



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 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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- 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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- 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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6. PUNISHMENT

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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



Asma
Principal

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