

1.CODE OF CONDUCT FOR STUDENTS

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 :

CODE OF CONDUCT FOR STUDENTS

Students are bound to observe the Code and Conduct 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:

1. GENERAL RULES AND REGULATIONS

- 1.1 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.
- 1.2 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.
- 1.3 At the beginning of the morning session all must stand and pray devoutly. They shall stand respectfully for the National Anthem.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 During the class, lecturer's permission is needed to move away from one's place or to leave the room.
- 1.8 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.



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- 1.9. 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.
- 1.10. Irregularity in attendance, insubordination, discourtesy to Staff members, habitual inattention 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.
- 1.11. 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.
- 1.12. 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.
- 1.13. 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/-
- 1.14. 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.
- 1.15. 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.
- 1.16. Students who habitually steal or rob will be dismissed from the College.
- 1.17. 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.
- 1.18. Irregular attendance, in subordination to Lecturers, habitual inattention to College work, obscenity in word of act are sufficient reasons for the temporary or permanent dismissal of a student.
- 1.19. 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.
- 1.20. Progress Records will be issued after the internal exams.



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- 1.21. 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.
- 1.22. Students must respect the members of the staff and salute them on meeting them for the first time during the day.
- 1.23. 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.
- 1.24. Books, magazines, newspapers and articles not approved by the Principal should not be brought to the college.
- 1.25. The use of tobacco in any form is forbidden in the college premises. Explosives are banned inside the college campus.
- 1.26. 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.
- 1.27. 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.
- 1.28. 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.
- 1.29. The Catholic students are advised to go to confession at least once a month and to Mass and Communion every day if possible.
- 1.30. Serious action like dismissal or suspension can also be taken against those men students who involve in eve teasing, trolling, stalling, and sending vulgar messages.
- 1.31. 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.
- 1.32. 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.
- 1.33. Letters officially addressed to the Principal must be accompanied by stamped reply envelope.
- 1.34. 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.



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- 1.35. 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.
- 1.36. 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.
- 1.37. 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.
- 1.38. 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/-.
- 1.39. 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.
- 1.40. Misusing of internet, face book, SMS, E-mail to malign someone's name is a serious cyber crime resulting in criminal punishment by law.
- 1.41. 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.
- 1.42. 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.
- 1.43. 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.
- 1.44. 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.
- 1.45. Tattoos on any part of the body are not allowed.
- 1.46. Students without the calculator, question bank and other stationery required for the class are not entertained in the class.
- 1.47. 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.



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- 1.48. Students should follow only oral communication and not tactile communication in their conversation. This rule should be strictly followed in inter-gender communication.
- 1.49. **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.**

2. DRESS CODE

2. 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. 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.
2. 3. Men students should properly tuck in their shirts. Low-waist and pencil bottom pants are strictly prohibited.
2. 4. Long hair, Hair colouring, Shabby beard, Tattoos, single earrings or similar ornaments on any other parts of the body are not allowed.
2. 5. For girls tight fittings/short tops and sleeveless tops are not permitted.
2. 6. Disciplinary action will be taken on students violating the dress code. Girls should wear the shawl as prescribed in the uniform format.
2. 7. Students who do not follow the above rules will be fined progressively starting with Rs. 30/-.

3. LIBRARY RULES

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

4. COLLEGE EXAMINATION & INTERNAL ASSESSMENT:

4. 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.



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4. 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.
4. 3. In addition to these term examination, Lecturer will hold tests/ give assignments to assess the student's progress.
4. 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.
4. 5. The Cumulative Record will be issued for the information of the parents. Shortage of attendance if any will be intimated to the parents.
4. 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.
4. 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 then NOC and TC will be issued.
4. 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.

5. FEE REGULATIONS

5. 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.
5. 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.
5. 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 are 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.



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5. 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. 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.
5. 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.
5. 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.

6. WITHDRAWALS & CERTIFICATES

6. 1. All applications for certificates must be addressed to the Principal in writing. Certificates must be taken from the office in person.
6. 2. Certificates and marks cards will not be handed over to unauthorized person.
6. 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
6. 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.
6. 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. 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.



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7. RECOMMENDATION TO PARENTS/GUARDIANS

7. 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.
7. 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.
7. 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.
7. 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.
7. 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.
7. 6. Private tuitions are forbidden as per Government rules.
7. 7. Parents are requested to meet the class coordinator on the appointed days to enquire about the progress of their wards.

8. DISCIPLINARY RULES

8. 1. All powers relating to disciplinary action against the students shall vest in the Principal and the Disciplinary Committee.
8. 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.
8. 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.
8. 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.
8. 5. The Principal may prohibit the student from attending a meeting if he apprehends a breach of peace.
8. 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.



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8. 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. 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.
8. 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.
- 8.10. 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 mm- of breach of discipline the Principal shall have the power to fine, suspend, rusticate or even expel the concerned students) from the College.
- 8.11. 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. Any student found indulging in Ragging 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.
8. 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.
8. 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.
8. 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.
- 8.15. 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.
8. 16. All students shall carry their identity cards and shall produce them whenever called for by the authorities.



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8. 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.
8. 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.
8. 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.
8. 20. The Parents / Guardians of the students are expected to see that their Wards should adhere the rules & regulations of the College.
8. 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.
8. 22. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.
8. 23. Being adults 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.
8. 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.

Date: 01/06/2018

Place: Mangalore



Issued by the Principal

Signature
Principal

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

2. CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

Ph : 0824 - 2217711



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CODE OF CONDUCT FOR TEACHERS, ADMINISTRATORS AND OTHER STAFF

1. Code of Conduct

- 1.1 Employees of the Institution shall maintain high standard of conduct. They shall refrain from gossiping, loud talking or any other behavior that would interfere with other's work.
- 1.2 Employees shall always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work shall wear them or use them only while on duty.
- 1.3 Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time.
- 1.4 Employees shall abide by the instructions put up on the notice boards or communicated to them from time to time by their superiors or departmental heads. Every employee shall make himself or herself familiar with the day to day communications displayed on the notice boards of the Institution.
- 1.5 Employees shall accept any work, normally falling under the category of employment assigned to them by the employer or Principal or the Departmental Head/ Superior, besides the main routine work allotted to the particular post held by them.
- 1.6 Any incident which is out of the ordinary or any emergency arising in the Institution when observed by the employee shall be immediately reported to their respective Superiors/ Management.
- 1.7 Employees using instruments, equipments and other appliances of the institution shall replace them in their proper places and every breakage and / or damage caused shall be reported immediately to their immediate Superior in the Institution.
- 1.8 Every employee shall take sufficient care of the property, materials, instruments, and equipments, etc. of the Institution.
- 1.9 No articles of the institution shall be taken out from the premises of the Institution by an employee without the permission of the Joint Secretary.
- 1.10 Employees shall wear their identity cards, if issued while on duty.
- 1.11 No, employee except the head of the institution shall make use of the cell phones during the working hours.
- 1.12 The teaching staff shall arrive at the college premises at least 30 minutes before the commencement of the class and leave 30 minutes after the last class.
- 1.13 The teaching staff shall write their notes of lesson/work diary for the week and submit the same to the head of the institution for scrutiny and approval on the first working day of every week.
- 1.14 Infliction of corporal punishment of any kind on any student is prohibited.



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(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 :

CODE OF CONDUCT FOR TEACHERS, ADMINISTRATORS AND OTHER STAFF

1. Code of Conduct

- 1.1 Employees of the Institution shall maintain high standard of conduct. They shall refrain from gossiping, loud talking or any other behavior that would interfere with other's work.
- 1.2 Employees shall always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work shall wear them or use them only while on duty.
- 1.3 Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time.
- 1.4 Employees shall abide by the instructions put up on the notice boards or communicated to them from time to time by their superiors or departmental heads. Every employee shall make himself or herself familiar with the day to day communications displayed on the notice boards of the Institution.
- 1.5 Employees shall accept any work, normally falling under the category of employment assigned to them by the employer or Principal or the Departmental Head/ Superior, besides the main routine work allotted to the particular post held by them.
- 1.6 Any incident which is out of the ordinary or any emergency arising in the Institution when observed by the employee shall be immediately reported to their respective Superiors/ Management.
- 1.7 Employees using instruments, equipments and other appliances of the institution shall replace them in their proper places and every breakage and / or damage caused shall be reported immediately to their immediate Superior in the Institution.
- 1.8 Every employee shall take sufficient care of the property, materials, instruments, and equipments, etc. of the Institution.
- 1.9 No articles of the institution shall be taken out from the premises of the Institution by an employee without the permission of the Joint Secretary.
- 1.10 Employees shall wear their identity cards, if issued while on duty.
- 1.11 No. employee except the head of the institution shall make use of the cell phones during the working hours.
- 1.12 The teaching staff shall arrive at the college premises at least 30 minutes before the commencement of the class and leave 30 minutes after the last class.
- 1.13 The teaching staff shall write their notes of lesson/work diary for the week and submit the same to the head of the institution for scrutiny and approval on the first working day of every week.
- 1.14 Infliction of corporal punishment of any kind on any student is prohibited.



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- 1.15 During the working hours a teacher shall not send students out of the class nor make them stand outside the classroom by way punishment.
- 1.16 The employee shall never ridicule a student or use foul language.
- 1.17 The teaching staff shall move around while teaching and shall have an eye contact with all the students of the class, and use the blackboard as often as possible but clean it before leaving the class.
- 1.18 The teaching staff shall make use of the library as often as possible and also motivate the students to develop reading habits.
- 1.19 The teaching staff shall ensure discipline and better performance from the students by being firm and using positive reinforcement.
- 1.20 The teaching staff shall be impartial and objective in all matters.
- 1.21 The teaching staff shall listen to the students to enable a close and healthy relationship with them.
- 1.22 The teaching staff, if and when necessary, in consultation with the head of the Institution, shall send for the parents of the students.
- 1.23 The teaching staff shall inform the head of the institution if she/he needs to visit the homes of the students.
- 1.24 The teaching staff shall never accept any gift or seek favours from students or their parents.
- 1.25 The Teaching staff shall avoid physical touch with any students especially with girl students.
- 1.26 The teaching staff shall not criticize or comment on another teaching staff in the presence of students or their parents.
- 1.27 Employees shall not criticize the administration or the institution in the presence of the students, parents and general public.
- 1.28 The teaching staff, having children studying in the same school, shall not expect any special privileges for their children nor demand such things from other teaching staff.
- 1.29 Giving private tuition is strictly prohibited.
- 1.30 No full time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.
- 1.31 The class teacher shall sign the leave note of the students on the dairy/calendar when the students come back from leave. If a student remains absent continuously for three or more days without information, the fact shall be brought to the notice of the Head of the Institution.
- 1.32 If the student is sick during the class hours, it shall be brought to the notice of the Head of the Institution personally and medical assistance shall be provided immediately to the extent possible to the concerned student. Parents of such students shall be informed



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thereafter. Students suffering from contagious disease shall be discouraged from attending the classes till they fully recover.

- 1.33 Teaching staff shall supervise personal cleanliness and hygiene of the students.
- 1.34 Teaching staff shall educate the students to maintain the classroom and surroundings neat and clean and also to keep the furniture of the classroom in order.
- 1.35 Teaching staff shall give more importance to the classroom work, giving minimum home-work.
- 1.36 Teaching staff shall maintain records, books (such as consolidated attendance register, mark register, progress cards/mark list etc), reports and documents related and connected with their profession and as required and demanded by the Head of the Institution from time to time.
- 1.37 Teaching staff shall volunteer to undertake and shoulder additional work/responsibility when required by the Institution, even during holidays/vacation, without expecting any additional remuneration.
- 1.38 The non-teaching staff shall be present at least half an hour before the college opens and shall continue to work 30 minutes after the last class.
- 1.39 The non-teaching staff apart from regular office work shall do any other work related to the college that may be assigned to them from time to time by the head of their institution.
- 1.40 The non-teaching staff are non-vacation and they shall put in the same hours of work during the Dasara/Christmas holidays and vacation as on regular working days of the college.
- 1.41 The class IV employees shall be present at least one hour before the commencement of college.
- 1.42 The class IV employees shall maintain the college building and the campus clean and shall assist the concerned in gardening and the upkeep of the playground.
- 1.43 Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 1.44 An employee shall not communicate directly or indirectly an official document or information to any other person.

2. MISDEMEANOUR

Without meaning to be exhaustive, the following acts of commission or omission may be treated as misdemeanor:

- 2.1 Discourtesy to outsiders
- 2.2 Habitual un-cleanliness



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Date :

- 2.3 Careless work
- 2.4 Laziness and inefficiency
- 2.5 Negligence of duty
- 2.6 Smoking in public areas.
- 2.7 Non-observance of Departmental duty hours
- 2.8 Committing nuisance in the premises of the Institution
- 2.9 unauthorized absence at the place of work.
- 2.10 Quarreling with others within the premises of the Institution
- 2.11 Consumption of Alcohol or chewing pan in the premises of the institution.

3. MISCONDUCT

Without meaning to be exhaustive, the following acts of commission or omission shall be considered as misconduct:

- 3.1 Insubordination or disobedience to the orders of the superior, whether individually or collectively
- 3.2 Calling for or joining a strike, either individually or collectively in contravention of provisions of the central or state legislation.
- 3.3 Inciting other employees/students to go on strike in contravention of provisions of central or state legislation.
- 3.4 Distribution of any handbills, pamphlets, posters, or holding meetings etc., against the institution.
- 3.5 Threatening, intimidating or abusing colleagues or superior.
- 3.6 Insubordination or delay in performance of duty or in carrying out orders of the Superiors.
- 3.7 Promotion of discontentment and disloyalty among the employees or students towards the Institution.
- 3.8 Canvassing for any political activities, while on duty or while in the premises of the Institution.



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- 3.9 Posting on or removing from the notice board any material without the prior written sanction of the Joint Secretary or person authorized by him for the purpose.
- 3.10 Refusing to obey orders of transfer.
- 3.11 Refusing to acknowledge any communication from the Management.
- 3.12 Refusal to offer oneself for questioning by the Joint Secretary or by any other person in charge of the Institution in the absence of the Joint Secretary.
- 3.13 Refusal to sign any document forms or registers kept or maintained for the purpose of daily record of routine matters.
- 3.14 Indulging in heated arguments with co-employees, visitors in the premises of the Institution.
- 3.15 Wrongful confinement of an officer or officers of the Institution in order to make him yield to demands or disputes.
- 3.16 Non-cooperation with co-employees in proper discharge of duties.
- 3.17 Writing or publishing any article affecting adversely the reputation of the Institution.
- 3.18 Theft, fraud or dishonesty in connection with the Institution's property.
- 3.19 Demanding, taking or giving bribes, tips, gifts or any illegal gratification.
- 3.20 Absence without authorized leave, overstaying sanctioned leave.
- 3.21 Habitual late attendance.
- 3.22 Habitual breach of rules, regulations or norms of the Departments or of Service Rules and Regulations of the Institution.
- 3.23 Carrying on business within the premises of the Institution.
- 3.24 Habitual negligence of duty.
- 3.25 Causing breakage or damage to the properties of the Institution.
- 3.26 Indiscipline or habitual breach of regulations regarding smoking, consumption of alcoholic drinks or drugs, and the use of abusive or obscene language.
- 3.27 Tampering with records, attendance registers, disclosing to any persons confidential matters, facts or figures about the Institution or its activities.



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Date :

- 3.28 Any act of immorality within the premises of the Institution.
- 3.29 Violation of established safety practices on the premises of the Institution.
- 3.30 Fighting or quarreling inside the Institution.
- 3.31 Concealment of any facts which would have prevented an employee being employed initially.
- 3.32 Practice of casteism, communalism or inciting colleagues or students to offence.
- 3.33 Joining any organization which is considered to be anti national and anti-social by law
- 3.34 Giving private tuitions
- 3.35 Showing disrespect to the constitution of India

4. DISCIPLINARY PROCEDURE

When an employee violates the code of conduct the following disciplinary procedure will be followed by the management.

- 4.1 A Written memo shall be issued against the employee who has gone against the code of conduct and the employee shall give a written explanation is satisfactory, the matter will be closed.
- 4.2 If and when the written explanation to the written memo is unsatisfactory a show cause notice shall be issued against that employee by the management stating why the disciplinary proceedings should not be initiated against the employee. The employee shall give a written reply to the show cause notice within the time specified by the management.
- 4.3 If and when the written explanation to the show cause notice is unsatisfactory a charge sheet shall be issued against the employee by the competent authority and the disciplinary proceedings shall continue.
- 4.4 The Enquiry officer appointed by the management shall initiate the enquiry and the disciplinary proceedings giving opportunity to the accused employee to defend himself/herself.
- 4.5 Any notice, order, charge-sheet or communication shall be in English/Kannada.



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- 4.6 In the case of an unauthorized absentee employee, notice shall be sent to him/her by registered post with acknowledgement due to the address provided by the said employee at the time of joining service.
- 4.7 If the employee concerned fails to appear before the Enquiry Officer at the appointed time and place without showing sufficient cause for his absence to the satisfaction of the Enquiry Officer, then the enquiry shall be held ex parte.
- 4.8 During the enquiry, the employee shall be permitted to produce witnesses in his/her defense, and cross examine any witness that may be examined in support of the charge.
- 4.9 If the accused employee requests in writing he/she may be permitted to take the assistance of only his co-employee.
- 4.10 After the enquiry, the enquiry officer shall submit his report to the Secretary, CBE.
- 4.11 The accused employee shall get a copy of the findings from the Secretary, CBE and the accused shall give in writing his/her explanation to the Secretary, CBE.
- 4.12 The verdict shall be pronounced by the CBE based on the report of the enquiry officer and the explanation of the accused employee.

5. SUSPENSION PENDING ENQUIRY

- 5.1 When an employee commits an offence, he/she may be suspended from duty by the Management pending enquiry.
- 5.2 During the period of suspension and employee may be paid subsistence allowance equal to 50% of the salary last drawn for a period of 90 days.
- 5.3 If the disciplinary proceeding are not concluded within 90 days and are prolonged for reasons not attributable to the employee under suspension, subsistence allowance may be increased to 75% of the salary last drawn till the proceedings are concluded.
- 5.4 If the disciplinary proceedings are not completed within 90 days and are prolonged for the reasons attributable to the employee under suspension, the subsistence allowance may be reduced to 25% of the salary last drawn till the proceedings are concluded.
- 5.5 Where a suspended employee is exonerated after disciplinary proceedings or when any criminal prosecution ends with an honorable acquittal, full pay and allowances shall be paid from the day of suspension after deducting the amount of subsistence allowance already paid to him/her.



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Ref. :

Date :

6. PUNISHMENT

An employee found guilty of misconduct and/or misdemeanor after due enquiry may be awarded following punishments/penalties:

- 6.1 Warning/censure or recording of adverse remark in the service records or
- 6.2 Stoppage of increment; or
- 6.3 Fine or
- 6.4 Demotion to lower cadre; or
- 6.5 Dismissal/discharge/removal from service.

Date: 01/06/2018



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Principal

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

3. Committee to monitor adherence of Code of Conduct

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



Alwin
Principal
Principal

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

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
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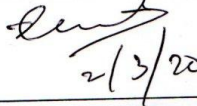
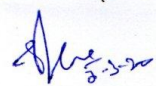
Padua College of Commerce and Management


Kadri Hills, Nanthur, Mangalore, 575004

'DISCIPLINARY COMMITTEE'

MEETING ATTENDANCE SHEET

DATE : 02-03-2020

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	 2/03/2020
2.	Mr.Roshan Santhumayor	Vice-Principal	 2-3-20
3.	Mr.Francis D'Cunha	External Member	 2/3/20
4.	Mr.Shridhar	Faculty Dept.Economics	 2-3-20
5.	Mrs.Zeena Cornelio	Faculty Dept. Commerce	 02/03/2020


Principal

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



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Ref. :

Date :

March02, 2020

Minutes of the meeting of "The Disciplinary Committee"

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

Members Present :

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

Discussions:

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

Principal

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

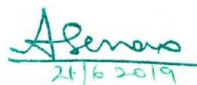

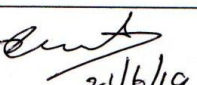
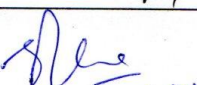
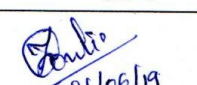
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'DISCIPLINARY COMMITTEE'

MEETING ATTENDANCE SHEET

DATE : 21-06-2019

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	 21/6/2019
2.	Mr.Roshan Santhumayor	Vice-Principal	 21/06/19
3.	Mr.Francis D'Cunha	External Member	 21/6/19
4.	Mr.Shridhar	Faculty Dept.Economics	 21-6-2019
5.	Mrs.Zeena Cornelio	Faculty Dept. Commerce	 21/06/19



Principal

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Ref. :

Date :

June 21, 2019

Minutes of the meeting of "The Disciplinary Committee"

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

Members Present :

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

Discussions:

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


Principal

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

Email: paduadegreecollege@gmail.com

website: www.paduadegreecollege.org

Ph: 0824-2217711

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
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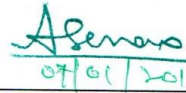




Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

'DISCIPLINARY COMMITTEE'

MEETING ATTENDANCE SHEET

DATE : 07-01-2019

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	 07/01/2019
2.	Mr.Roshan Santhumayor	Vice-Principal	 07/01/19
3.	Mr.Francis D'Cunha	External Member	 7/1/19
4.	Mr.Shridhar	Faculty Dept.Economics	 7-1-2019
5.	Mrs.Zeena Cornelio	Faculty Dept. Commerce	 07/01/19


Fr. Alwin Serrao

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



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PADUA COLLEGE OF COMMERCE & MANAGEMENT

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

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date :

January 07, 2019

Minutes of the meeting of "The Disciplinary Committee"

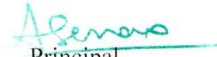
The meeting of "The Disciplinary Committee" was held on 07 January 2019 at 4.00P.M in Room No. 1

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

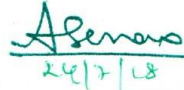

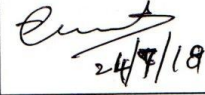

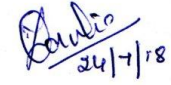
Padua College of Commerce and Management

Kadri Hills, Nanthur, Mangalore, 575004

'DISCIPLINARY COMMITTEE'

MEETING ATTENDANCE SHEET

DATE : 24-07-2018

Sl No.	Names	Designation	Signature
1.	Fr. Alwin Serrao	Principal	 24/7/18
2.	Mr.Roshan Santhumayor	Vice-Principal	 24/7/18
3.	Mr.Francis D'Cunha	External Member	 24/7/18
4.	Mr.Shridhar	Faculty Dept.Economics	 24-7-18
5.	Mrs.Zeena Cornelio	Faculty Dept. Commerce	 24/7/18


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



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PADUA COLLEGE OF COMMERCE & MANAGEMENT

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(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

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



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PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)

(A Unit of Catholic Board of Education)

Nanthur, Mangalore - 575 004

Email: paduadegreecollege@gmail.com

Ph: 0824-2217711
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.

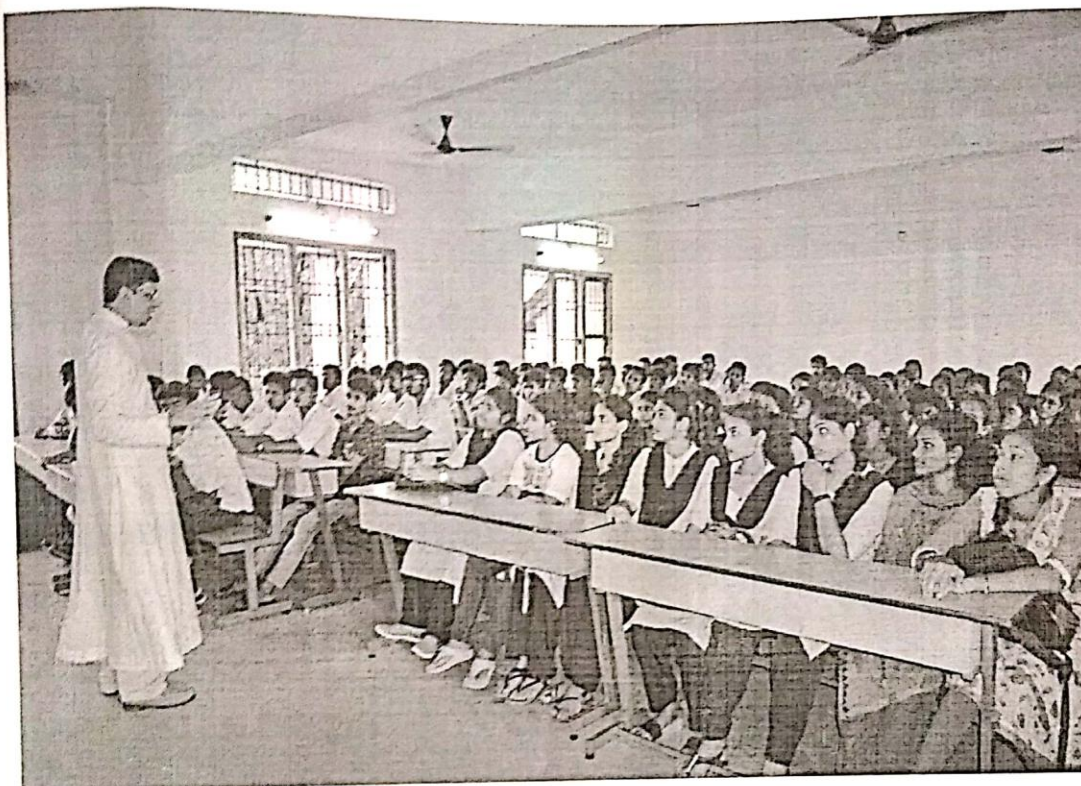
We request you to consider this as an appointment letter and to attend the committee meetings which will be held twice in a year. We request your utmost co-operation and dedication.

copy received
Sent
1/6/18


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

5. ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

Orientation Program



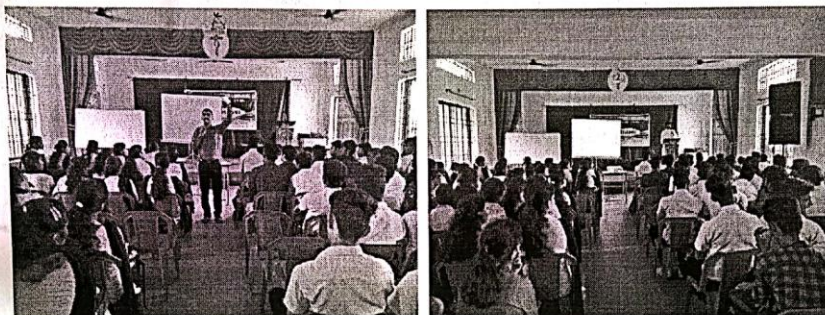
19th June 2019, Padua College of Commerce and Management organized orientation program to first year BCOM and BBA students in room no. 6 and 7. Our Principal Rev. Fr. Alwin Serrao briefed the students regarding rules and regulations of the college. Our Vice Principal Mr. Roshan Santhumayor explained about the CBSC system. All the respective club coordinators gave a brief introduction regarding their clubs. The orientation program came to an end at 12.30 P.M.

Principal

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

Padua College of Commerce and Management

ORIENTATION PROGRAMME-23RD JUNE 2018



Our Institute organized an Orientation program for the first year students on 23th June 2018. The programme started at 9.00 A.M in the auditorium. Our Principal Rev. Fr. Alwin Serrao welcomed all the first year students and briefed them about the general rules and regulations. Vice Principal Mr. Roshan Santhumayor explained about the exams and different subjects. All the teaching and non teaching staff was introduced by the Principal to the new students. The different club directors explained about their clubs.

Principal

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

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Padua College of Commerce and Management

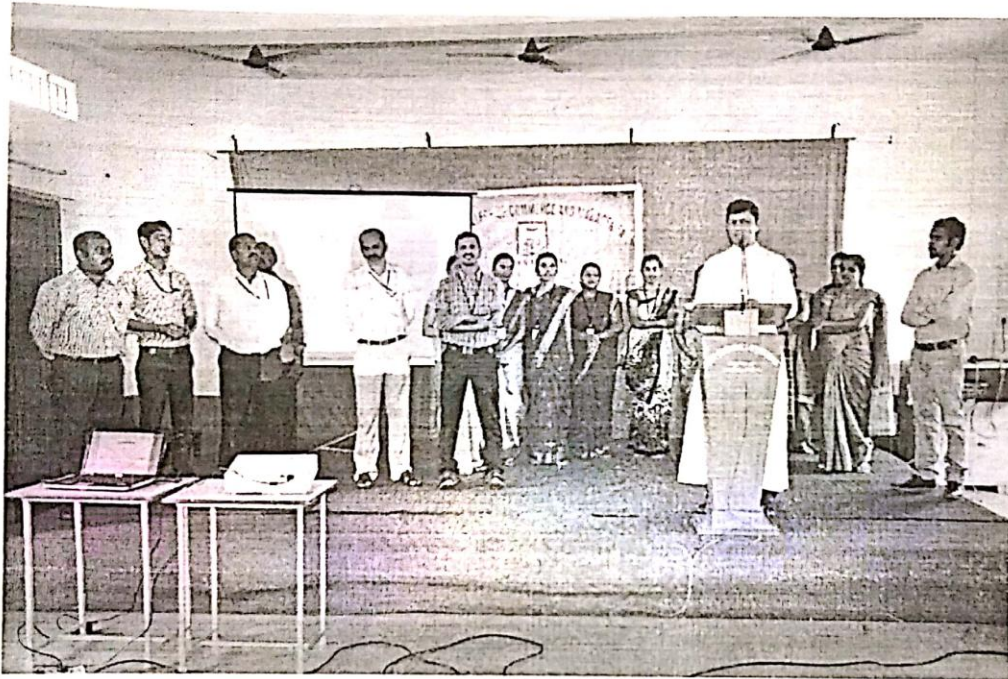
ORIENTATION PROGRAM



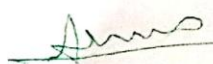
Our Institute organized an Orientation program for the first year students on 17th June 2017. This program started at 9.00 A.M in the auditorium . Our Principal Rev. Fr. Alwin Serrao welcomed all the first year students and briefed about the general rules and regulations . Our Vice Principal Mr. Roshan Santhumayor explained about the exams and different subjects. All the teaching and non teaching staff were introduced by the Principal to the new students. The different club directors explained about their clubs. Mr. Chandan from Trisha classes also addressed the students.

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

ORIENTATION PROGRAM ✕



The orientation program for the first year students was held on 1st July 2016. This Program was held in the auditorium and started at 9.00 am. The program started with a prayer and Our Principal Rev Fr Alwin Serrao Welcomed all the first year Bcom and BBA students on behalf of the lecturers and senior students and also introduced the teaching and non teaching staff to the students. The Vice Principal Mr Roshanm Santhumayor conducted a small brain storm session and went on to explain the students about the details of examination, different clubs, certificate courses and attendance. Our Principal Rev Fr Alwin Serrao briefed the history of our institution, Our Patron, the sister concerns, about the library and also explained the rules and regulations to the Ist year students. This program came to an end at 12.30 pm.

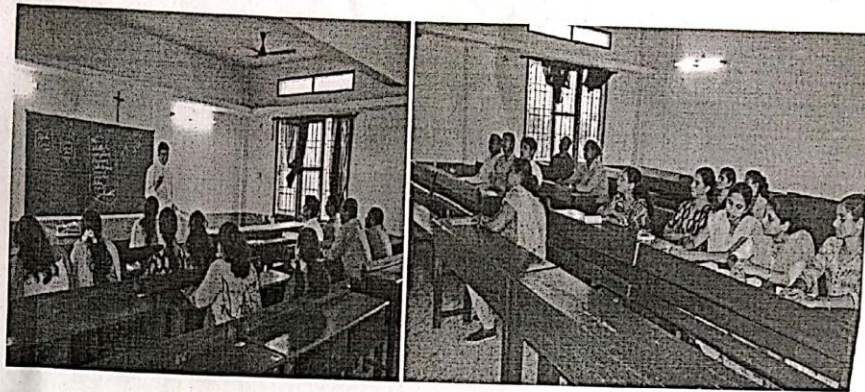

Principal
Padua College of Commerce and Management
Nanthur, Mangalore - 575 011

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Sept 7, 2017

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Padua College of Commerce and Management

STAFF ORIENTATION PROGRAM



A staff orientation program was organized by our Institute for all the teaching staff on 16th June 2017 in the Audio Visual room at 9.30 A.M which went upto 12.00 P.M . This orientation program consisted of a talk by our Principal Rev. Fr. Alwin Serrao on 'Emotional Intelligence' . This talk was very useful and was organized with an aim to encourage and motivate the staff.

Principal

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

6. PROFESSIONAL ETHICS PROGRAMMES

PADUA COLLEGE OF COMMERCE AND MANAGEMENT

Law awareness Program- 27th July 2018



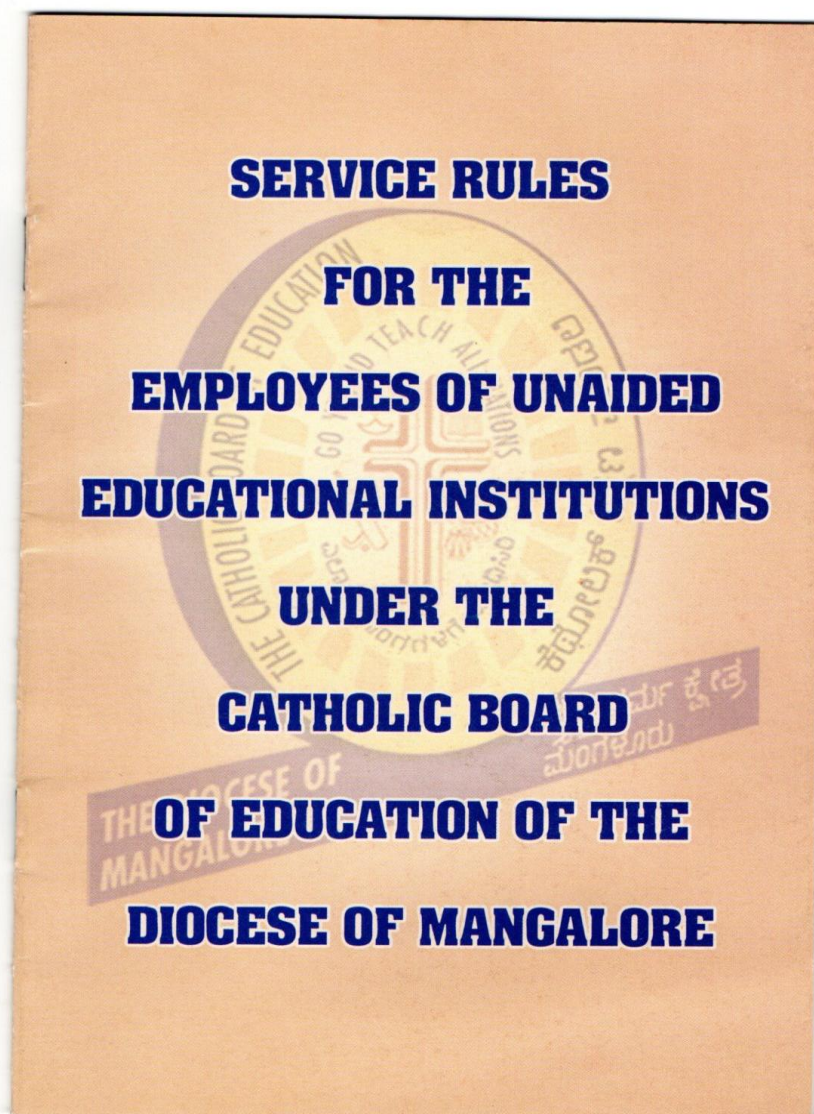
A Law Awareness program was organized by Commerce and Management club together with Music club and NSS on 27th July 2018. The program was conducted for all the students at Padua College. The Resource person for the program was Advocate Eugene D'cunha. The session was really an informative one, it concentrated on laws relating to Ragging, POCSO and sexual harassment. The guest was welcomed by Rev Fr Alwin Serrao. All the staff members were present for the session.

A handwritten signature in dark ink, appearing to read 'A. Serrao'.

Principal

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

a) Handbook to the Faculty



INTRODUCTION

CATHOLIC BOARD OF EDUCATION was started in 1932, a registered society carrying on the apostolate of education with a vision, "An Enlightened Society for a fuller life". The Mission of the Catholic Board of Education is "Gearing up our education apostolate through moral and spiritual values and making it life enhancing specially for the poor and marginalized." We are though committed primarily to the education of the children of our community yet have been educating thousands of boys and girls, irrespective of caste, creed, colour or religion.

Catholic Board of Education has grown into a gigantic educational organization in the districts of D.K., Udupi and Kasargod. Over the years the CBE has come to establish - 120 Pre Primary Schools, 168 Higher Primary schools, 68 High schools, 17 Pre University colleges, 11 Colleges, one Technical institute and one Nursery Teachers Training School with about 75,000 students studying in various educational institutions and around 2500 staff involved in administering these institutions. We are proud of thousands of students in rural areas though economically and socially challenged are being able to get sound education and are prepared to face the challenges of life.

Consequent to the adoption of the new education policy by the Government of Karnataka in 1994, permission was granted to start new educational institutions without any government aid. Yet, in the recent past a number of unaided educational institutions have come into being under the management of the Catholic Board of Education due to the commitment of the diocese to the educational apostolate.

With a view to maintain uniformity with regard to governance and administration amongst all the unaided educational institutions under the CBE, it is decided to bring out a separate set of Service Rules and Regulations for compliance by employees of all unaided educational institutions under the CBE.

These Rules and Regulations were circulated to all heads of institutions under CBE for comments during the academic year 2012-13. Certain additions, deletions and modifications as suggested by some are incorporated in these rules and regulations and are finalized for implementation. They will come into effect in the academic year 2014-15. These rules and regulations are in no way exhaustive and shall remain subservient to the government rules in force. However, these rules will supersede all orders and/or instructions issued by the CBE in the past.

If the Heads of the Institutions in the course of implementation of these rules experience any difficulties, hardships, inconvenience and observe any lacunae thereof the same may be communicated to the Secretary, CBE with suggestions for consideration.

Rev. Fr. Wilson V. D'Souza
Secretary, CBE

E-1. DEFINITIONS

- 1.1 **'Catholic Board of Education'** means the registered education society formed by the Diocese of Mangalore under the document, Memorandum of Associations on 6 September 1956 for the management of the Catholic Educational Institutions and other establishments if any attached to it in the Diocese of Mangalore, hereafter it shall be called CBE.
- 1.2 **'Office'** means office of the CBE presently situated at Shanti Kiran Bajjodi, Mangalore-575005.
- 1.3 **'President'** means the Bishop of the Diocese of Mangalore. He is the Ex-officio President of the society.
- 1.4 **'Vice President'** means the Vicar General of the Diocese of Mangalore
- 1.5 **'Treasurer'** means the Procurator of the Diocese of Mangalore
- 1.6 **'Secretary'** means a priest appointed by the President.
- 1.7 **'Deputy Secretary'** means a priest appointed by the President.
- 1.8 **'Secretariat'** means the office of the CBE and the office bearers serving therein.
- 1.9 **Governing Board** means the Ex-officio, elected, nominated members and the representatives of the Catholic Educational Institutions for the management of the affairs of the CBE.
- 1:10 **'Management'** means the Governing Board of the CBE having its Secretariat and administrative offices presently situated at Shanti Kiran, Bajjodi, Mangalore-575005.
- 1:11 **'Educational Institutions'** means Pre-Primary, Primary, Higher Primary Schools, High Schools, PU Colleges, Degree and Post-Graduate Colleges, ITI and any other institutions managed by the CBE.
- 1:12 **'Joint Secretary'** means the overall head of all the educational institutions under CBE functioning in the parish.

1:13 'Head of the Institution' means the Headmaster/Headmistress, Principal, Dean of the institution under CBE appointed by the President of the CBE.

1:14 'Employer' means the Secretary, CBE

E-2. SCOPE AND APPLICABILITY

2:1 These Rules shall be called "The Service Rules of the CBE".

2:2 These rules shall apply to all Employees working in all educational institutions coming under CBE.

2:3 These rules shall come into effect from 01-06-2014 and these rules shall supersede the existing rules in operation.

E-3. AMENDMENT AND MODIFICATIONS

3:1 The Governing Board of CBE as and when required shall make necessary amendments, make new or additional rules or repeal any part of the existing rules which shall be brought to the notice of all concerned.

E-4. INTERPRETATION

4:1 The interpretation given by the Secretary of the CBE of any clause in these rules shall be final and binding.

E-5. CLASSIFICATION OF EMPLOYEES

5:1 'Permanent Employee' is an employee who after successful completion of his/her period of probation has been confirmed.

5:2 'Probationary employee' is an employee who is employed against a permanent vacancy for an initial period of two years.

5:3 'Temporary employee' is an employee who has been appointed for a short period.

5:4 'Part-time employee' is an employee who is appointed purely on a part-time basis.

5:5 'Contract Employee' is an employee who is appointed for a fixed period.

E-6. PROBATION & CONFIRMATION

6:1 Every employee shall be appointed on probation for a period of two years from the date of joining service.

6:2 On completion of the said probation period, the service of the employee is to be confirmed in writing or to be terminated in writing by the management.

E-7. CODE OF CONDUCT AND DISCIPLINE.

7:1 Employees shall maintain high standard of conduct. They shall refrain from gossiping, loud talking or any other behaviour that would interfere with other's work.

7:2 Employees shall always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work shall wear them or use them only while on duty.

7:3 Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time.

7:4 Employees shall abide by the instructions put up on the notice boards or communicated to them from time to time by their superiors or departmental heads. Every employee shall make himself or herself familiar with the day to day communications displayed on the notice boards of the Institution.

7:5 Employees shall accept any work, normally falling under the category of employment assigned to them, by the employer or Principal or the Departmental Head/ Superior, besides the main routine work allotted to the particular post held by them.

7:6 Any incident which is out of the ordinary or any emergency arising in the Institution when observed by the employee shall be immediately reported to their respective Superiors/ Management.

7:7 Employees using instruments, equipments and other appliances of the institution shall replace them in their proper places and every breakage and / or damage caused shall be reported immediately to their immediate Superior in the Institution.

- 7.8 Every employee shall take sufficient care of the property, materials, instruments, and equipments, etc. of the Institution.
- 7.9 No articles of the institution shall be taken out from the premises of the Institution by an employee without the permission of the Joint Secretary.
- 7.10 Employees shall wear their identity cards, if issued, while on duty.
- 7.11 No employee except the head of the institution shall make use of the cell phones during the working hours.
- 7.12 The teaching staff shall arrive at the school/college premises at least 30 minutes before the commencement of the class and leave 30 minutes after the last class.
- 7.13 The teaching staff shall write their notes of lesson/work diary for the week and submit the same to the head of the institution for scrutiny and approval on the first working day of every week.
- 7.14 Infliction of corporal punishment of any kind on any student is prohibited
- 7.15 During the working hours a teacher shall not send students out of the class nor make them stand outside the classroom by way of punishment.
- 7.16 The employee shall never ridicule a student or use foul language.
- 7.17 The teaching staff shall move around while teaching and shall have an eye contact with all the students of the class, and use the blackboard as often as possible but clean it before leaving the class.
- 7.18 The teaching staff shall make use of the library as often as possible and also motivate the students to develop reading habits.
- 7.19 The teaching staff shall ensure discipline and better performance from the students by being firm and using positive reinforcement.

- 7.20 The teaching staff shall be impartial and objective in all matters.
- 7.21 The teaching staff shall listen to the students to enable a close and healthy relationship with them.
- 7.22 The teaching staff, if and when necessary, in consultation with the head of the Institution, shall send for the parents of the students
- 7.23 The teaching staff shall inform the head of the institution if she/he needs to visit the homes of the students.
- 7.24 The teaching staff shall never accept any gift or seek favours from students or their parents.
- 7.25 The Teaching staff shall avoid physical touch with any students especially with girl students.
- 7.26 The teaching staff shall not criticize or comment on another teaching staff in the presence of students or their parents.
- 7.27 Employees shall not criticize the administration or the institution in the presence of the students, parents and general public.
- 7.28 The teaching staff, having children studying in the same school, shall not expect any special privileges for their children nor demand such things from other teaching staff.
- 7.29 Giving private tuition is strictly prohibited.
- 7.30 The class teacher shall sign the leave note of the students on the diary/calendar when the students come back from leave. If a student remains absent continuously for three or more days without information, the fact shall be brought to the notice of the Head of the Institution.
- 7.31 If the student is sick during the class hours, it shall be brought to the notice of the Head of the Institution personally and medical assistance shall be provided immediately to the extent possible to the concerned student. Parents of such students shall be informed thereafter. Students suffering from contagious disease shall be discouraged from attending the classes till they fully recover.

- 7.32 Teaching staff shall supervise personal cleanliness and hygiene of the students.
- 7.33 Teaching staff shall educate the students to maintain the classroom and surroundings neat and clean and also to keep the furniture of the classroom in order.
- 7.34 Teaching staff shall give more importance to the classroom work, giving minimum home-work
- 7.35 Teaching staff shall maintain records, books, (such as consolidated attendance register, mark register, progress cards/mark list etc), reports and documents related and connected with their profession and as required and demanded by the Head of the Institution from time to time.
- 7.36 Teaching staff shall volunteer to undertake and shoulder additional work/responsibility when required by the Institution, even during holidays/vacation, without expecting any additional remuneration.
- 7.37 The non-teaching staff shall be present at least half an hour before the school/college opens and shall continue to work 30 minutes after the last class.
- 7.38 The non-teaching staff apart from regular office work, shall do any other work related to the school/college that may be assigned to them from time to time by the head of their institution.
- 7.39 The non-teaching staff are non-vacation and they shall put in the same hours of work during the Dasara/Christmas holidays and vacation as on regular working days of the school/college
- 7.40 The class IV employees shall be present at least one hour before the commencement of school/college.
- 7.41 The class IV employees shall maintain the school/college building and the campus clean and shall assist the craft teachers, PETs in gardening and the upkeep of the playground.

E-8. MISDEMEANOUR

Without meaning to be exhaustive, the following acts of commission or omission may be treated as misdemeanour:

- 8.1 Discourtesy to outsiders
- 8.2 Habitual uncleanness
- 8.3 Careless work
- 8.4 Laziness and inefficiency
- 8.5 Negligence of duty
- 8.6 Smoking in public areas.
- 8.7 Non-observance of Departmental duty hours
- 8.8 Committing nuisance in the premises of the Institution.
- 8.9 unauthorized absence at the place of work
- 8.10 Quarreling with others within the premises of the Institution

E-9. MISCONDUCT

Without meaning to be exhaustive, the following acts of commission or omission shall be considered as misconduct:

- 9.1 Insubordination or disobedience to the orders of the superior, whether individually or collectively
- 9.2 Calling for or joining a strike, either individually or collectively in contravention of the provisions of central or state legislation.
- 9.3 Inciting other employees/students to go on strike in contravention of the provisions of central or state legislation.
- 9.4 Distribution of any handbills, pamphlets, posters, or holding meetings etc., against the institution
- 9.5 Threatening, intimidating or abusing colleagues or superior.
- 9.6 Insubordination or delay in performance of duty or in carrying out orders of the Superiors.
- 9.7 Promotion of discontentment and disloyalty among the employees or students towards the Institution.
- 9.8 Canvassing for any political activities, while on duty or while in the premises of the Institution.

- 9:9 Posting on or removing from the notice board any material without the prior written sanction of the Joint Secretary or person authorized by him for the purpose.
- 9:10 Refusing to obey orders of transfer.
- 9:11 Refusing to acknowledge any communication from the Management.
- 9:12 Refusal to offer oneself for questioning by the Joint Secretary or by any other person in charge of the Institution in the absence of the Joint Secretary.
- 9:13 Refusal to sign any document forms or registers kept or maintained for the purpose of daily record of routine matters
- 9:14 Indulging in heated arguments with co-employees, visitors in the premises of the Institution.
- 9:15 Wrongful confinement of an officer or officers of the Institution in order to make him yield to demands or disputes.
- 9:16 Non-cooperation with co-employees in proper discharge of duties.
- 9:17 Writing or publishing any article affecting adversely the reputation of the Institution.
- 9:18 Theft, fraud or dishonesty in connection with the Institution's property.
- 9:19 Demanding, taking or giving bribes, tips, gifts or any illegal gratification.
- 9:20 Absence without authorized leave, overstaying sanctioned leave.
- 9:21 Habitual late attendance.
- 9:22 Habitual breach of rules, regulations or norms of the Departments or of Service Rules and Regulations of the Institution.
- 9:23 Carrying on business within the premises of the Institution.
- 9:24 Habitual negligence of duty.

- 9:25 Causing breakage or damage to the properties of the Institution.
- 9:26 Indiscipline or habitual breach of regulations regarding smoking, consumption of alcoholic drinks or drugs, and the use of abusive or obscene language.
- 9:27 Tampering with records, attendance registers, disclosing to any persons confidential matters, facts or figures about the Institution or its activities.
- 9:28 Any act of immorality within the premises of the Institution.
- 9:29 Violation of established safety practices on the premises of the Institution.
- 9:30 Fighting or quarreling inside the Institution.
- 9:31 Concealment of any facts which would have prevented an employee being employed initially.
- 9:32 Practice of casteism, communalism or inciting colleagues or students to offence.
- 9:33 Joining any organization which is considered to be anti national and anti-social by law
- 9:34 Giving private tuitions

E-10. DISCIPLINARY PROCEDURE

When an employee violates the code of conduct the following disciplinary procedure will be followed by the management.

- 10:1 A written memo shall be issued against the employee who has gone against the code of conduct and the employee shall give a written explanation to the authority who has issued the memo within the prescribed period. If the written explanation is satisfactory, the matter will be closed.
- 10:2 If and when the written explanation to the written memo is unsatisfactory a show cause notice shall be issued against that employee by the management stating why the disciplinary proceedings should not be initiated against the

employee. The employee shall give a written reply to the show cause notice within the time specified by the management.

- 10:3 If and when the written explanation to the show cause notice is unsatisfactory a charge sheet shall be issued against the employee by the competent authority and the disciplinary proceedings shall continue.

- 10:4 The Enquiry officer appointed by the management shall initiate the enquiry and the disciplinary proceedings giving opportunity to the accused employee to defend himself/herself.

- 10:5 Any notice, order, charge-sheet or communication shall be in English.

- 10:6 In the case of an unauthorized absentee employee, notice shall be sent to him/her by registered post with acknowledgement due to the address provided by the said employee at the time of joining service.

- 10:7 If the employee concerned fails to appear before the Enquiry Officer at the appointed time and place without showing sufficient cause for his absence to the satisfaction of the Enquiry Officer, then the enquiry shall be held ex parte.

- 10:8 During the enquiry, the employee shall be permitted to produce witnesses in his/her defense, and cross examine any witness that may be examined in support of the charge.

- 10:9 If the accused employee requests in writing he/she may be permitted to take the assistance of only his co-employee.

- 10:10 After the enquiry, the enquiry officer shall submit his report to the Secretary, CBE.

- 10:11 The accused employee shall get a copy of the findings from the Secretary, CBE and the accused shall give in writing his/her explanation to the Secretary, CBE.

- 10:12 The verdict shall be pronounced by the CBE based on the report of the enquiry officer and the explanation of the accused employee.

E-11. SUSPENSION PENDING ENQUIRY

- 11:1 When an employee commits an offence, he/she may be suspended from duty by the Management pending enquiry.

- 11:2 During the period of suspension an employee may be paid subsistence allowance equal to 50% of the salary last drawn for a period of 90 days.

- 11:3 If the disciplinary proceedings are not concluded within 90 days and are prolonged for reasons not attributable to the employee under suspension, subsistence allowance may be increased to 75% of the salary last drawn till the proceedings are concluded.

- 11:4 If the disciplinary proceedings are not completed within 90 days and are prolonged for the reasons attributable to the employee under suspension, the subsistence allowance may be reduced to 25% of the salary last drawn till the proceedings are concluded.

- 11:5 Where a suspended employee is exonerated after disciplinary proceedings or when any criminal prosecution ends with an honorable acquittal, full pay and allowances shall be paid from the day of suspension after deducting the amount of subsistence allowance already paid to him/her.

E-12. PUNISHMENT

An employee found guilty of misconduct and/or misdemeanor after due enquiry may be awarded following punishments/penalties:

- 12:1 Warning/censure or recording of adverse remark in the service records or
12:2 Stoppage of increment; or
12:3 Fine or
12:4 Demotion to lower cadre; or
12:5 Dismissal/discharge/removal from service; or

E-13. PAYMENT OF SALARY

- 13:1 Employees both teaching and non-teaching shall be paid the salaries as prescribed by the management, from time to time.

E-14. PROVIDENT FUND and ESI

14:1 Eligibility to the Employees Provident Fund shall be as per the Provident Fund Act and Rules in force from time to time.

14:2 Eligibility to the ESI shall be as per the ESI Act and Rules in force from time to time.

E-15. PROFESSIONAL TAX

15:1 An employee shall pay Professional Tax as per the rules in force.

E-16. INCREMENTS

16:1 An employee shall be entitled for an annual increment every year

16:2 The management has a right to withhold the annual increment for any period to be specified as a form of penalty.

E-17. LEAVE RULES

17:1 Casual Leave:

17:1:1 The employee shall be entitled to 15 days casual leave in a calendar year.

17:1:2 An employee who is confirmed in between the calendar year shall be eligible for casual leave proportionate to the remaining period of the calendar year.

17:1:3 A maximum of 7 days casual leave may be availed at one time and shall not exceed 10 days including Sundays and holidays.

17:1:4 Casual leave may be suffixed or prefixed to Sundays or holidays, but cannot be combined with earned leave.

17:1:5 Dasara and Christmas holidays are not considered as vacation and hence casual leave cannot be prefixed or suffixed to these holidays.

17:1:6 Temporary employees shall be entitled for one day casual leave for every completed calendar month.

17:1:7 Unavailed days of casual leave shall lapse as on 31 December.

17:2 Earned Leave:

17:2:1 The teaching staff shall be entitled to 10 days Earned Leave in a calendar year.

17:2:2 Heads of High Schools/PU/Degree Colleges and the non-teaching staff considered to be non-vacation staff, shall be entitled to 20 days earned leave in a calendar year.

17:2:3 teaching staff may accumulate a maximum of 120 days of Earned Leave

17:2:4 Heads of institutions and non-teaching staff may accumulate a maximum of 180 days of earned leave.

17:2:5 There is absolutely no provision for the encashment of earned leave.

17:2:6 An Employee shall generally avail a maximum of 15 days earned leave at a time in a block period of three months. Under extreme circumstances, this rule may be relaxed depending on the exigency.

17:3 Maternity Leave:

17:3:1 A female employee is eligible to avail maternity leave on submission of medical certificate for a maximum of 90 days with full pay.

17:3:2 Maternity leave can be combined with any other leave.

17:3:3 No casual leave can be accrued for the period of maternity leave.

17:4 Leave On Loss of Pay:

17:4:1 An employee has a provision to avail leave on loss of pay.

17:4:2 Sundays and holidays cannot be prefixed or suffixed to leave on loss of pay

17:4:3 The increment of those who avail this facility shall be postponed for the number of days of LLP availed.

17:4:4 Employee availing leave on loss of pay on medical grounds shall produce a medical certificate while availing the leave and a fitness certificate at the time of joining duty.

17:4:5 The annual increment of the employee availing LLP on medical grounds shall continue as before.

17.5 Leave for Higher Studies:

17:5.1 A permanent employee wishing to pursue higher studies may apply for study leave specifying the period of leave required, which may be considered by the Management.

17:5.2 Such leave may be sanctioned without pay.

17:5.3 The employee availing Study Leave must produce a study certificate for the period of leave by a competent authority before rejoining duty

17.6 Recall from Leave:

17:6.1 An employee who is on any type of leave other than maternity/Medical leave may be recalled to join duty if exigencies of an Institution demand.

17:6.2 The employee can avail of the balance leave subsequently.

17.7 Sanction of Leave

17:7.1 Leave cannot be claimed as a matter of right. Grant of any leave shall depend on the exigencies of the Institution and at the discretion of the Head of the Institution/Management.

17:7.2 Casual leave of an employee shall be sanctioned by the head of the institution and C.L. of the head of the institution shall be sanctioned by the Joint Secretary

17:7.3 Any other kind of leave of the employees shall be sanctioned by the Joint Secretary on the recommendations of the heads of the institution.

17:7.4 Any other kind of leave of the head of the institution shall be sanctioned by the Joint Secretary

17:7.5 Leave for a period of more than three months shall be sanctioned by the Secretary of the CBE. The application for such leave shall be submitted well in advance through the head of the institution and the joint secretary with their recommendation.

17:7.6 Any employee desiring to leave the country either on leave or on holidays/vacation shall obtain the written permission of the management.

17:7.7 If an employee does not report to duty on the due date after the expiry of leave his/her absence from the due date shall be treated as unauthorized absence and disciplinary action shall be initiated.

E-18. WORKING HOURS

18:1 An employee shall be on duty in the Institution from Monday to Saturday

18:2 Every employee shall work 8 hours excluding lunch and tea break from Monday to Friday.

18:3 Every employee shall work for 5 hours on Saturdays.

E-19. ATTENDANCE

19:1 Every employee shall be punctual in reaching the Institution.

19:2 On arrival every employee shall sign the attendance register mentioning the time of arrival.

19:3 Every Employee shall sign the attendance register before the commencement of afternoon session.

19:4 An employee not signing the attendance register is liable to be considered as absent from duty for that day.

19:5 An employee who reaches the institution 15 minutes later than the stipulated time shall not be allowed to mark the attendance unless permitted by the Head of the Institution/Department.

19:6 For every three or part thereof late attendance in a month the employee shall forgo a day's leave or a day's salary in lieu of.

19:7 An employee found absent from place of work without permission from the Head of the Institution/Department is liable to be considered as absent for that day.

E-20. MOVEMENT REGISTER

20:1 Employee going out of the Institution during the working hours for work connected with the Institution shall enter the name, date and time, place to be visited and purpose of the visit in the movement register.

20:2 The employee shall enter the time of the arrival on return.

E-21. APPRAISAL SYSTEM

- 21:1 Every institution shall conduct an annual performance appraisal and also prepare a confidential report of the employees on a prescribed proforma.
- 21:2 The report in respect of teaching and non-teaching staff shall be prepared by the Head of the institution.
- 21:3 The report of the head of the institution shall be prepared by the Joint Secretary.
- 21:4 This report shall be submitted to the CBE at least 15 days before the last day of the academic year.

E-22. REDRESSAL OF GRIEVANCE

- 22:1 If an employee has some grievances and complaints arising out of his/her employment the same may be submitted in writing to the Joint Secretary through proper channel.
- 22:2 The employee shall obtain a written acknowledgement from the recipient of the grievances or complaint.
- 22:3 If the employee is not satisfied with the decision of his/her immediate Superior, he/she can represent the same to the next higher authority of the Institution viz. Jr. Secretary.
- 22:4 Even at this level if it is not redressed then it can be referred to the Secretary, CBE who will be the final authority.

E-23. TRANSFER

- 23:1 Employees under the management of the Catholic Board of Education shall be transferred from one institution to another.

E-24. RESIGNATION

- 24:1 A permanent employee desiring to resign shall submit the letter of resignation giving specific reasons. The notice period shall be two months or payment of two months' salary in lieu of.
- 24:2 The management reserves the right to accept or reject the resignation.
- 24:3 Resignation submitted in between the academic year shall not be accepted.

- 24:4 Leave if any to the credit of the employee shall not be adjusted against the notice period.

- 25:5 Employee shall clear all outstanding dues pending against the institution before getting relieved from the institution.

E-25. RETIREMENT

- 25:1 All permanent employees including head of institutions shall retire on attaining the age of 60.
- 25:2 An employee who has put in 25 years of service is eligible to take voluntary retirement.

E-26. SEXUAL HARASSMENT

- 26:1:1 "Sexual Harassment" shall mean and include the following, but is not limited only to the following:

- 26:1:1 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.

- 26:1:2 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 e-mail, gestures, showing of pornography, lurid stares, 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;

- 26:1:3 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

- 26:1:4 When any such conduct as defined in 26:1:1 and 26:1:2 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.

26:2

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

26:3 CONSTITUTION OF COMMITTEE TO DEAL WITH SEXUAL HARASSMENT:

- 26:3.1 Every Institution shall constitute a committee to deal with cases of sexual harassment.
- 26:3.2 This committee shall consist of three members, one female member to act as Chairman of the committee. The other two members shall be one male and another female member.
- 26:3.3 The term of the committee shall be for a period of two years and on expiry the Institution shall reconstitute the committee.
- 26:3.4 The names of the committee members along with their contact numbers and other details shall be displayed on the notice board of the Institution.

26:4 DUTIES OF THE COMMITTEE:

- 26:4.1 To organize regular workshops and training programmes to staff, parents and students regarding prevention of sexual harassment.
- 26:4.2 To create awareness of sexual harassment and remedies available among the staff, students, parents and management.
- 26:4.3 To sensitize staff and students on issues of sexual harassment
- 26:4.4 To prevent cases of sexual harassment in the institution
- 26:4.5 To receive complaints related to sexual harassment
- 26:4.6 To conduct inquiries of complaints on sexual harassment
- 26:4.7 To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to the Joint Secretary

26:5 GRIEVANCE REDRESSAL:

- 26:5.1 An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.

- 26:5.2 The complaint shall be treated confidentially at this stage.

- 26:5.3 On receipt of the complaint, the Member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee immediately

- 26:5.4 On receipt of the complaint the chairperson shall convene an emergency meeting of the committee

- 26:5.5 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.

- 26:5.6 The committee may examine witnesses from both sides.

- 26:5.7 The complainant and the accused shall be given the opportunity to cross examine the witness.

- 26:5.8 Documents if any produced by the parties shall be taken on record.

- 26:5.9 The committee after completion of investigation shall submit its report to the Management with its recommendations for further action in the matter.

26:6 PROTECTION AGAINST VICTIMISATION:

- 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.

26:7 CONSEQUENCE OF COMPLAINT BEING PROVED:

- 26:7.1 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.

- 26:6.2 Action shall be initiated on the basis of the findings and recommendations of the committee as per article No.10.

26:8 THIRD PARTY HARASSMENT:

26:8.1 If the sexual harassment is by the third 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.

26:8.2 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.

E-27. NOTIFICATION:

27:1 Any matter required to be notified under these or other rules and regulations or any notice by the Management to the employees shall be displayed on the notice board and such matter or notices shall be deemed to have been communicated to all employees.

E-28. RESPONSIBILITIES OF THE PRE PRIMARY (KG) TEACHER:

28:1.1 Though many of the preceding rules are relevant to the Kindergarten teachers, it is pertinent that certain specific roles of the KG Teachers are underlined, as the personality and behavior of the adults have a significant effect on the social ambience of the Kindergarten children.

28:2 Good Care of the Children

28:2.1 Children who join the Kindergarten find themselves in a strange new world. Naturally they feel insecure in the first instance. A mighty challenge is thrown before the teacher. She has to win the confidence of the children with her love and warmth, her perseverance and resourcefulness. This is not an easy task, but it is a pleasant challenge.

28:2.2 Kindergarten classes have to be lively, full of cheerful activities. This is a stage at which children are initiated into schooling, into life itself. A child's attitudes to learning, to his/her friends, to people and to life are all decidedly influenced by his/her early schooling.

28:2.3 A KG Teacher is the first major influence in the educational life of a child. So it is very important that she sets out ways to make the children more independent, responsible, sociable, imaginative, secure and loving. In this scenario, a KG Teacher has to deal with these children with tremendous patience, understanding and imagination. It is a magnificent role, to be played with great care, dexterity and sensitivity.

Remember, an impatient teacher rarely has a patient student. Teach patience through tolerance; never ridicule children, don't make children feel ashamed. Don't criticize, not be hostile.

28:2.4 Teacher shall not bring the fear element into the class. Fear takes a child's sense of security and confidence.

28:2.5 Teacher shall use very gentle methods of disapproval, like a mild rebuke or reprimand, if at all it is absolutely necessary.

28:2.6 Teacher shall give the children plenty of reasons to trust him/her through actions, and make them feel secure in her/his care. All fears have to be handled sympathetically.

28:2.7 A KG Teacher can be a firm, fair, consistent and loving disciplinarian without resorting to punishment of any kind.

28:2.8 A teacher shall be a role model, demonstrating values and types of behaviour that they expect the children to emulate.

28:3 Good Organisation and Supervision

28:3.1 Teacher shall supervise the children when they play during the interval and lunch break.

28:3.2 Teacher shall keep a list of the children travelling by different school buses. They should accompany the children to their respective buses and ensure that they are seated. Similarly they shall accompany them from the busses to the class.

28:3.3 When the lunch is served in the Class, the teacher with the help of Teacher-aides shall see that the lunch is served properly and children are fed well.

28.3.4 Teacher shall keep a close watch on the children at all times. Children shall never be left unattended, because it can result in some mishap or the other. Teachers have to be extremely vigilant to prevent any unpleasant eventuality.

28.3.5 Teacher shall check the children's Diary every day and see whether there is any communication from the parent.

28.3.6 Communications sent to the parents in the diary must be correctly worded and written legibly.

28.3.7 Teacher shall devise appropriate extra-curricular activities keeping in mind the young age of the children.

- Rev. Fr. Wilson V. D'Souza
SECRETARY

Place : Mangalore

Date : 01-05-2014


Principal

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



b) Handbook the Students:

PADUA COLLEGE OF COMMERCE & MANAGEMENT
Affiliated to Mangalore University
A unit of Catholic Board of Education & Managed by
St. Sebastian Church, Bendur
Kadri Hills, Nanthur, Mangaluru - 575 004

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at Padua we think of your future
For more information contact
8050310755, 9743078519, 9482597161, 0824-2217711

PADUA COLLEGE OF COMMERCE & MANAGEMENT
(Affiliated to Mangalore University)
Nanthur, Mangalore - 575 004
Email: paduadegreecollege@gmail.com
Ph: 2217711, Mob: 9482597161
Website : www.paduadegreecollege.org
ESTD : 2011

PROSPECTUS & CALENDAR
2019-20



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 (O) : 2217711 Principal : 8050310755
Email : paduadegreecollege@yahoo.com Website : www.paduadegreecollege.org
paduadegreecollege@gmail.com

Name of Student :
University Reg. No.
College Roll No.
Class : Division :
Father's Name : Ph :
Mother's Name : Ph :
Guardian's Name (If any) : Ph :
Home Address :
.....
.....
Phone : (R) (Mobile No)
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 29th June

TO BE FILLED IN BY THE PARENT OR GUARDIAN

Phone : } College (O) : 2217711 Principal : 8050310755
Email : paduadegreecollege@yahoo.com Website : www.paduadegreecollege.org
paduadegreecollege@gmail.com

Name of Student :
University Reg. No.
College Roll No. Division :
Class : Ph :
Father's Name : Ph :
Mother's Name : Ph :
Guardian's Name (If any) :
Home Address :
.....
Phone : (R) (Mobile No).....
Hostel/PG Address
.....
.....Phone Hostel/ PG
Blood Group
Specimen Signature of Father :
Mother :
Guardian :

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.

COLLEGE ANTHEM

GLORIOUS LIGHT, OUR HOPE, OUR BEACON

1. Glorious light, our hope, our beacon,
We're your children, make our life shine,
True for me, life's great partner,
Make us human, be our guardian.

We, the clay, and you're our potter,
Shape our lives for you're our Mother,
Knead us, mould us, you're our mentor,
Guard and lead us, be our shelter.

2. Teaching us to walk with wisdom,
Guide us in the path of freedom,
Make us ardent, keep us prudent,
In your bosom our life will blossom.

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 St. Sebastian Church, Bendur. 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 stands on calm and serene Kadri hills, surrounded by natural green environment. The institution helps students to create harmonious society by inculcating in them various moral and human values. It offers B.Com and B.B.A., 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.

The Founder

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

The PU College was raised to the status of a Degree College with B.Com and B.A 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.

JUNE 2019

[illegible]

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

AUGUST 2019							SEPTEMBER 2019							
1	Thu	Solo Singing / Group Singing					1	Sun	*					
2	Fri						2	Mon	* Ganesha Chaturdashi					
3	Sat						3	Tue						
4	Sun	*					4	Wed						
5	Mon						5	Thu	Teachers' Day Celebration					
6	Tue						6	Fri						
7	Wed						7	Sat						
8	Thu						8	Sun	* Feast of Nativity Blessed Virgin Mary					
9	Fri						9	Mon						
10	Sat	Cross Country Race & Flower India Competition					10	Tue	* Moharum					
11	Sun	*					11	Wed						
12	Mon	* Bakrid					12	Thu	Moral Skit Competition					
13	Tue						13	Fri						
14	Wed						14	Sat						
15	Thu	Independence Day					15	Sun	*					
16	Fri						16	Mon	} 2nd Internals begins					
17	Sat						17	Tue						
18	Sun	*					18	Wed						
19	Mon						19	Thu						
20	Tue						20	Fri						
21	Wed						21	Sat						
22	Thu	Marketing / HR Competition					22	Sun	*					
23	Fri	* Sri Krishnajanmastami					23	Mon						
24	Sat						24	Tue						
25	Sun	*					25	Wed						
26	Mon						26	Thu	Seminar					
27	Tue						27	Fri						
28	Wed						28	Sat	* Mahalaya Amavasye					
29	Thu	Talents Day					29	Sun	*					
30	Fri						30	Mon						
31	Sat													
							All Sundays and days * marked are holidays. Rest are Class days.							

OCTOBER 2019							NOVEMBER 2019						
1	Tue		1	Fri	Kannada Rajyotsava								
2	Wed	* Gandhi Jayanthi	2	Sat									
3	Thu	IQAC Seminar	3	Sun	*								
4	Fri		4	Mon									
5	Sat		5	Tue									
6	Sun	*	6	Wed									
7	Mon	* Mahanavami	7	Thu									
		Ayudha Pooje	8	Fri									
8	Tue	* Vijayadashami	9	Sat									
9	Wed		10	Sun	* Ed Milad								
10	Thu		11	Mon									
11	Fri		12	Tue									
12	Sat	Last Working Day	13	Wed									
13	Sun	* Valmiki Jayanthi	14	Thu	Children's Day								
14	Mon		15	Fri	* Kanakadasa Jayanthi								
15	Tue		16	Sat	NSS Camp Begins								
16	Wed		17	Sun	*								
17	Thu		18	Mon									
18	Fri		19	Tue									
19	Sat		20	Wed									
20	Sun	*	21	Thu									
21	Mon	Semester Exam Begins	22	Fri									
22	Tue		23	Sat									
23	Wed		24	Sun	*								
24	Thu		25	Mon									
25	Fri		26	Tue									
26	Sat		27	Wed									
27	Sun	* Naraka Chaturdashi	28	Thu									
28	Mon		29	Fri									
29	Tue	* Diwali	30	Sat									
30	Wed												
31	Thu												
All Sundays and days * marked are holidays. Rest are Class days.													

DECEMBER 2019							JANUARY 2020						
1	Sun	*					1	Wed	*	New Year Day			
2	Mon		2nd, 3rd & 6th				2	Thu					
3	Tue		Semester Begins				3	Fri					
4	Wed						4	Sat					
5	Thu						5	Sun	*				
6	Fri						6	Mon					
7	Sat						7	Tue					
8	Sun	*	Interclass Cricket Match				8	Wed					
9	Mon						9	Thu		Seminar			
10	Tue						10	Fri					
11	Wed						11	Sat					
12	Thu						12	Sun					
13	Fri		Seminar				13	Mon					
14	Sat						14	Tue	*	Makara Sankraman			
15	Sun	*	Sports Day				15	Wed					
16	Mon						16	Thu		Padua Verve -			
17	Tue						17	Fri		Inter college fest			
18	Wed						18	Sat					
19	Thu		State Level Seminar				19	Sun	*				
20	Fri						20	Mon					
21	Sat		Staff Families Get-together				21	Tue					
22	Sun	*					22	Wed					
23	Mon		Christmas Celebration				23	Thu					
24	Tue						24	Fri					
25	Wed	*	Christmas				25	Sat		Blood Donation Camp			
26	Thu						26	Sun	*	Republic Day			
27	Fri						27	Mon					
28	Sat						28	Tue					
29	Sun	*					29	Wed					
30	Mon						30	Thu					
31	Tue						31	Fri					
All Sundays and days * marked are holidays. Rest are Class days.													

FEBRUARY 2020							MARCH 2020						
1	Sat						1	Sun	*				
2	Sun	*					2	Mon					
3	Mon						3	Tue					
4	Tue						4	Wed	*	Maha Shivarathri			
5	Wed						5	Thu		IQAC Seminar			
6	Thu						6	Fri					
7	Fri						7	Sat		Traditional Day			
8	Sun	*					8	Sun	*	International Women's Day			
9	Mon						9	Mon					
10	Tue						10	Tue					
11	Wed						11	Wed					
12	Thu						12	Thu		Seminar on Resume Writing & Facing Interview			
13	Fri						13	Fri					
14	Sat						14	Sat					
15	Sun	*					15	Sun	*	Industrial Tour			
16	Mon						16	Mon					
17	Tue						17	Tue					
18	Wed						18	Wed					
19	Thu						19	Thu					
20	Fri						20	Fri					
21	Sat						21	Sat					
22	Sun	*					22	Sun	*				
23	Mon						23	Mon					
24	Tue						24	Tue					
25	Wed						25	Wed					
26	Thu						26	Thu					
27	Fri						27	Fri					
28	Sat						28	Sat					
29	Sun	*					29	Sun	*				
30	Mon						30	Mon					
31	Tue						31	Tue		Send off / Last working Day			
All Sundays and days * marked are holidays. Rest are Class days.													

APRIL 2020							MAY 2020						
1	Wed						1	Fri	*	May Day			
2	Thu						2	Sat					
3	Fri						3	Sun	*				
4	Sat						4	Mon					
5	Sun	*					5	Tue					
6	Mon						6	Wed					
7	Tue						7	Thu					
8	Wed						8	Fri					
9	Thu						9	Sat					
10	Fri						10	Sun	*				
11	Sat						11	Mon					
12	Sun	*					12	Tue					
13	Mon						13	Wed					
14	Tue						14	Thu					
15	Wed						15	Fri					
16	Thu						16	Sat					
17	Fri						17	Sun	*				
18	Sat						18	Mon					
19	Sun	*					19	Tue					
20	Mon						20	Wed					
21	Tue						21	Thu					
22	Wed						22	Fri					
23	Thu						23	Sat					
24	Fri						24	Sun	*				
25	Sat						25	Mon					
26	Sun	*					26	Tue					
27	Mon						27	Wed					
28	Tue						28	Thu					
29	Wed						29	Fri					
30	Thu						30	Sat					
							31	Sun	*				

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

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:

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 pm 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 vulgar 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 the full fees of the whole course. Only then 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 students 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.

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.
- 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.
- 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.

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

GPW in turn is calculated as

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

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).

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

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

(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
	17	17	15	15	18	18	
B.Com	17	17	15	15	18	18	100
B.B.A.	15	15	15	17	17	18	100

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.

6. The Principal may prohibit the student from attending a meeting if he apprehends a breach of peace.
8. Memoranda, petitions or complaints from individual student of the College to any higher authority must be submitted through the concerned Head of the Department.
9. 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.
10. Students going to other Colleges or Institutions, and indulging in acts of indiscipline such as organizing demonstrations and strikes, would be liable for punishment.
11. 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.
12. 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 student(s) from the College.

13. Ragging is prohibited. Any student found indulging in ragging in any from 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. All students shall carry their identity cards and shall produce them whenever called for by the authorities.

19. 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.

20. The Principal reserves the right to remove from the rolls the name of any student who fails to pay the college dues on time.

21. 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.

22. The Parents / Guardians of the students are expected to see that their Wards should adhere the rules & regulations of the College.

23. 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.

24. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.

25. 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.

26. Students are prohibited from disrespecting the college uniform by participating in any function or rally outside college campus unless permitted by the college authorities.

Governing Body of the College

Name	Designation
MOST REV. DR. PETER PAUL S. ALDANHA (BISHOP OF MANGALORE)	PRESIDENT
RE. REV. MSG. LAWRENCE MAXIM NORONHA	VICE PRESIDENT
REV. FR. ANTONY SHERA	SECRETARY
REV. FR. VINCENT MONTEIRO	CORRESPONDENT
REV. FR. ALWIN SERRAO	PRINCIPAL
MR. ROSHAN SANTHUMAYOR	STAFF REPRESENTATIVE
MRS. PRAMILA MASCARENHAS	STAFF REPRESENTATIVE
MR. STEPHEN PINTO	VICE PRESIDENT
MR. NORBERT LOBO	ELECTED FROM THE PARISH COUNCIL
MR. CYRIL ROSARIO	PARENT REPRESENTATIVE
MRS. PRECILLA MASCARENHAS	PARENT REPRESENTATIVE
MR. NEVILLE NORONHA	MEMBER
DR. PRAKASH PINTO	MEMBER

ACADEMIC AND EXTRA CURRICULAR ACTIVITIES

Student Council	- Mr Roshan / Mrs Zeena
N.S.S.	- Mr Roshan / Mr Rahul / Ms Mitchell
Sports Club	- Mr Hariprasad / Mrs Thanuja
Commerce & Management Club	- Mr Prashanth / Ms Flavita
Weekly Mass / Liturgy	- Ms Flavita
Choir / Music Club	- Ms Reshma
Cultural Club	- Ms Seema / Mrs Zeena
Human Rights Association	- Mrs Akshatha
Literature Club	- Mr Ramesh
Women's Forum	- Mrs. Jesfrida / Mrs. Deena

Konkani Club	- Mrs. Pramila Mascarenhas
Dramatics Club	- Mr Christopher D'Souza
Eco Club	- Mr Shridhar
Red Cross	- Mr Deenath D'Sa
Examination	- Mr Roshan Santhumayor
Career Guidance & Employment Cell	- Mr Deenath D'Sa
Competitions & Programme Co-ordinator	- Mr Roshan Santhumayor
Maintenance officer	- Mr Hariprasad
Prathidhwani	- Mr Ramesh, Mrs Pramila
PTA	- Mr Shridhar
IQAC CELL	- Rev. Fr Alwin, Mr Roshan, Mr Deenath, Mrs. Zeena, Mrs. Akshatha, Mrs. Jesfrida, Mr Shridhar, Prof. Neville Noronha, Dr Norbert Lobo, Dr Prakash Pinto, Mrs. Vijaya Shetty, Dr Niveditha Dias
Women Anti Harrassement cell	- Mrs. Thanuja
Anti ragging cell	- Fr. Alwin, Mr Hariprasad, Mrs. Pramila, Ms. Seema
Mid-Day Meal	- Mr Ramesh
Student Welfare Officer	- Mr Roshan Santhumayor
Value Education	- Mr Hariprasad
Student Grievance Redressal Committee	- Principal, Vice Principal, Class Main Coordinators & Concerned Class Asst. Coordinators
Disciplinary Committee	- Principal, Vice Principal Mr Francis D'Cunha, Class Main Coordinators
Counselling	- Rev. Fr Alwin Serrao

I / III/ V SEMESTER - TIME TABLE									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	BREAK		LUNCH BREAK	
9.00-10.00	10.05-11.05	11.05-11.20	11.20-12.20	12.20-1.00	1.00-1.50	1.55-2.45	2.50-3.40		

41

Date of									
Absence									
SESSIONS									
A.M.									
P.M.									
Total									
No. of									
Hours									
REASON									
Signature of Parent/ Guardian									
Principal/ Vice Principal/ Class Co-ordinator									

40

2019-20

Combination _____ Fees Book Folio _____

[illegible]

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

Principal

Rev. Fr Alwin Serrao
MHRM, M.A. (English), M.A. (Pol.Sc.), PGDIRPM, Dip. in T&D, B.Th

Vice Principal/HOD

Mr Roshan Santhumayor
M.Com, M.A (Eco), M.Phil, PGDCA

Teaching Staff

Mrs. Pramila Mascarenhas, M.A (Kan) M.Phil, M.Sc (IT), PGDCA

Mr Ramesh H.B. M.A. (Hindi), B.Ed.

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

Mrs. Akshatha, M.Com, B.Ed

Mrs. Zeena Cornelio, M.Com

Mrs. Jesfrida Menezes, M.Sc (Stats), B.Ed

Mr Prashanth D'Costa, MBA, M.Com

Mr Rahul. M.Com

Ms. Flavita Lewies, M.Com

Ms. Mitchell Dias, M.Com

Ms. Seema Pereira, M.B.A, M.A.(Eng)

Mr Deenath D'sa, M.Com

Mrs. Thanuja, M.Com, UGC NET, M.Phil

Mr Christopher D'Souza, M.A (Hindi), Dip. in Theatre

Ms Reshma Reshal D'Souza, M.A (English)

Mr Hariprasad, M.PEd (Physical Director)

Mrs. Vijaya Shetty, MBA, BGL JAIB

Non Teaching Staff

Mrs. Deena Pinto, M.Lib

Mr Alfred Pinto. B.Com

Mrs Vineetha Cutingha, B.Com

Mrs. Jacintha Gretta Pereira, BA

Mrs Jacintha Greta Ferraro
Mr Melchides Ferraro

Mr Melchiodas Ferraro
Miss Anita Decker

Mrs. Anitha Pashan

Librarian

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Support Staff

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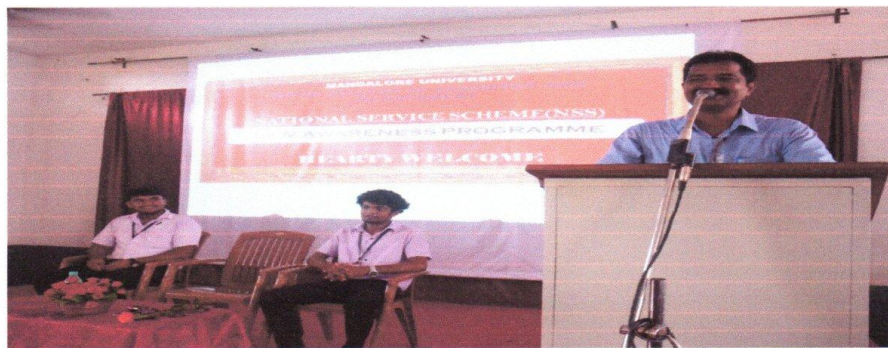
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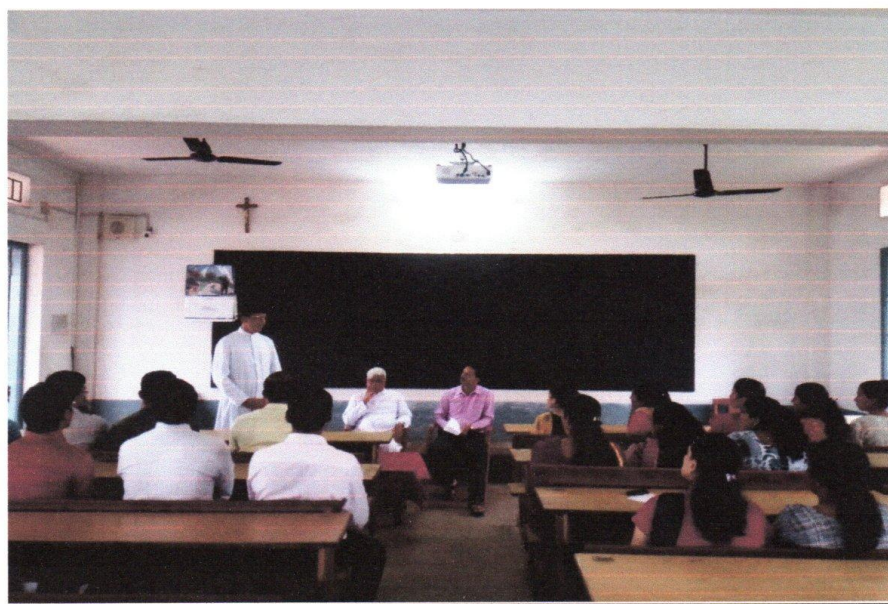
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1. Awareness Programme on Law



2. Staff Orientation on Code of Conduct



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3. Student Orientation on Code of Conduct



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