. :

Date : .....

### Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on August 28, 2018 at 3.40 P.M in Room No. 4.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Ms. Akshatha (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Jevita Lasrado (Student Representative from III B.Com A)	
6.	Ms. Rajeshma (Student Representative from III B.Com B)	
7.	Ms. Megha (Student Representative from III B.B.M)	
8.	Ms. Nikitha (Student Representative from II B.Com A)	
9.	Ms. Neethal Braggs (Student Representative from II B.Com B)	
10.	Ms. Vidyashree (Student Representative from II B.B.A)	
11.	Ms. Reeshal (Student Representative from I B.Com A)	
12.	Ms. Nithya (Student Representative from I B.Com B)	
13.	Ms. Sahana (Student Representative from I B.B.A)	

### **Discussions:**

The discussion in the meeting was that girls should follow the code of conduct of the college and also should motivate others to follow the same. There was a discussion with the students asking if they observed any misbehaviour or eve teasing in their respective classes.

Students were informed that, they are not supposed to loiter in the compound/premises of CODP, as the authorities there have complained about the behaviour of the students.

Principal

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





Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

July 18, 2018

Ref.:

Date:.....

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Wednesday 25-07-2018, in the Room No. 4 of the college at 3.40 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 July 25, 2018

## Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on 25<sup>th</sup> July 2018 at 3.40 P.M in Room No. 4.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariamma Thomas (Advocate)	
3.	Ms. Akshatha (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Jevita Lasrado (Student Representative from III B.Com A)	
6.	Ms. Rajeeshma (Student Representative from III B.Com B)	
7.	Ms. Megha (Student Representative from III B.B.M)	
8.	Ms. Nikitha (Student Representative from II B.Com A)	
9.	Ms. Neethal Braggs (Student Representative from II B.Com B)	
10.	Ms. Vidyashree (Student Representative from II B.B.A)	
11.	Ms. Reeshal (Student Representative from I B.Com A)	
12.	Ms. Nithya (Student Representative from I B.Com B)	
13.	Ms. Sahana (Student Representative from I B.B.A)	

### **Discussions:**

The first meeting was conducted to inform students about the Committee against the Harassment of Women. Students were asked to observe the behaviour of students in their class. If they observed any eve teasing or any boy misbehaving with girls such cases should be brought to the notice of the concerned authority.

It was informed that texting or message through whatsapp to the students of opposite gender should be kept to the minimum level, as it would lead to any problems in the future.

Principal

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



2019-2020



Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.paduadegreecollege.org

Ref.:

Jan 13, 2020

Date:.....

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Monday 23-01-2020, in the Room No. 4 of the college at 3.40 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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

January 23, 2020

Ref. :

Date : .....

## Minutes of the Meeting of " The Committee against the Harassment of Women"

The first meeting of " The Committee against the Harassment of Women was held on January 23, 2020 at 3.40 P.M in Room No. 4 .

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Mrs. Thanuja (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Nikitha (Student Representative from III B.Com A)	
6.	Ms. Neethal Braggs (Student Representative from III B.Com B)	
7.	Ms. Vidyashree (Student Representative from III B.B.A)	
8.	Ms. Reeshal (Student Representative from II B.Com A)	
9.	Ms. Nithya (Student Representative from II B.Com B)	
10.	Ms. Sahana (Student Representative from II B.B.A)	
11.	Ms. Payal (Student Representative from I B.Com A)	
12.	Ms. Jenisah Cornelio (Student Representative from I B.Com B)	
13.	Ms. Vyshaka (Student Representative from I B.B.A)	

### **Discussions:**

In this meeting we decided that girls who do not follow the dress code properly that is do not wear the shawls properly will be fined. This was a way to make the girls correct their dress code. Discussions were made on Eve teasing, there is no such behaviour in our Institute, but to be on the safer side all the members of this committee decided to go for discipline duty during the lunch breaks, before the commencement of the classes and after the end of the class.

Principal

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





ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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

website: www.paduadegreecollege.org

Email: paduadegreecollege@gmail.com

Date: July 03, 2019

Ref.:

Respected Sir /Madam,

Greetings.

The meeting of "The Committee Against the Harassment of Women of Padua College of Commerce and Management will be held on Wednesday 10-07-2019, in the Room No. 4 of the college at 3.40 p.m.

We extend you a cordial invite for the same and request your active participation and valuable suggestions.

Thanking you,

Yours Sincerely,

Principal

(Fr Alwin Serrao)

**Principal**

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





Ph: 0824 - 2217711

# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University &amp; 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. :

July 10, 2019  
Date : .....

## Minutes of the Meeting of "The Committee against the Harassment of Women"

The meeting of "The Committee against the Harassment of Women" was held on July 10, 2019 at 3.40 P.M in Room No. 4.

Sl.No.	Name	Signature
1.	Mrs. Pramila Mascarenhas (Chair-person)	
2.	Mrs. Mariyamma Thomas (Advocate)	
3.	Mrs. Thanuja (Teaching Faculty Member)	
4.	Mrs. Deena Pinto (Non-teaching Faculty Member)	
5.	Ms. Nikitha (Student Representative from III B.Com A)	
6.	Ms. Neethal Braggs (Student Representative from III B.Com B)	
7.	Ms. Vidyashree (Student Representative from III B.B.A)	
8.	Ms. Reeshal (Student Representative from II B.Com A)	
9.	Ms. Nithya (Student Representative from II B.Com B)	
10.	Ms. Sahana (Student Representative from II B.B.A)	
11.	Ms. Payal (Student Representative from I B.Com A)	
12.	Ms. Jenisah Cornelio (Student Representative from I B.Com B)	
13.	Ms. Vyshaka (Student Representative from I B.B.A)	

### **Discussions:**

This meeting was held with the sole agenda of imparting information to the members regarding the different committees in the college for the benefit of Women student. The members were given the responsibility to share this information with their friends and classmates, so that they need not be worried if they are facing any problems.

Principal

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

### HUMAN RIGHTS CELL OF THE COLLEGE

1. Mrs. Akshatha – Lecturer in Charge

#### Student Members

1. Ashwini
2. Sena Baco
3. Olivia Pais
4. Glany
5. Jivita
6. Rose Sharal Pinto
7. Rosa
8. Seetha Laxmi
9. Yamuna
10. Ritesha
11. Olivia Lobo
12. Varshjavi
13. Pruthika
14. Subramanya
15. Keshav
16. Sandesh

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

### COMMITTEE AGAINST THE HARASSMENT OF WOMEN

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

- Mrs. Pramila Mascarenhas – Dept. of Kannada
- Mrs. Thanuja – Dept. of Commerce
- Mrs. Deena Pinto – Librarian

The Student members of this committee for the academic year 2019-20 are

Sl. No.	Names	Class
1.	Nikhitha	III B Com A
2.	Neethal Braggs	III B Com B
3.	Vidyaadrees	III BBA
4.	Renshal Preethika Pinto	II B Com A
5.	Ruthys Fernandes	II B Com B
6.	S. Safana	II BBA
7.	Yayal U M	I B Com A
8.	Jenisha Cornelio	I B Com B
9.	Vaishala	I BBA

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

### ANTI RAGGING CELL

#### Members

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Pramila Mascarenhas (Lecturer in Kannada)
4. Ms. Seema (Lecturer in Commerce)

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

### DISCIPLINARY COMMITTEE

#### Members

1. Fr. Alwin Serrao (Principal)
2. Mr. Roshan Santhumayor (Vice Principal)
3. Mr. Francis D Cunha (High School Headmaster)
4. Mr. Shridhar (Class Main Coordinator)
5. Mrs. Zeena Cornelio (Class Main Coordinator)

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

### STUDENT GRIEVANCE REDRESSAL COMMITTEE

#### Members

1. Fr. Alwin Serrao (Principal)
2. Mr. Roshan Santhumayor (Vice Principal)
3. Mr. Shridhar (Class Main Coordinator)
4. Mrs. Zeena Cornelio (Class Main Coordinator)
5. Ms. Akshatha (Class Asst. Coordinator)
6. Mrs. Jesfrida Priya Menezes (Class Asst. Coordinator)
7. Mr. Prashanth Kevin D'Costa (Class Asst. Coordinator)
8. Mr. Rahul (Class Asst. Coordinator)
9. Ms. Flavita Verina Lewies (Class Asst. Coordinator)
10. Ms. Mitchell Mathias Dias (Class Asst. Coordinator)
11. Ms. Seema Pereira (Class Asst. Coordinator)
12. Mr. Deenath Alban Dsa (Class Asst. Coordinator)
13. Mrs. Thanuja (Class Asst. Coordinator)

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



## INTERNAL COMPLAINTS COMMITTEE MEMBERS

Sl. No.	Names	Designation	Phone
1	Mrs. Pramila Mascarenhas	Chair-person	9242183960
2	Mrs. Mariyamma Thomas	Advocate	9447249332
3	Mrs. Thanuja	Teaching Faculty Member	9880197432
4	Flavita V. Lewies	Teaching Faculty Member	8722487402
5	Mrs. Deena Pinto	Librarian	9964093046
6	Mrs. Jacintha Gretta Pereira	Non-Teaching Faculty Member	9449268949



**Principal**

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



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 : .....

## POLICY REGARDING THE PREVENTION OF SEXUAL HARASSMENT

1. Padua College of Commerce and Management values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organization and are our employees have the right to protection from Sexual Harassment at the workplace and enjoy the right to work with dignity. In this regard our college shall have an Anti-Women Harassment Cell.

Further from UGC and also under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act") and Rules, 2013 ("Rules"), it is mandatory for all the institutions to constitute an 'Internal Complaint Committee (ICC) for the redressal of Sexual Harassment cases.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the workplace. The Institution has a 'zero-tolerance' approach to any instances of Sexual Harassment. Anyone who engages in this behaviour is subject to formal punishment, including dismissal and may even result in prosecution.

2. **"Sexual Harassment"** shall mean and include the following, but is not limited only to the following:

- 2.1 When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.
- 2.2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or email, gestures, showing of pornography, lurid stress, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment.
- 2.3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person
- 2.4 When any such conduct as defined above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 : .....*

2.5 The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behaviour of sexual harassment, may amount to sexual harassment:

2.5.1 An implied or explicit promise of preferential treatment in employment.

2.5.2 An implied or explicit threat of detrimental treatment in employment.

2.5.3 An implied or explicit threat about the present or future employment status.

2.5.4. Interference with work or creating an intimidating or offensive or hostile work environment.

2.5. 5 Humiliating treatment likely to affect the lady employee's health or safety.

3. **Scope:** The scope shall cover complaints by employees against other employee(s), by a subordinate against Superior, by a student against the Member of the faculty or non-teaching staff and by a student against a Fellow Student.

## 4. **Constitution of internal complaint committee to deal with sexual harassment:**

4.1. The Institution shall constitute an internal complaint committee (ICC) according to POSH Act 2013 to deal with sexual harassment.

4.2. This committee shall be headed by a woman who will be the Presiding Officer of the committee and it consists of at least two members from amongst the employees (preferably committed to the cause of women or who have had experience in social work or have legal knowledge) and one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

4.3. The term of the committee shall be for a period of two years and on expiry the Institution shall reconstitute the committee.

4.4 The names of the committee members along with their contact numbers and other details shall be displayed on the notice board of the Institution.



## ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 : .....

### 5. Duties if the Committee:

- 5.1 To organize regular workshops and training programs to staff, parents and student regarding prevention of sexual harassment.
- 5.2. To create awareness of sexual harassment and remedies available among the staff, students, parents, and management.
- 5.3. To sensitize staff and students on issues of sexual harassment
- 5.4. To prevent cases of sexual harassment in the institution
- 5.5 To receive complaints related to sexual harassment
- 5.6. To conduct enquiries of complaints on sexual harassment
- 5.7. To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to Joint Secretary.

### 6. Making a complaint:

A complaint should normally be made within three months of the incident, but the time-period is kept flexible in cases where ICC members feel that such circumstances existed which prevented the filing of the complaint. The complaint has to be in writing, and the 'aggrieved woman' can seek the assistance of the ICC for the same. The POSH Act protects the contents of such applications, the identity and address of the aggrieved women, respondent and witness from the public view (through the RTI Act). Information related to the proceedings of the ICC also protected from purview.

### 7. Proceedings:

The ICC may take steps towards conciliation (informal settlement between parties) at the request of the women. Otherwise, it shall initiate an enquiry into such allegations. If a *prima facie* case of sexual harassment exists, the Committee shall submit its finding to the police station. On the completion of the report, it shall be submitted to the employer or the district officer.

**The detailed proceedings include:**





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 : .....*

- 7.1. An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.
- 7.2. The complaint shall be treated confidentially at this stage
- 7.3. On receipt of the complaint, the Members of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee immediately
- 7.4. On receipt of the complaint the chairperson shall convene an emergency meeting of the committee
- 7.5. The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version.
- 7.6. The committee may examine witnesses from both sides.
- 7.7. The complainant and the accused shall be given the opportunity to cross examine the witness
- 7.8. Documents if any produced by the parties shall be taken on record.
- 7.9. The committee after completion of investigation shall submit its report to the Management with its recommendations for further action in the matter

## 8. Relief during pendency of inquiry:

An aggrieved woman, through a written letter, can ask the ICC for the following recommendations:

- 8.1 Transfer of the aggrieved woman or the respondent to any other workplace.
- 8.2. Granting leave to the aggrieved woman up to a period of three months. Such leave would be in addition to a leave she is otherwise entitled to.

## 9. Protection against victimization:

In the event complainant being an employee and the accused being his/ her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as the superior of the complainant.



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 : .....

## 10. Punishment if allegations are proved:

An employer can punish an employee for indulging in an act of sexual harassment in the following ways:

- 10.1 In the event allegations made in the complaint are proved against the accused, it will be construed as proved misconduct and the competent authority shall impose the punishment as envisaged in the regulations on disciplinary process.
- 10.2. Action shall be initiated on the basis of the findings and recommendations of the committee and it may include a written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counselling session, or carrying out community service.
- 10.3. Deduction of compensation payable to the aggrieved women from the wages of the respondent.

## 11. Third party harassment:

- 11.1. If the sexual harassment is by the party or outsiders the committee shall actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety in the premises of the Institution.
- 11.2. The provisions of this Regulation shall not restrict the power of the Institution or complainant to proceed against the alleged offender in the court of Law.



Principal

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



Anti-Ragging Cell

File No.

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SUBJECT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CELL \_\_\_\_\_ E-MAIL \_\_\_\_\_

GK.PEARL



Rs.40-00

PADUA COLLEGE OF COMMERCE AND MANAGEMENT

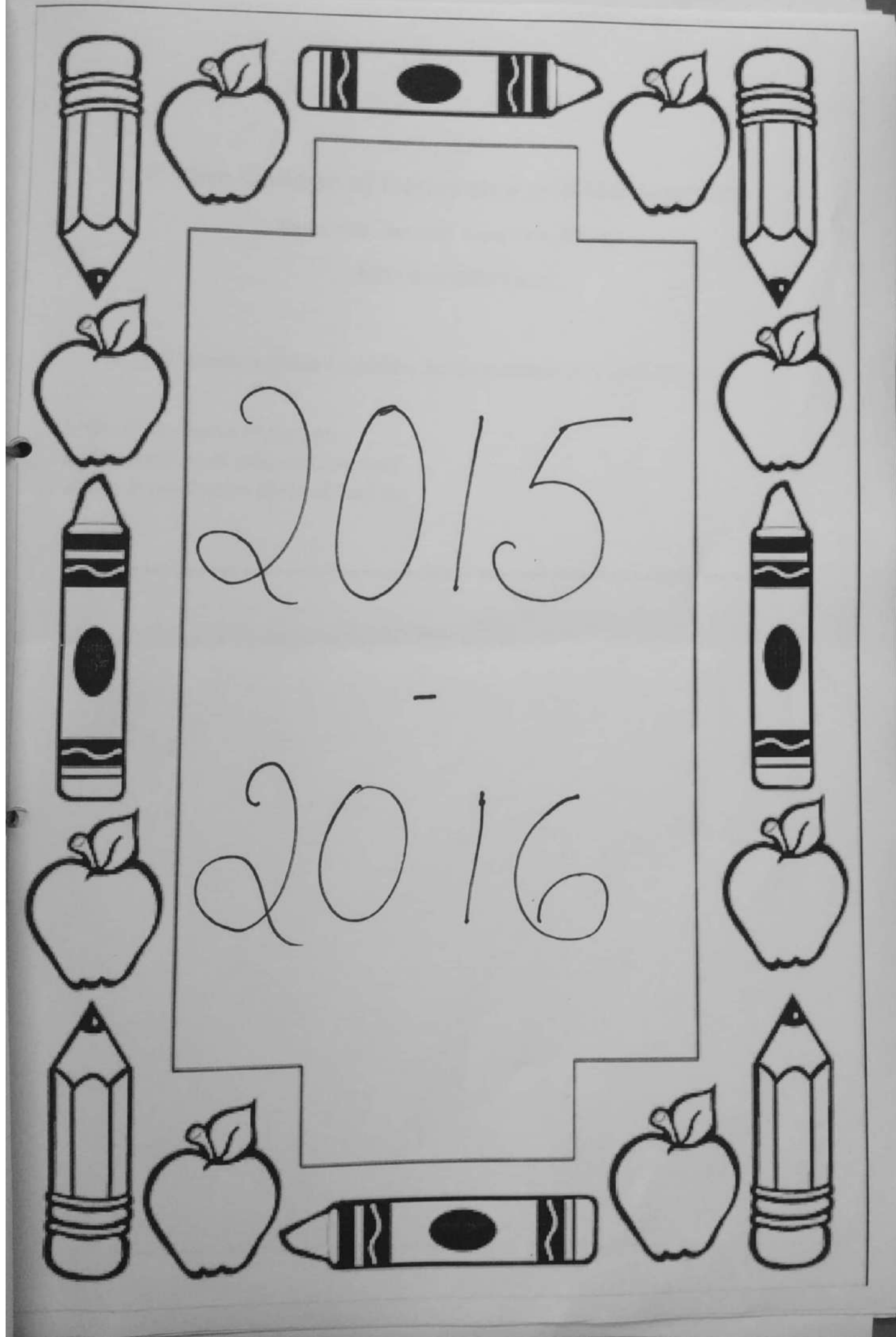
NANTHUR, MANGALORE

## ANTI-RAGGING CELL

### GUIDELINES

*Ragging is a major offence. Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the college. No justification in this regard is acceptable.*





# Padua College of Commerce and Management

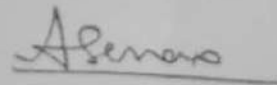
Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

The Staff members of this Committee for the academic year 2015-16 are:

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Ms. Jyothi Pereira (Dept of English)

\*\*\*\*\*



Principal

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





Ph: 0824-2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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 : .....

July 06, 2015

**Minutes of the meeting of "The Anti- Ragging Cell"**

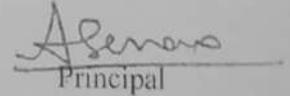
The first meeting of "The Anti- Ragging Cell" was held on 06 July 2015 at 2.00 P.M in Room No. 1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Ms. Jyothi Pereira (Dept of English)

**Discussions:**

The important things discussed in this meeting were regarding the importance of maintaining the discipline in the campus. Ragging is an offence and it was vowed that we would not entertain any sort of ragging in the premises. As regards this, disciplinary duties were decided to be distributed to the staff, wherein each floor in charge was given to a couple of staff members and they were given the responsibility of that floor. With this decision the meeting was adjourned.

  
Principal

Principal

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

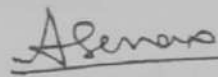


# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 06/07/2015

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Ms. Jyothi Pereira	Dept. of English	





Ph: 0824 - 2217711

ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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 : .....

February 08, 2016

**Minutes of the meeting of "The Anti- Ragging Cell"**

The meeting of "The Anti- Ragging Cell" was held on 08 February at 4.00 P.M in Room No.1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Ms. Jyothi Pereira (Dept of English)

**Discussions:**

This meeting was solely held to review the disciplinary situation in the college. It was gathered that there were no cases of ragging in the premises and that no complaints were received from the students for the same. The dedicated work of the staff in regards keep ragging at bay was appreciated by the Principal. The same routine was requested to be continued till the end of the semester.

Principal  
Principal

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

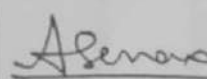


# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

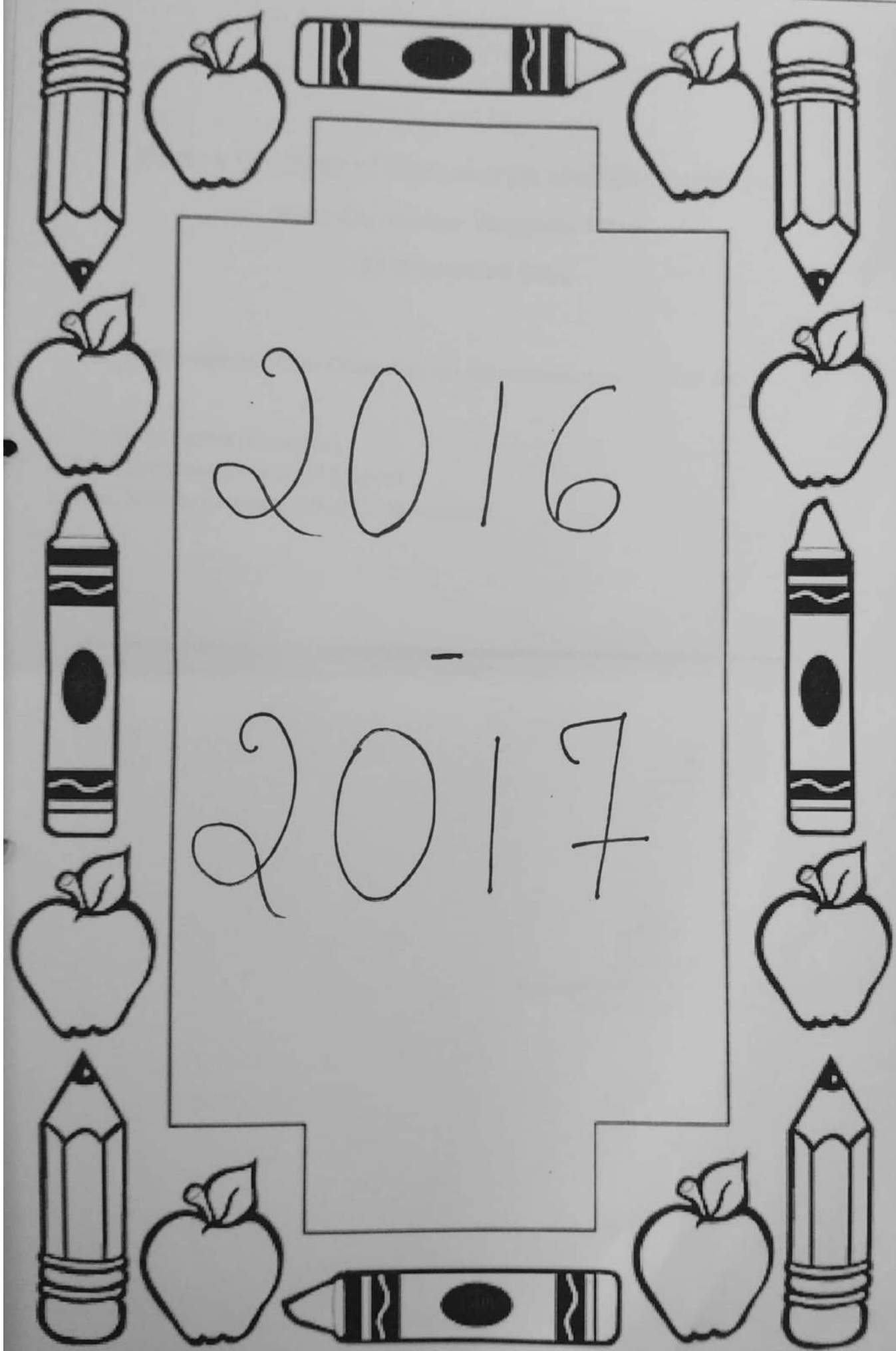
## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 08/02/2016

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Ms. Jyothi Pereira	Dept. of English	





# Padua College of Commerce and Management

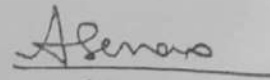
Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

The Staff members of this Committee for the academic year 2016-17 are:

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Jesfrida Menezes (Dept of Management)

\*\*\*\*\*



Principal

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





ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.

Ph: 0824 - 2217711

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

July 08, 2016

**Minutes of the meeting of "The Anti- Ragging Cell"**

The meeting of "The Anti- Ragging Cell" was held on 08 July 2016 at 3.30 P.M in Principal Chamber

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Jesfrida (Dept of Management)

**Discussions:**

As the cell had new members in this academic year, the responsibility was explained to them regarding the prevention of ragging in the campus. even though the floor in charges had the duty to prevent any ragging events in their respective floor, the main responsibility was with the Anti Ragging cell members. There were no cases of ragging in the previous year, it was a benchmark to be followed even in the current year. With this the meeting came to an end

Principal  
Principal

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

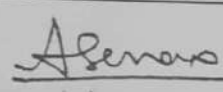
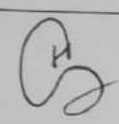
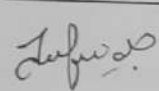
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 08/07/2016

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Jesfrida Menezes	Dept. of Management	





ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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 : .....

February 08, 2017

**Minutes of the meeting of "The Anti- Ragging Cell"**

The meeting of "The Anti- Ragging Cell" was held on 08 February 2017 at 4.00 P.M in Room No.1

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Jesfrida Menezes (Dept of Management)

**Discussions:**

The meeting started with the evaluation of the discipline in the college. The response was positive as no complaints were received from the students or any events of indiscipline were noted. It was also decided to put up posters regarding the anti ragging committee members names in the notice board so that the students can contact the right person in case of need.

Principal  
Principal

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

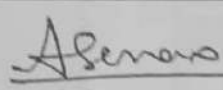
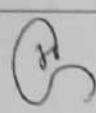

# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 08/02/2017

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Jesfrida Menezes	Dept. of Management	

2017

2018



# Padua College of Commerce and Management

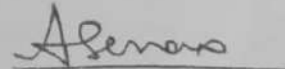
Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

The Staff members of this Committee for the academic year 2017-18 are:

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Pramila Mascarenhas( Dept of Language)
4. Ms. Seema Pereira (Dept of English)

\*\*\*\*\*



Principal

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



ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.

Ph: 0824-2217711

Email: paduadegreecollege@gmail.com

website: www.paduainstitutions.com

Ref. :

Date : .....

June 22, 2017

**Minutes of the meeting of "The Anti- Ragging Cell"**

The meeting of "The Anti- Ragging Cell" was held on 22 June 2017 at 2.45P.M in Principal chamber

**Members Present :**

1. Fr. AlwinSerrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. PramilaMascarenhas ( Dept of Language)
4. Ms. Secma Pereira (Dept of English)

**Discussions:**

A new initiative was decided to be taken in this academic year in order to prevent indiscipline in the college , which is a undertaking form has to be signed by the students and their parents during the readmission time , so that it will bind the parents and the students to any disciplinary activities performed by them. Students were given information regarding the existence of anti ragging cell so that they can ask for help in case of such things happening. The members of the cell were instructed to be very vigilant to avoid indisplinary activities in the college. With this the meeting was adjoured.

*Alwin Serrao*

Principal  
Principal

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


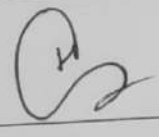
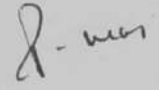

# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 22/06/2017

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Pramila Mascarenhas	Dept. of language	
4.	Ms. Seema Pereira	Dept. of English	





ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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.

Ph : 0824 - 2217711

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

March 07, 2018

**Minutes of the meeting of "The Anti- Ragging Cell"**

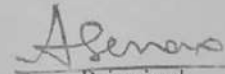
The meeting of "The Anti- Ragging Cell" was held on 07 March at 2.45 P.M in Principal Chamber.

**Members Present :**

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Pramila Mascarenhas ( Dept of Language)
4. Ms. Seema Pereira (Dept of English)

**Discussions:**

The meeting started with the Principal appreciating the members of this committee for their hardwork and dedication regarding maintaining the discipline in the campus. Yet again this was a year where no case for ragging was registered and this was a proud moment for us. It was decided to continue to take the signature on the declaration form during the readmission time.

  
Principal  
Principal

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

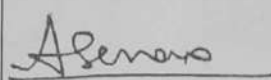

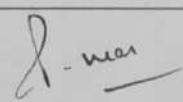

# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 07/03/2018

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Pramila Mascarenhas	Dept. of language	
4.	Ms. Seema Pereira	Dept. of English	

2018

2019



# Padua College of Commerce and Management

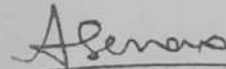
Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

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

1. Fr. AlwinSerrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. PramilaMascarenhas ( Dept. of Language)
4. Ms. Seema Pereira (Dept. of English)

\*\*\*\*\*



Principal

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



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 : .....

July 27, 2018

## Minutes of the meeting of "The Anti- Ragging Cell"

The first meeting of "The Anti- Ragging Cell" was held on 27 July 2018 at 3.40 P.M in Principal Chamber

### Members Present :

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Pramila Mascarenhas ( Dept of Language)
4. Ms. Seema Pereira (Dept of English)

### Discussions:

It was decided in the meeting to continue the policy of signing the undertaking form by the parents and students during the time of re admissions, as this will bind them to stay within the boundaries of discipline in their respective classes and also in the campus. The importance of going for rounds by the floor in-charges during the study period, during the lunch hour, during breaks and also after the classes, was stressed and the cell members were given the responsibility to motivate others also. With these instructions the meeting was adjourned.

*A. Serrao*

Principal  
Principal

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

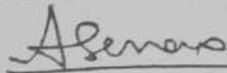
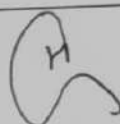
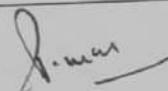

# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 27/07/2018

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Pramila Mascarenhas	Dept. of language	
4.	Ms. Seema Pereira	Dept. of English	





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 30, 2019

## Minutes of the meeting of "The Anti- Ragging Cell"

The meeting of "The Anti- Ragging Cell" was held on 30 March at 12.30 P.M in Principal Chamber

### Members Present :

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Pramila Mascarenhas ( Dept of Language)
4. Ms. Seema Pereira (Dept of English)

### Discussions:

Yet another year has passed without any incidents of ragging in the campus. yet again the Cell members were appreciated for their dedicated work in ensuring the safety of the students in the campus. It was also decided to take the same steps which were taken so far to maintain the discipline in the college. It was also decided to inform the students regarding the anti- ragging cell during the orientation and induction programs and also to educate our students on the vice of ragging. With this the meeting came to an end.

*Alenao*

Principal  
Principal

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

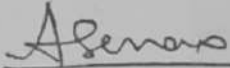

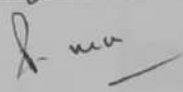

# Padua College of Commerce and Management

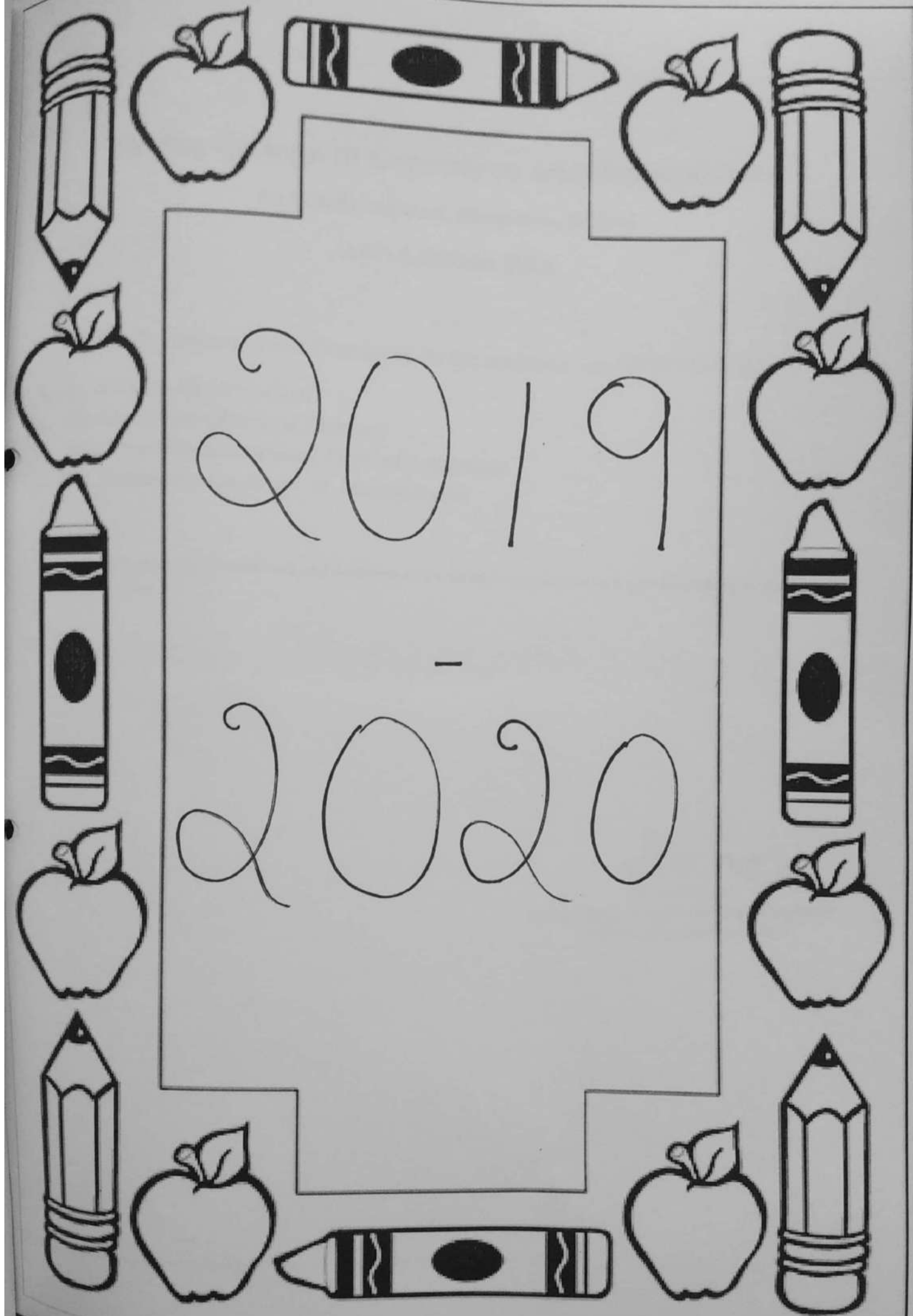
Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 30/03/2019

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Pramila Mascarenhas	Dept. of language	
4.	Ms. Seema Pereira	Dept. of English	





# Padua College of Commerce and Management

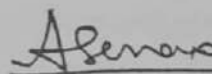
Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

The Staff members of this Committee for the academic year 2019-2020 are:

1. Fr. AlwinSerrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. PramilaMascarenhas ( Dept. of Language)
4. Ms. Seema Pereira (Dept. of Management)

\*\*\*\*\*



Principal

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



ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
**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 : .....

July 09, 2019

**Minutes of the meeting of "The Anti- Ragging Cell"**

The first meeting of "The Anti- Ragging Cell" was held on 09 July 2019 at 4.00 P.M in Principal Chamber

**Members Present :**

1. Fr. AlwinSerrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. PramilaMascarenhas ( Dept. of Language)
4. Ms. Seema Pereira (Dept. of Management)

**Discussions:**

It was initiated to make a provision in the college official website to register any problems or complaints which the students have, this initiative was a way to make sure that the students come forward to lodge complaints or share any grievances which they are facing in an easy platform. The responsibility was given to the members of the cell to overlook this aspect and to regularly check the website for any updates. The meeting was adjourned by giving the usual instructions as to maintain the vigilance in the campus to prevent ragging issues in the current academic year.

*Alwin Serrao*

Principal  
Principal

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

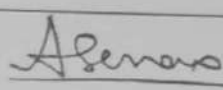
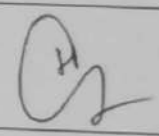


# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 09/07/2019

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Pramila Mascarenhas	Dept. of language	
4.	Ms. Seema Pereira	Dept. of Management	





# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ 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 06, 2020

## Minutes of the meeting of "The Anti- Ragging Cell"

The meeting of "The Anti- Ragging Cell" was held on 06 March at 3.00 P.M in Principal Chamber

### Members Present :

1. Fr. Alwin Serrao (Principal)
2. Mr. Hariprasad (Physical Director)
3. Mrs. Pramila Mascarenhas ( Dept. of Language)
4. Ms. Seema Pereira (Dept. of Management)

### Discussions:

Information regarding the complaints received in the website was enquired and the response was no complaints were lodged by any student regarding any grievance or ragging. Yet another year passed without any ragging incidents in the college campus which was a proud moment for the college and also to the cell members. Principal appreciated the cell members and asked to carry on the same dedicated efforts to prevent ragging in the campus.

Principal  
Principal

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

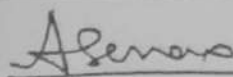

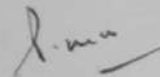

# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'ANTI-RAGGING CELL'

### MEETING ATTENDANCE SHEET

DATE : 06/03/2020

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mr. Hariprasad	Physical Director	
3.	Mrs. Pramila Mascarenhas	Dept. of language	
4.	Ms. Seema Pereira	Dept. of Management	

## Minutes of the meeting of "Student Grievance Redressal Committee"

The first meeting of "Student Grievance Redressal Committee" was held on 30<sup>th</sup> September, 2015 at 4.00 P.M in the Room No. 04.

### Members Present:

1. Fr. Alwin Serrao (Principal)
2. Mrs. Pramila Mascarenhas ( Lecturer in Kannada )
3. Mr. Shridhar (Lecturer in Economics)
4. Miss Zeena Cornelio ( Lecturer in Commerce)
5. Mr. Hariprasad (Physical Director)

### Discussions:

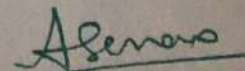
The members of the committee had a discussion on the two complaints received from the students.

Leon Loyd Saldanha (136630224) of III B Com complaint about the insufficient space for parking the vehicles for the students and Robin Varun Montheiro (142050233) of II B Com complaint about insufficient space for sports which hinders with the practice.

It was decided that the space behind the high school would be provided as parking space for students. A suggestion to renovate the existing playground for the benefit of students was kept forward by the committee, the Principal agreed to discuss it with the Management.

### Action taken:

- Parking space for students was increased.
- Renovation of the playground has already started.



Fr. Alwin Serrao  
Principal

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



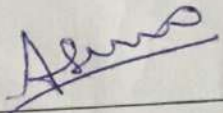
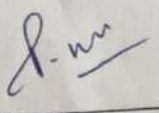
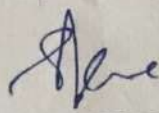
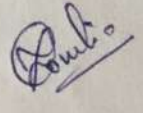
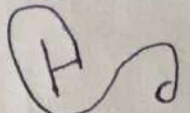
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 30 / 09 /2015

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mrs. Pramila Mascarenhas	Lecturer in Kannada	
3.	Mr. Shridhar	Lecturer in Economics	
4.	Miss Zeena Cornelio	Lecturer in Commerce	
5.	Mr. Hariprasad	Physical Director	

## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 29<sup>th</sup> March, 2016 at 4.00 P.M. in Room No. 04.

### Members Present:

1. Fr. Alwin Serrao (Principal)
2. Mrs. Pramila Mascarenhas ( Lecturer in Kannada )
3. Mr. Shridhar ( Lecturer in Economics)
4. Miss Zeena Cornelio ( Lecturer in Commerce)
5. Mr. Hariprasad (Physical Director)

### Discussions:

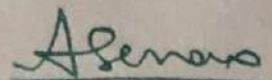
The members of the committee had a discussion on the two complains received from the students.

The Students' Council of our college complaint about the expensive food in the canteen of the college and Robin Varun Montheiro (142050233) of II B Com complaint about the lack of sports materials required for the practice.

The committee decided to purchase more sports materials for the smooth functioning of all sports activity, Mr. Hariprasad, the Physical Director was given the responsibility. The Principal assured that a discussion would take place with the canteen owner on the topic.

### Action taken:

- The necessary sports materials were bought soon after the meeting.
- Food supplied in the canteen was sold at a reasonable price.



Fr. Alwin Serrao  
Principal

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



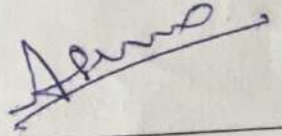
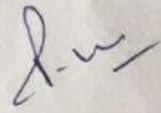
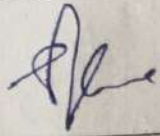
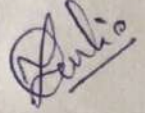
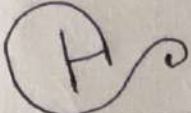
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 29 / 03 / 2016

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mrs. Pramila Mascarenhas	Lecturer in Kannada	
3.	Mr. Shridhar	Lecturer in Economics	
4.	Miss Zeena Cornelio	Lecturer in Commerce	
5.	Mr. Hariprasad	Physical Director	



## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 01<sup>st</sup> October, 2016 at 12.00 P.M in the Room No. 04.

### Members Present:

1. Fr. Alwin Serrao (Principal)
2. Mrs. Pramila Mascarenhas ( Lecturer in Kannada )
3. Mr. Shridhar ( Lecturer in Economics)
4. Mrs. Zeena Cornelio ( Lecturer in Commerce)
5. Mr. Hariprasad (Physical Director)

### Discussions:

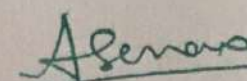
The committee received two complaints from Nishita D Shetty and Karthik K.

Nishita D Shetty (142050223) of III B Com requested to have a Traditional Day, where the students would be able to celebrate their tradition by wearing their traditional attire. Karthik K. (142050269) of III B Com requested for a Boys Room.

The request for the Traditional Day was accepted and it was decided that the students could wear their traditional attire. The request for the Boys room was rejected because of the shortage of infrastructure in the campus.

### Action taken:

- Traditional Day was organized in the even semester.



Fr. Alwin Serrao  
Principal

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

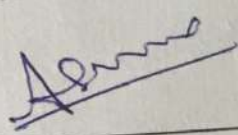
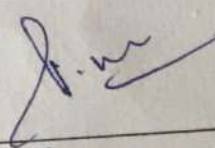
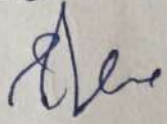
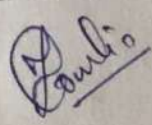
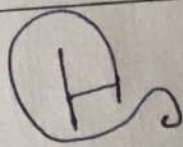
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 01 / 10 / 2016

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	
2.	Mrs. Pramila Mascarenhas	Lecturer in Kannada	
3.	Mr. Shridhar	Lecturer in Economics	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mr. Hariprasad	Physical Director	



## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 27<sup>th</sup> March, 2017 at 4.00 P.M. in the Room No. 04.

### Members Present:

1. Fr Alwin Serrao (Principal)
2. Mrs Pramila Mascarenhas ( Lecturer in Kannada )
3. Mr Shridhar ( Lecturer in Economics)
4. Mrs Zeena Cornelio ( Lecturer in Commerce)
5. Mr Hariprasad (Physical Director)

### Discussions:

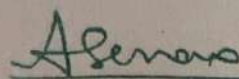
The committee received a complaint from Danyashree of II BBA.

Danyashree (150317) of II BBA complaint about the malfunctioning of the computers in the lab as it causes a lot of problems to the students.

The committee decided to repair the computers quickly enough for the students to work with them. It was also decided that Mrs Jesfrida would be asked to take responsibility of the computer lab.

### Action taken:

- The computers were quickly repaired.



Fr Alwin Serrao  
Principal

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



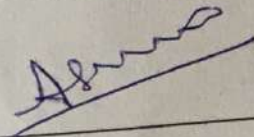
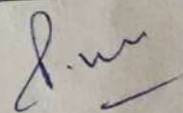
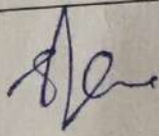

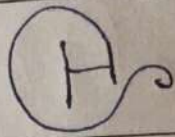
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 27 / 03 / 2017

Sl No.	Names	Designation	Signature
1.	Fr Alwin Serrao	Principal	
2.	Mrs Pramila Mascarenhas	Lecturer in Kannada	
3.	Mr Shridhar	Lecturer in Economics	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mr Hariprasad	Physical Director	

## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 04<sup>th</sup> October, 2017 at 03.45 P.M. in the Principal's chamber.

### Members Present:

1. Fr Alwin Serrao (Principal)
2. Mr Roshan Santhumayor (Vice Principal)
3. Mrs Pramila Mascarenhas (Lecturer in Kannada)
4. Mrs Zeena Cornelio (Lecturer in Commerce)
5. Mr Shridhar (Lecturer in Economics)
6. Miss Seema Pereira (Lecturer in Management)
7. Mrs Jesfrida Menezes (Lecturer in Commerce)
8. Mr Rahul (Lecturer in Commerce)
9. Miss Akshatha (Lecturer in Commerce)
10. Mr Deenath D'Sa (Lecturer in Commerce)
11. Miss Flavita Lewis (Lecturer in Commerce)
12. Miss Mitchell Dias (Lecturer in Commerce)
13. Mr Prashanth D'Costa (Lecturer in Management)
14. Mrs Thanuja (Lecturer in Commerce)

### Discussions:

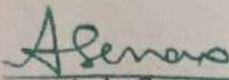
The committee received two complaints, one from the students of III BBA and another from Melroy D'Souza.

The students of III BBA wrote a complaint about the open ventilators as the rain water would get inside the class. Melroy Lavian D'Souza (150226) of III B Com B requested that the students should be allowed to wear colour dress at least once a week.

The committee decided to repair the ventilators before the beginning of the next academic year. The request for allowing students to wear colour dress was declined.

### Action Taken:

- The renovation of the ventilators of the whole college has already started.

  
Fr. Alwin Serrao  
Principal

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



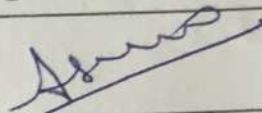
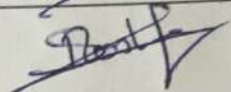
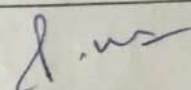
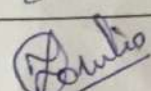
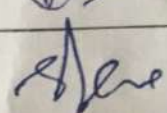
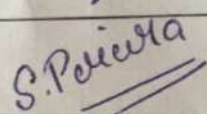
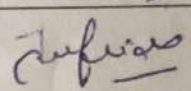
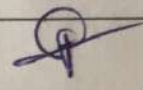
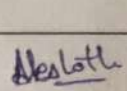
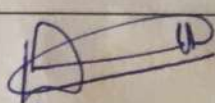
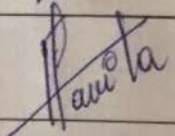
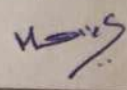
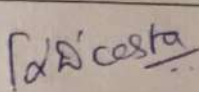
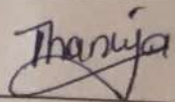
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 04 / 10 / 2017

Sl No.	Names	Designation	Signature
1.	Fr Alwin Serrao	Principal	
2.	Mr Roshan Santhumayor	Vice Principal	
3.	Mrs Pramila Mascarenhas	Lecturer in Kannada	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mr Shridhar	Lecturer in Economics	
6.	Miss Seema Pereira	Lecturer in Management	
7.	Mrs Jesfrida Menezes	Lecturer in Commerce	
8.	Mr Rahul	Lecturer in Commerce	
9.	Miss Akshatha	Lecturer in Commerce	
10.	Mr Deenath D'Sa	Lecturer in Commerce	
11.	Miss Flavita Lewis	Lecturer in Commerce	
12.	Miss Mitchell Dias	Lecturer in Commerce	
13.	Mr Prashanth D'Costa	Lecturer in Management	
14.	Mrs Thanuja	Lecturer in Commerce	



## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 26<sup>th</sup> March, 2018 at 03.45 P.M. in the Principal's chamber.

### Members Present:

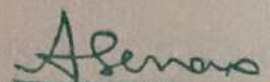
1. Fr Alwin Serrao (Principal)
2. Mr Roshan Santhumayor (Vice Principal)
3. Mrs Pramila Mascarenhas (Lecturer in Kannada)
4. Mrs Zeena Cornelio (Lecturer in Commerce)
5. Mr Shridhar (Lecturer in Economics)
6. Miss Seema Pereira (Lecturer in Management)
7. Mrs Jesfrida Menezes (Lecturer in Commerce)
8. Mr Rahul (Lecturer in Commerce)
9. Miss Akshatha (Lecturer in Commerce)
10. Mr Deenath D'Sa (Lecturer in Commerce)
11. Miss Flavita Lewis (Lecturer in Commerce)
12. Miss Mitchell Dias (Lecturer in Commerce)
13. Mr Prashanth D'Costa (Lecturer in Management)
14. Mrs Thanuja (Lecturer in Commerce)

### Discussions:

The committee received a complaint from Rorthan Coelho.

Rorthan Coelho (170339) of I BBA complains that the time given as break is not enough and requested to increase the breaks during the class hours.

The members informed that the time allotted is fixed as given by the Mangalore University; hence no changes can be made. So the request was rejected.



Fr. Alwin Serrao

Principal

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


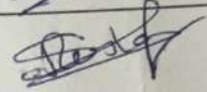
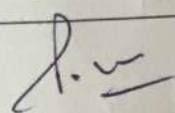
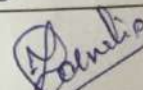
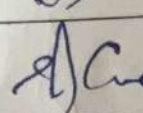
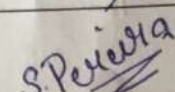
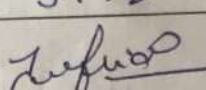
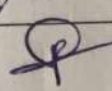
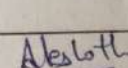
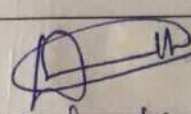
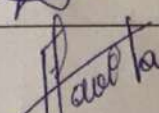
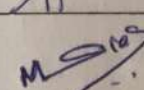
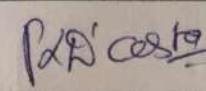
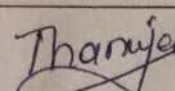
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 26 / 03 / 2018

Sl No.	Names	Designation	Signature
1.	Fr Alwin Serrao	Principal	
2.	Mr Roshan Santhumayor	Vice Principal	
3.	Mrs Pramila Mascarenhas	Lecturer in Kannada	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mr Shridhar	Lecturer in Economics	
6.	Miss Seema Pereira	Lecturer in Management	
7.	Mrs Jesfrida Menezes	Lecturer in Commerce	
8.	Mr Rahul	Lecturer in Commerce	
9.	Miss Akshatha	Lecturer in Commerce	
10.	Mr Deenath D'Sa	Lecturer in Commerce	
11.	Miss Flavita Lewis	Lecturer in Commerce	
12.	Miss Mitchell Dias	Lecturer in Commerce	
13.	Mr Prashanth D'Costa	Lecturer in Management	
14.	Mrs Thanuja	Lecturer in Commerce	



### Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 23<sup>rd</sup> August, 2018 at 03:00 P.M. in the Principal's chamber.

#### Members Present:

1. Fr Alwin Serrao (Principal)
2. Mr Roshan Santhumayor (Vice Principal)
3. Mr Shridhar (Lecturer in Economics)
4. Mrs Zeena Cornelio (Lecturer in Commerce)
5. Mrs Jesfrida Menezes (Lecturer in Commerce)
6. Mr Rahul (Lecturer in Commerce)
7. Miss Mitchell Dias (Lecturer in Commerce)
8. Miss Akshatha (Lecturer in Commerce)
9. Mrs Thanuja (Lecturer in Commerce)
10. Miss Seema Pereira (Lecturer in Management)
11. Mr Deenath D'Sa (Lecturer in Commerce)
12. Mr Prashanth D'Costa (Lecturer in Management)
13. Miss Flavita Lewis (Lecturer in Commerce)

#### Discussions:

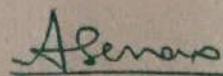
The committee received two complaints from the students of BBA block.

The BBA students of the BBA block submitted two complaints stating the improper working of the lights in their classes and about the leaking roof.

The committee decided to change the lights and agreed to look into the roof problem soon after the monsoon.

#### Action taken:

- The lights were changed within a week.
- The roof was repaired soon after the monsoon season.

  
Fr. Alwin Serrao  
Principal

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



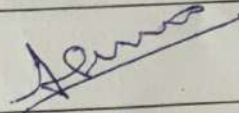

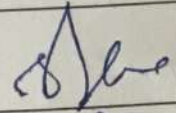
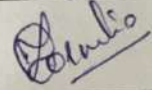
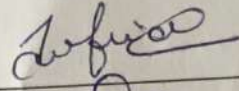

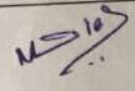
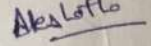
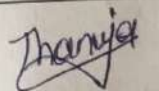
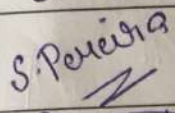
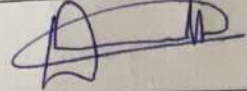
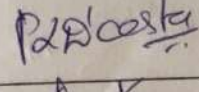
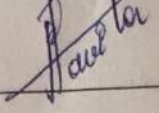
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 23 / 08 / 2018

Sl No.	Names	Designation	Signature
1.	Fr Alwin Serrao	Principal	
2.	Mr Roshan Santhumayor	Vice Principal	
3.	Mr Shridhar	Lecturer in Economics	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mrs Jesfrida Menezes	Lecturer in Commerce	
6.	Mr Rahul	Lecturer in Commerce	
7.	Miss Mitchell Dias	Lecturer in Commerce	
8.	Miss Akshatha	Lecturer in Commerce	
9.	Mrs Thanuja	Lecturer in Commerce	
10.	Miss Seema Pereira	Lecturer in Management	
11.	Mr Deenath D'Sa	Lecturer in Commerce	
12.	Mr Prashanth D'Costa	Lecturer in Management	
13.	Miss Flavita Lewis	Lecturer in Commerce	

## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 08<sup>th</sup> April, 2019 at 03.45 P.M. in the Principal's chamber.

### Members Present:

1. Fr Alwin Serrao (Principal)
2. Mr Roshan Santhumayor (Vice Principal)
3. Mr Shridhar (Lecturer in Economics)
4. Mrs Zeena Cornelio (Lecturer in Commerce)
5. Mrs Jesfrida Menezes (Lecturer in Commerce)
6. Mr Rahul (Lecturer in Commerce)
7. Miss Mitchell Dias (Lecturer in Commerce)
8. Miss Akshatha (Lecturer in Commerce)
9. Mrs Thanuja (Lecturer in Commerce)
10. Miss Seema Pereira (Lecturer in Management)
11. Mr Deenath D'Sa (Lecturer in Commerce)
12. Mr Prashanth D'Costa (Lecturer in Management)
13. Miss Flavita Lewis (Lecturer in Commerce)

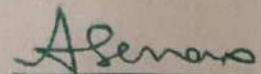
### Discussions:

The committee received two complaints this semester. Suha (170138) of II B Com A requested for library hours which would help them enrich and enhance their knowledge. Anushree (170230) of II B Com B requested for more certificate courses.

The members of the committee agreed with both the requests as both will help students. It was decided that the second years would get a library hour every week from next semester since they have classes till 2:45pm. The committee also agreed to put forward the idea of more certificate courses in the next meeting.

### Action taken:

- Students were given a library hour every week and whenever a lecturer was unable to take class.
- Three new certificate courses – Nudi, Managerial Skills and Daily Physics, were introduced.



Fr. Alwin Serrao  
Principal

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



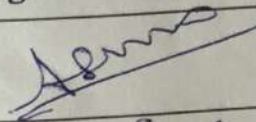
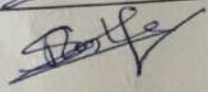
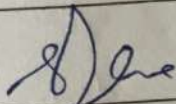
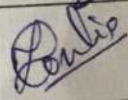
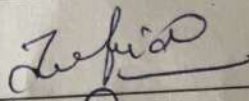

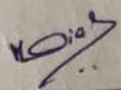
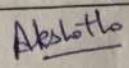
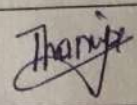
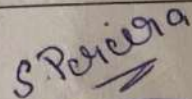
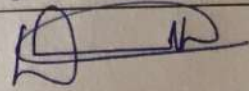
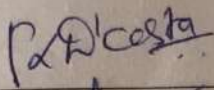
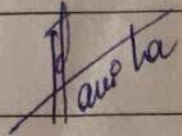
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 08 / 04 / 2019

Sl No.	Names	Designation	Signature
1.	Fr Alwin Serrao	Principal	
2.	Mr Roshan Santhumayor	Vice Principal	
3.	Mr Shridhar	Lecturer in Economics	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mrs Jesfrida Menezes	Lecturer in Commerce	
6.	Mr Rahul	Lecturer in Commerce	
7.	Miss Mitchell Dias	Lecturer in Commerce	
8.	Miss Akshatha	Lecturer in Commerce	
9.	Mrs Thanuja	Lecturer in Commerce	
10.	Miss Seema Pereira	Lecturer in Management	
11.	Mr Deenath D'Sa	Lecturer in Commerce	
12.	Mr Prashanth D'Costa	Lecturer in Management	
13.	Miss Flavita Lewis	Lecturer in Commerce	



## Minutes of the meeting of "The Student Grievance Redressal Committee"

The meeting of "The Student Grievance Redressal Committee" was held on 05<sup>th</sup> October, 2019 at 12.30 P.M. in the Principal's chamber.

### Members Present:

1. Fr Alwin Serrao (Principal)
2. Mr Roshan Santhumayor (Vice Principal)
3. Mr Shridhar (Lecturer in Economics)
4. Mrs Zeena Cornelio (Lecturer in Commerce)
5. Mrs Jesfrida Menezes (Lecturer in Commerce)
6. Mr Rahul (Lecturer in Commerce)
7. Miss Seema Pereira (Lecturer in Management)
8. Miss Reshma D Souza (Lecturer in English)
9. Mrs Akshatha (Lecturer in Commerce)
10. Miss Mitchell Dias (Lecturer in Commerce)
11. Miss Flavita Lewis (Lecturer in Commerce)
12. Mr Deenath D'Sa (Lecturer in Commerce)
13. Mr Prashanth D'Costa (Lecturer in Management)

### Discussions:

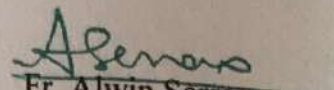
The committee received a complaint from Vinta Fernandes.

Vinta Fernandes (190234) of I B Com B requested that the college should provide the girls of the college with the option of wearing formal uniform.

After a discussion on this topic the members agreed to change the uniform pattern for the new batch from the next academic if the management would agree with this suggestion.

### Action taken:

- New uniform pattern for girls was implemented.

  
Fr. Alwin Serrao  
Principal

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

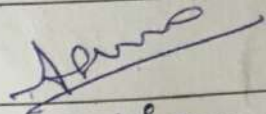
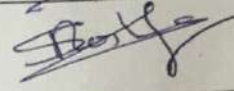
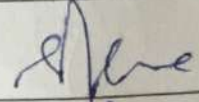
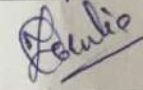
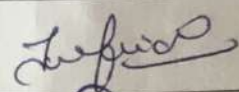
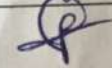
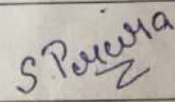
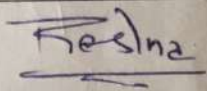
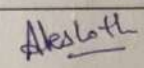
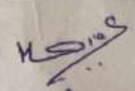
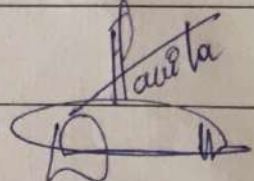
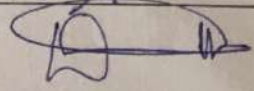
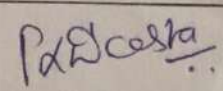
# Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

## 'STUDENT GRIEVANCE REDRESSAL COMMITTEE'

Meeting attendance sheet

Date: 05 / 10 / 2019

Sl No.	Names	Designation	Signature
1.	Fr Alwin Serrao	Principal	
2.	Mr Roshan Santhumayor	Vice Principal	
3.	Mr Shridhar	Lecturer in Economics	
4.	Mrs Zeena Cornelio	Lecturer in Commerce	
5.	Mrs Jesfrida Menezes	Lecturer in Commerce	
6.	Mr Rahul	Lecturer in Commerce	
7.	Miss Seema Pereira	Lecturer in Management	
8.	Miss Reshma D Souza	Lecturer in English	
9.	Mrs Akshatha	Lecturer in Commerce	
10.	Miss Mitchell Dias	Lecturer in Commerce	
11.	Miss Flavita Lewis	Lecturer in Commerce	
12.	Mr Deenath D'Sa	Lecturer in Commerce	
13.	Mr Prashanth D'Costa	Lecturer in Management	





# PADUA COLLEGE OF COMMERCE AND MANAGEMENT

NANTHUR, MANGALORE – 575 004

## PLEASE TAKE SPECIAL NOTE

Students are bound to observe the General regulations and other Rules of Discipline of the College. They are also bound to observe the regulations, which the Management may frame from time to time. In particular, their attention is drawn to the following:

### General Rules and Regulations

1. Classes are held between 8.45 a.m. to 3.40 p.m. from Monday to Friday and between 8.45 a.m. to 1.00 p.m. on Saturday. Club activities will be held on every Thursday from 2.00 p.m. to 4.00 p.m.
2. Late comers can enter the class only if permitted by a lecturer. They may be marked present at the end of the hour only if there was sufficient reason for being late. In such cases, an entry in the calendar will be made to enter the class. Those who depend on public conveyance to come to the college, should leave their home early enough to avoid peak hours and be at the college well in time.
3. At the beginning of the morning session all must stand and pray devoutly. They shall stand respectfully for the National Anthem.
4. On the teacher's arrival to the classroom, students must rise and remain standing until they are asked to sit or till teacher takes his/her seat. When the attendance roll is called each one must rise and answer to his name.
5. A Lecturer has the right to change the place of a student, to send him out of the class or to cut the attendance without giving any reason, if a student misbehaves in the class. However, the student can meet the concerned lecturer in the staff room to settle the matter.
6. Use of Mobile phone inside the building premises is strictly prohibited. Mobile phone should be in "SWITCHED OFF MODE" inside the college premises or campus. If anybody found using the cell phone will be fined progressively starting with Rs. 1000/- or mobile phone will be confiscated and returned only after the semester examinations.
7. During the class, lecturer's permission is needed to move away from one's place or to leave the room.
8. Punctuality and regular attendance is essential for the formation of character and is insisted upon. Leave of absence from college should be obtained from the concerned authority. Unforeseen absence must be justified on return before entering the class with a note of excuse from the parent or guardian. A medical certificate from a Government Doctor should be furnished especially when a student is absent for a long time due to illness. A medical certificate however does not entitle a student for attendance.
9. Serious note will be taken of the absence without leave from the college examinations and at the re-opening of the classes after the holidays. In the case of illness, the production of a medical certificate shall be required. Parents have to inform of the absence of their ward on the same day of the examination. Re-exam may be conducted with an extra exam fees of Rs. 100/- per subject.
10. Irregularity in attendance, insubordination, discourtesy to Staff members, habitual in-attention and late coming, neglect of work, obscenity in word or act will be punishable by permanent or temporary dismissal. Minor offences are punishable by a fine or loss of attendance.
11. Students those who absent themselves should show the leave note writing it in the college calendar properly signed by the parents and the subject lecturers & Vice- Principal or the Principal before 9.00 a.m.
12. Every student should possess the Identity card/calendar issued by the College, which should be produced whenever asked for, especially when dealing with the office and library.
13. Students should wear the College Identity Card daily in the College Campus compulsorily or else the progressive fine will be levied starting from Rs. 30/-
14. Students are expected to use the classroom furniture with care. Breaking of the furniture, scribbling on the walls, sketching on planks, desks or chairs will be considered a serious offence. A very serious cognizance will be taken of any infringement of this rule and suitable action will be taken.
15. Students are allowed to bring two-wheelers and can park them in the parking area assigned to them behind the High School at open space in a proper order. Four wheelers are not allowed inside the college campus. The college does not own responsibility for the safety of the vehicles.



16. Students who habitually steal or rob will be dismissed from the College.
17. Students are not permitted to leave the college before time either during the morning or afternoon session unless the parents or guardians personally for valid reasons request leave. However, such students should obtain the permission from the Principal or the Vice Principal and write their names in the Movement Register before leaving.
18. Irregular attendance, in subordination to Lecturers, habitual inattention to College work, obscenity in word or act are sufficient reasons for the temporary or permanent dismissal of a student.
19. The college does not hold itself responsible for the student's conduct outside its premises. In justice, however it takes cognizance of any serious misconduct of its students committed outside its precincts and should any serious charge be fairly substantiated, the guilty shall be punished according to the gravity of the offence.
20. Progress Records will be issued after the Internal exams.
21. The students should wear the prescribed college uniform on all days. A student will not be permitted to sit in the class without the prescribed college uniform. They should cut their hair from time to time and brush neatly.
22. Students must respect the members of the staff and salute them on meeting them for the first time during the day.
23. If a student fails to submit the assignment on the assigned date, he/she will not be allowed to attend the classes till he/she submits the assignment.
24. Books, magazines, newspapers and articles not approved by the Principal should not be brought to the college.
25. The use of tobacco in any form is forbidden in the college premises. Explosives are banned inside the college campus.
26. Students are expected to speak in English or Kannada or Hindi according to the medium of instruction within the college premises. The defaulters will be fined.
27. Students must equip themselves with a complete outfit of everything that is necessary for their studies. They must use their own materials and be responsible for their safety. The college should not be made responsible for books, money, clothes and other articles that are lost.
28. Attendance at Mass for the catholic students and Value Education classes for the others is obligatory for all the students. A test will be conducted in the value education topics dealt during the year.
29. The Catholic students are advised to go to confession at least once a month and to Mass and Communion every day if possible.
30. Serious action like dismissal or suspension can also be taken against those men students who involve in eve teasing, trolling, stalling, sending vulgour messages.
31. Students must not join any club or society or make any engagements outside college that would interfere with their studies without the permission of the Principal. They are not allowed to play in any team against the college.
32. Students are not allowed to take part in political agitation directed against the authority or the lawful Government. Students are discouraged from contesting or participating in any students unions or organization outside the college as it may hinder the promotion of peace, harmony and brotherhood in the college. Serious action will be taken against such students.
33. Letters officially addressed to the Principal must be accompanied by stamped reply envelope.
34. Students should adhere to the discipline of the college whole-heartedly. They should follow the bells scrupulously, particularly the bells rung after the recess, both in forenoon and in the afternoon. Those who go to the canteen should come in time. They should never leave the college premises during these intervals.
35. Attendance at classes and examinations, progress as well as conduct of the students, will be taken into consideration while recommending the students for merit certificates concessions and scholarships.
36. Cleanliness of the classrooms and college premises is also essential for the proper and smooth functioning of the institution. Therefore, students should keep their classrooms, corridors and the playground clean and tidy. Dustbins should be used to throw the waste.
37. To improve student's reading and knowledge, the College provides a good collection of books in the college library. Strict discipline is to be maintained in the library. Books should be read and returned intact. Penal fee will be collected for the damage and the lost ones.
38. If calendar is lost student can apply for another paying Rs. 500/- and if ID card is lost then they can get another by paying Rs. 250/-.
39. Any Students caught in the Internal examination on mal-practicing will be suspended for a week and those who are caught in the semester examination on malpractice will be punished according to the University rules.



40. Misusing of internet, face book, SMS, E-mail to malign someone's name is a serious cyber crime resulting in criminal punishment by law.
41. Eating chewing gum in the College campus and any eatables in the classroom is strictly prohibited. If someone is found doing so, will be fined.
42. Playing or shouting inside the college building is not allowed. A student is not permitted to enter any classroom other than his own without permission.
43. Back answering and misbehaving with the staff will be considered seriously. Such students are liable for getting their parents and for suspension from the College. However, students have the right to inform the Principal / Vice-Principal if there is any matter of disagreement.
44. Disfiguring or writing comments on the photos of the staff and students, printed in the calendar is considered a serious offence. Violators of this rule will be fined heavily or suspended.
45. Tattoos on any part of the body are not allowed.
46. Students without the calculator, question bank and other stationery required for the class are not entertained in the class.
47. Without obtaining prior permission from the Principal, no picnics, send-off parties and get-togethers in which our College students are involved, either in the campus or in any other place are to be organised. Strict disciplinary action will be taken against those who violate these rules.
48. Students should follow only oral communication and not tactile communication in their conversation. This rule should be strictly followed in inter-gender communication.
49. **Ragging is a major offence. Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the College. No justification in this regard is acceptable.**

#### **DRESS CODE**

1. Students attending the classes or other gatherings within the College campus are expected to be formally dressed in accordance with the rules of approved etiquette.
2. All the students are expected to wear the college uniform compulsorily on all working days. Uniform should be stitched according to the prescribed pattern given by the college.
3. Men students should properly tuck in their shirts. Low-waist and pencil bottom pants are strictly prohibited.
4. Long hair, Hair colouring, Shabby beard, Tattoos, single earrings or similar ornaments on any other parts of the body are not allowed.
5. For girls tight fittings/short tops and sleeveless tops are not permitted.
6. Disciplinary action will be taken on students violating the dress code. Girls should wear the shawl as prescribed in the uniform format.
7. Students who do not follow the above rules will be fined progressively starting with Rs. 30/-.

#### **LIBRARY RULES**

1. College library is open only to the staff and students of the college.
2. Silence must be observed at all the time in and outside the library.
3. Library will be open every day from 8.30 a.m. to 4.30 p.m.
4. Books will be issued to the students on all the working days of the week.
5. No student is allowed to borrow more than 2 books.
6. Books must be returned within 5 days. If the student fails to return on the specified day, a fine of Rs. 1/- per day will be charged.
7. Books will be issued to only those who pay a library fee of Rs. 50/- and possess library card.

#### **COLLEGE EXAMINATION & INTERNAL ASSESSMENT:**

1. There shall be Two Internal Assessment Examinations in each semester. Provisional dates of the Tests and Examinations are notified against the dates in this calendar.
2. The Internal Assessment marks will be awarded in each paper of a subject in every semester. Average of two Internal Assessment Examinations will be taken as the final award in that paper. If a candidate is absent from any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test.
3. In addition to these term examination, Lecturer will hold tests/ give assignments to assess the student's progress.

4. No student shall absent himself/herself from examination/test without obtaining prior sanction of leave from the Principal or in the case of class tests/assignments, from the lecturer concerned. Violation of these rules may result in the imposition of such penalties, as the Principal may deem necessary. Hall tickets of such students will not be issued unless they submit the assignments.
5. The Cumulative Record will be issued for the information of the parents. Shortage of attendance if any will be intimated to the parents.
6. Parents and guardians are particularly requested to supervise the regularity of attending classes and the studies of their wards and co-operate with the Principal and his staff in all matters pertaining to the welfare of the students. The Principal and Lecturers will be glad to meet the parents/guardians and discuss with them the difficulties and progress of their wards.
7. If any Student wants to leave the College in between the Course he/she will have to pay full fees of the whole course. Only than NOC and TC will be issued.
8. Students should have a minimum of 75% of attendance in each subject to appear for the semester exams. Students with shortage of attendance are not eligible to appear for the semester exam. A student shall have to repeat the semester, if he/she fails to put in 75% of attendance without which he/she will not be eligible to move to the next semester.

#### **FEE REGULATIONS**

1. Fees can be paid in three installments of 50:25:25. A new candidate shall pay the fees payable for the first installment when his/her name is enrolled. A student shall not be enrolled or admitted after the beginning of a term unless, he has paid all the fees which he would have had to pay, as his name been on the rolls from the beginning of the term.
2. A receipt signed and dated by one deputed by the Principal shall be issued for every payment of fee made and will be entered in the Fee Receipt tag attached to the Hand Book, for every payment of fee made.
3. If a student fails to pay his/her fee within 8 days after the day fixed for payment, a fine will be levied. If the fees is not paid within 15 days, the students name shall be struck off from the college rolls. If readmitted, in addition of the fees and fines due from him, he will have to pay a re-admission fee.
4. If a student leaves College during a term, he shall have no right to claim a remission of any portion of a fee. Payment of examination fees does not entitle a candidate to appear for the examination. The candidate has to submit the application within the last date prescribed by the College and fulfill the requirement of satisfactory attendance, progress and conduct. A candidate who does not satisfy these requirements will not be permitted to take the examinations.
5. A student will not be allowed to appear for the Semester Examination if he/she has not paid the fees as prescribed by the college.
6. Applications for scholarships and fee concessions should be made to the Principal in the prescribed form. Selection of candidates for scholarships and fee concessions will be made based on merit in studies and the financial status of the family. The fee concessions and scholarships granted by the Government and College are subject to regular attendance, good conduct and satisfactory progress. Even after being granted, these benefits can be withdrawn if the above conditions are not satisfied.
7. A student already in the enjoyment of a scholarship from Government or any other source, is not eligible for the College Scholarship or concession.

#### **WITHDRAWALS & CERTIFICATES**

1. All applications for certificates must be addressed to the Principal in writing. Certificates must be taken from the office in person.
2. Certificates and marks cards will not be handed over to unauthorized person.
3. Applications for certificates should contain the following particulars:
  - a) The student's name and initials
  - b) The class in which the student was originally enrolled
  - c) The class in which the student was studying at the time of leaving and the roll number
  - d) Languages under part I and optional under part II
  - e) The University Examination passed with Reg. No and the year of passing
4. T.C will be issued within 7 days of application. Other certificates will not be issued on less than 3 days notice. However, in case of emergency the certificates will be issued on payment of extra fees.
5. The official conduct certificate is a document, which a student has to earn by his/her conduct and the behavior during his/her college course and only the Principal will issue it. It will not be issued



as a matter of course and the Principal may refuse the Conduct Certificate to any student whose conduct, in his opinion, has not been satisfactory.

6. Office Timings: 8.30 a.m. to 4.30 p.m.

On working days, students should approach the office for their work before 9.00 a.m., during the lunch break, or after class hours.

#### **Recommendation to Parents/Guardians**

1. Parents play a decisive role in the development of students in their formative years. Therefore the college expects the whole-hearted co-operation from the parents.
2. Parents are requested to co-operate with the college authorities by enforcing regularity and discipline to prepare their lessons daily and to take an active and salutary interest in the activities of the college.
3. Parents are particularly requested to sign Leave Notes, Messages, Progress Reports, Weekly Reports or any other similar documents when so requested. Failure to do this may put their children to great inconvenience and render them liable to be sent home. Repeated coming late or forgetting to bring relevant books may be punished in the same way.
4. Parents are also invited to meet the Principal and other members of the staff personally especially when there is unsatisfactory behavior, shortage of attendance and poor progress in studies.
5. Parents are requested not to give extra money to their children other than for bus travel and meals. If any payment is made to the college a receipt should be demanded.
6. Private tuitions are forbidden as per Government rules.
7. Parents are requested to meet the class coordinator on the appointed days to enquire about the progress of their wards.

#### **DISCIPLINARY RULES**

1. All powers relating to disciplinary action against the students shall vest in the Principal and the Disciplinary Committee.
2. The Principal shall be responsible for the maintenance of discipline amongst the students of the College and shall exercise all powers necessary for this purpose, including the power to, impose fine, forfeiture of attendance, suspension or debarring a student from the College for limited / unlimited period.
3. In case the Principal feels that a more deterrent punishment than that mentioned above is warranted, in any particular case he may suspend a student from the College for the entire academic year or expel him from the College forthwith.
4. The Principal may either 'suo moto' on a report received from the Head of the Department, take cognizance of any lapse or a serious breach of discipline and levy suitable punishment, which may even include expulsion of a student from the College.
5. The Principal may prohibit the student from attending a meeting if he apprehends a breach of peace.
6. Memoranda, petitions or complaints from individual student of the College to any higher authority must be submitted through the concerned Head of the Department.
7. Students are prohibited from organizing any meeting of entertainment at college, or collecting money for any purpose within or outside the College, without the prior permission of the Principal, in writing.
8. Students going to other Colleges or Institutions and indulging in acts of indiscipline such as organizing demonstrations and strikes, would be liable for punishment.
9. Students shall not hold meeting for criticizing the authorities of the College or University. Such meeting shall be deemed unlawful, and the Principal may take such action as he may feel necessary under the rules.
10. All students admitted to the college are subject to the discipline and control of the college authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the college authorities. Proper observance of college discipline, good conduct and participation in games and other events will play an important role in recommendation for final university examination/ scholarships/placement. [award of certificates, when leaving the college. In case of breach of discipline the Principal shall have the power to fine, suspend, rusticate or even expel the concerned students) from the College.
11. Ragging is prohibited. Any student found indulging in Tagging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary disciplinary action will be taken as per orders of Honorable Supreme Court of India.
12. Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles etc. of the college or hostel shall be liable for penal action and expulsion from the college.

13. No Student should take the law into his/her own hands, whatever the circumstances may be. Use of Violence by a student on any other person will be viewed seriously and dealt with severely. Students shall make representation for any difficulty or grievance directly to the Principal. The decision of the Principal in these matters shall be final.
14. All notices shall be displayed on the notice board and it shall be presumed that the students have knowledge of the same. Any negligence to read the notices and the loss thereafter will not be the responsibility of the college.
15. No student shall be permitted to take the College/examination unless he/she has paid all his/her dues to the college, his/her progress, conduct, and attendance are found satisfactory.
16. All students shall carry their identity cards and shall produce them whenever called for by the authorities.
17. College authorities, under no circumstances shall accept any liability of an accident in which a student is involved during his/her stay in the college or on educational tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.
18. The Principal reserves the right to remove from the rolls the name of any student who fails to pay the college dues on time.
19. Student shall not drive four wheelers to the college campus. Two wheelers will be parked properly in parking areas and students are expected to help security guard in ensuring proper parking discipline.
20. The Parents / Guardians of the students are expected to see that their Wards should adhere the rules & regulations of the College.
21. The Parents are expected to see that the conduct of their Wards should be at par with acceptable social norms of the Indian Culture and in no way tarnish the name and image of the College.
22. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.
23. Being a professional college and with students who are adults (eligible to exercise their adult franchise); we expect a high standard of discipline with emphasis on self discipline. It would be pragmatic to implement rules and regulations of the college enforced by Ordinances through self-discipline.
24. Students are prohibited from disrespecting the college uniform by participating in any function or rally outside college campus unless permitted by the college authorities.

#### RAGGING – A SPECIAL NOTE

Ragging is a major offence. Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the College. No justification in this regard is acceptable.

#### UNDERTAKING

I Trifer Sandra Anwar

S/o or D/o Sunny Anwar


Residing at Krishnapuram 34<sup>th</sup> Mile no. 5<sup>th</sup> Block Katipalla

hereby declare that:

- I have read the above rules and understood them and the consequences of their violation
- I will obey the rules and regulations of the College and co-operate in the maintenance of the discipline and good name of the College.
- I know that the Principal has the right to take action against me if I violate the rules.
- I give my full consent to obey the rules and to take action against me if I disobey the same

Date: 13/3/2020

  
Signature of the Parent

  
Signature of the Student