



CAUVERY COLLEGE GONIKOPPAL

Re-accredited with Grade "A" by NAAC
Affiliated to Mangalore University



RE-ACCREDITED WITH 'A' GRADE BY NAAC

Estd:1968

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KODAGU
KARNATAKA

INTERNAL QUALITY ASSURANCE CELL

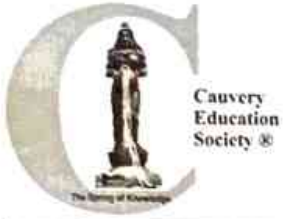
Criteria 5 Student Support and Progression

5.1.4: The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Sl. No	Particulars
1	Implementation of guidelines of statutory/regulatory bodies
2	Organisation wide awareness and undertakings on policies with zero tolerance
3	Mechanisms for submission of online/offline students' grievances
4	Timely redressal of the grievances through appropriate committees


Coordinator
Internal Quality Assurance Cell
Cauvery College
Gonikoppal-571213, Kodagu


PRINCIPAL
CAUVERY COLLEGE
GONIKOPPAL-571213



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GOVERNING COUNCIL

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VICE-PRESIDENT

Sri K.M. Subramani

HONORARY SECRETARY

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Sri Nandankumar

Gourannavar

EX OFFICIO MEMBERS

Dr. M.B. Kaverappa

Prof. B.N. Shankaranarayan

Sri K. Sreenivasa

Sri S.S. Madaiah

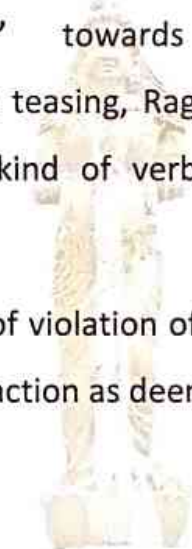
Sri N.M. Nanaiah

Notice

To all the students, Faculty and Staff Members

This is to notify to every individual/any authoritative Head who comes under the purview of **Cauvery Education society®** are here by informed that this institution has “**Zero Tolerance Policy**” towards religious/racial/gender discriminations, eve teasing, Ragging, Sexual Harassment, and/or any other kind of verbal or physical abuse or misbehavior.

Any such incidents of violation of this notice would attract serious disciplinary action as deemed fit.



Cauvery
Education
Society®

Honorary secretary
SECRETARY

CAUVERY EDUCATION SOCIETY®
GONIKOPPAL-571213, KODAGU

CAUVERY EDUCATION SOCIETY (REGD.)
GONIKOPPAL

CODE OF CONDUCT, HAND BOOK



Contents

1.	te	Page No.
2.	Chapter I	
	1
	of the handbook.....	2
	Chapter II - Service Rules	
3.	on of Service Rules, Code of Conduct, Regulations and Guidelines..	3
4.	ce of the contents of this handbook	3
	ns.....	3
5.	ation of Employees.....	5
6.	ent.....	6
7.	e for recruitment	7
	of employees.....	8
8.	of Age.....	8
9.	t, change thereof, its effects.....	8
	headquarters.....	9
10.	ntial Reports.....	9
11.	ons.....	9
	nce, Absence from Work, Unauthorised Presence, etc.....	9
12.	k - No Pay.....	10
13.	for unauthorised absence.....	10
	g Hours of the institution.....	10
14.	t of Salary, Allowances, Increments, etc.....	11
15.	11
	nment of Service.....	12
16.	of Notice.....	12
17.	duct, Penalty for Misconduct, Disciplinary Process, Appeal, etc.....	12
	m of Service.....	17
18.	ge on Medical Grounds.....	17
19.	ent.....	18
20.	e of work or closure.....	18
	ent of Accounts and Loans.....	18
21.	ate of Service.....	18
22.	Chapter III - Code of Conduct	
23.	ation of Employees.....	19
24.	nd Obligations of Employees.....	19
	to and Exit from the College premises.....	21
25.	es of College, Liability of Search, etc.....	21
26.	l Property of employees.....	22
	l Fitness.....	22
27.	al of Grievances.....	22
28.		

Chapter IV - Regulations and Guidelines	
37. Staff Pattern and responsibilities.....	23
38. Responsibilities of teaching staff.....	23
39. Responsibilities of the Principal.....	23
40. Responsibilities of Head of Department (HOD)	24
41. Responsibilities of Lecturer.....	25
42. Responsibilities of Laboratory Instructor.....	25
43. Responsibilities of Laboratory Assistants.....	26
44. Responsibilities of Manager.....	26
45. Responsibilities of Office Manager	27
46. Responsibilities of FDA & SDA.....	28
47. Responsibilities of Librarian.....	28
48. Responsibilities of Security Personnel.....	28
49. Responsibilities of Drivers.....	29
50. Opening / Closing of Office/Class Rooms, etc.....	29
51. Maintenance of Accounts	29
52. Duties of Cashier (FDA / SDA dealing with cash)	29
53. Account Clerks (Fda / Sda)	30
54. Procurement Policies.....	30
55. Signing/Counter Signing Authorities.....	30
56. Stock Book of Equipments.....	30
57. Utilisation of the Handbook for official purposes.....	31
58. Representation in any Court, legal or other proceedings.....	31

Annexure

1. The Karnataka Education Act, 1983 - Only some definitions and Section 91 are extracted	32-3
2. The Karnataka Private Educational Institutions (Discipline and Control) Act, 1975.....	34-
3. The Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978.....	40-
4. The Karnataka Educational Institutions (Control of Private Educational Institutions) Rules, 1999. not the full text - only part	60-6
5. The Karnataka Educational Institutions (Enquiry and Service of Notice, Etc.) Rules, 2001.....	63
6. The Karnataka Educational Institutions (Selection of Parent Members to the Managing Committee) Rules, 2001.....	64.
7. The Karnataka Educational Institutions (Ancillary Services in Recognised Educational Institutions) Rules, 2000.....	65-6

CAUVERY EDUCATION SOCIETY ®, GONIKOPPAL- 571213
Kodagu District, Karnataka State, India

**Handbook of Service Rules, Code of Conduct, Regulations and
Guidelines for employees**

(Approved as per decision taken at the meeting of the Boards of Management of various institutions)

Chapter I

1. Preamble

- a) "Cauvery College, Gonikoppal" .was established in 1968 by the Cauvery Education society (R) (CES), for the purpose of imparting Pre-University and under graduate Education. Through these institutions the Cauvery education Society (R) seeks to make a significant contribution in the filed of education, the improvement of which is one of the primary needs of the country .In this endeavour, it is the constant aim of the institutions under the Cauvery Education Society (R), to provide the highest standard and to train students according to progressive academic standards keeping in mind the particular emphasis towards providing for education in the rural areas.
- b) Reason for the establishment and status of the institutions: The Cauvery education Society (R) is registered under the registration of Society act in the year 1968, established with objectives of promoting education, culture, language, sports, etc; The Society has promoted Colleges -The Cauvery College, Gonikoppal, Cauvery College Virajpet, both of which are aided & Cauvery Polytechnic, Gonikoppal
- c) Recognition to Cauvery College, Gonikoppal under Section 36 of the Karnataka Education Act, 1983 and Rules framed there under has been accorded vide Government Order No.R2-400/67-68 dated 17/18th June 1968. It was first affiliated to the University of Mysore, Mysore and subsequently with effect from 1980 to Mangalore University .It has the approval of 2F & 128 under University grants commission vide Order No. FO 70/ 01(CP) dated 26.5.81 and it has the NAAC certification B++ vide Order No. NAAC/A&A/ Out come -237/2005 dated 28.02.2005.

Recognition to Cauvery College, Virajpet under Section 36 of the Karnataka Education Act. 1983 and Rules framed thereunder has been accorded vide Government Order No.ED/ 21/ JAC80 Bangalore dated 15.07.1980. It is affiliated to Mangalore University , Mangalore through Order No.Aff.-895/79-80 dated 01..08.80 and has the approval of 2F & 12B under University Grants Commission vide Order No.F8.15/94(CPP) I dated 11.9.1999 and it has the NAAC certification B+ vide Order No.NAAC/A&A/Outcome-234/2005/ dated.28.02.2005

Recognition to Cauvery Polytechnic, Gonikoppal under Section 36 of the Karnataka Education Act, 1983 and Rules framed thereunder has been accorded vide Government Order No.ED39 MPI 86 Bangalore dated 19.05.86 / It is affiliated to All India Council for Technical Education through Order No.F2-15/13-14/RC-MB/93 dt.31.05.1994.

- d) **Administration** : Although institution under the Cauvery Education Society (R) are administered by the same Management, having regard to the nature of institution, the activities, rules, regulations and guidelines have been framed to have a harmonious atmosphere for all employees appointed to work in these institutions which are and shall always, wherever applicable, be in consonance with the Karnataka Education Act, 1983, the Karnataka Private Educational Institutions (Discipline and Control) Act, 1973, the Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978, the Karnataka State Universities Act, 1976, the University Grants commission Rules, The Karnataka Educational Institutions (Enquiry and Service of Notice, etc.) Rules, 2001, The Karnataka Educational Institutions (Selection of Parent Members to the Managing Committee) Rules, 2001. The Karnataka Educational Institutions (Ancillary Services in Recognised Educational Institutions) Rules, 2000 and other relevant Acts, Rules, Notifications and Circulars. The compilation of these rules, regulations and guidelines is called the "**Handbook of Service Rules, Code of Conduct, Regulations and Guidelines for employees of institutions under Cauvery Education Society, Gonikoppal**" Provisions in this handbook, which have not already become operational, shall become effective and operational from the date on which these are approved under Section 91 (2) of Karnataka Education Act, 1983.
- e) **Hand Book**: As it is the intention of the framers of these Rules, Code of Conduct, Regulations and Guidelines to provide ample transparency in, the activities of these institutions, their managements, their aims and objectives, relationship with the employees and expectations out of employees, these service Rules, code of Conduct, Regulations and Guidelines have been framed extensively to cover several situations keeping in view of statutory service rules, guidelines of Government of Karnataka, UGC norms which are provided in this handbook. However, these are not exhaustive, and may be modified by the Managing Committee of the Institution, such modifications coming into effect from the date of notification by the Managing committee after obtaining, if required by law, approval from the concerned authority or department. Such modifications shall apply immediately to all employees of the college.
- f) **Duty of the Institution**: It shall be the duty of the institutions to provide quality education to its student community and for this purpose adequate staff is essential. To get such results from the staff it is necessary to have a congenial, harmonious, enthusiastic environment in the institution premises and to maintain such a campus it is necessary to have, respect and follow the set of rules and code of conduct.
- g) **Expectations**: It is the fervent hope of the Management that all employees, through , their conduct, courtesy, concern, duty of care, sincerity and dedication in work would further the objectives and arms for which the college has been established and maintained by the Cauvery Education Society.

2. Purpose of the handbook

The purpose of this handbook is to clearly define the parameters with regard to the selection of staff and related aspects like pay and allowances, promotions, leave, working hours, Conduct, Grievances, security, welfare etc., of the employees of these institutions.

Chapter II Service Rules

3. Application of Service Rules, Code of conduct, Regulations and Guidelines

These service rules, regulations and guidelines shall be applicable to all employees of The Institution irrespective of their date of appointment and applies also to those working on deputation in the various projects undertaken by the institution. Employees shall not only be bound by these rules, regulations and guideline that are presently in force, they shall also be bound by such lawful modification of these rules, regulations and guidelines as may be modified from time to time hereafter based on legal necessity and change in circumstances.

4. Acceptance of the contents of this handbook

The present employees are deemed to have agreed to be bound by the contents of this handbook. It shall be deemed that the act of acceptance of employment in the institution would mean that the applicant has apprised himself of the contents of this handbook and that he has agreed to be bound by them.

5. Definitions

In these rules, unless, the context otherwise requires,

- a) **"Manager"** means a person nominated by the Governing council to manage the affairs of the respective institution or generally carry out the administrative work of the respective institution.
- b) **"Appointing authority"** means "Board of management or the Governing council of the respective institution " which is the authority empowered to recruit employees in accordance with Rule 6(4) of the Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978. This power may be delegated to a, sub -committee called 'The recruitment committee'.
- c) **"Board of Administration"** is advisory body constituted by the Executive Committee to assist or provide suggestions to the " Management " or "Administrative Officer" or "Principal" in the 4 activities of the respective institution according to the policy and directions laid down by the Governing Council or its Executive Committee. It would consist of prominent persons from the field of education, Technology , Administration, Law, Social Service, Environment, Sports etc. who are invited by Management and who may accept such responsibility. The work of members of this board would be honorary, time bound and pleasure of the Executive Committee of the Governing Council.
- d) **"Board of Management" or Managing Committee" or "Management"** means the Managing Committee of the "respective institution" as constituted from time to time by the Governing council of the Cauvery Education Society (R), to whom the powers to manage the respective institution has been specifically delegated by a resolution of the Governing council as per the provisions contained at Chapter VII of the Karnataka Education Act, 1963. The "Managing Committee" as per section 42 of the Karnataka Education Act, 1963 shall consist of the following persons as its members:

Ten (10) persons nominated by the Governing council, Three (3) members out of the teaching staff {The Principal of the respective institution, two (2) members out of the teaching staff}, two (2) representative from the parents of the students. (Rule 4 of the Karnataka Educational Institutions (Selection of parent Members to the managing committee) Rules, 2001 may also be referred) It may also have representations from bodies such as the State Government, the University Grants Commission, or such other members, ex officio or otherwise as may be-nominated by the respective authority under the relevant Act or Rule.

There shall be a **President** and a **Secretary** for the Managing Committee. And the Chairman of Cauvery Education Society (R) shall ex- officio be the President of the Managing Committee. If the secretary is chosen out of the members of the teaching staff, it shall be the Principal of the respective institution.

- e) "**Institution**" means "**Cauvery College, Gonikoppal or " Cauvery College, Virajpet" or "Cauvery Polytechnic"** and such other institutions that may be established by Cauvery Education Society , Gonikoppal and includes all departments, offices, centers, sub centers, sections and branches of the respective institution and its Staff Quarters and all other places either inside or outside the main college and hostel premises/campus in Gonikoppal, Virajpet, or elsewhere, where the activities of the college/institutions, etc. are carried out, and college/ institution / premises / campus' will be accordingly understood.
- f) "**Employee**" refers to any person (either teaching or non teaching) employed to work in the College in any of the classes referred to in Rule 6.
- g) "**Executive Committee**" means the Committee appointed by the Governing Council of the Cauvery Education Society.
- h) "**Governing Council**" means the body of management elected by the members of the Cauvery Education Society.
- i) "**Habitual**" means any act of omission or commission of a prohibited act repeatedly.
- j) "**Hand book**" means Handbook of Service Rules, Code of Conduct, Regulations and Guidelines for employees of institutions under the "Cauvery Education Society" employed in any of these institutions.
- k) "**Head of the Department**" with regard to the faculties of institutions, shall mean the person normally the senior most teaching faculty (senior most by appointment in the relevant faculty), unless otherwise so appointed under relevant provisions appointed to be the head of the relevant faculty of the institutions.
- l) "**Head of the Institution**" means and includes the head of the respective institution as per context (e.g Principal for the relevant College/ Polytechnic, Warden for the Hostel etc.)
- m) "**Hostel**" means student hostel for male students, female students, (if provided, for teaching or non teaching staff, or other categories also) attached to the respective institution or common to several all institutions.
- n) "**Interpretation of words**" -any word expressing a "**Masculine**" gender shall all so include "**Feminine**" gender and any "**Singular**" form shall include "**plural**" form and vice-versa under relevant contexts. The meaning of any word not defined herein shall be as defined under the applicable "Act" and/ or "Rule" .Where any word is defined in this handbook and

also in the applicable Act/Rule, the meaning in the Act/Rule would prevail and depending on the context, the meaning may get extended. The General Clauses Act may all so be referred if necessary.

- o) **"Cauvery Education Society" (abbreviation- CES)** means the organization constituted and registered as a Society under the Karnataka Societies Registration Act, 1960 with the name " Cauvery Education Society" having the registration No.S/1/68-69 at the office of the Registrar of Societies at Madikeri, Kodagu District and having its Registered office at Gonikoppal -571213, Ponnampet Nad, Virajpet Taluk , Kodagu District, Karnataka State India.
- p) **"person"** includes its plural or any legal person according to context.
- q) **"prohibited Act"** means any act prohibited under any law and also such acts prohibited under these Rules, Code of Contact, Regulations and Guidelines.
- r) **"Administrative Officer"** means a person appointed by the Central Executive Committee of **"Kodava Education Society"**.
- s) **"Salary"** except where otherwise defined, means basic pay, plus all allowances.
- t) **"Selection Committee"** with regard to recruiting of employees means the authority constituted by Central Executive Committee of "Kodava Education Society" as per relevant rules.

A. for recruiting staff other than the head of the institution

- (i) the President or the Head of the Board of Management or his nominee;
- (ii) the Director of Collegiate Education, Bangalore or his nominee;
- (iii) the Head of the Institution ;
- (iv) an educationist or an expert in the subject to which recruitment is to be made, to be selected by the Board of Management from a panel of names furnished by the Director of Collegiate Education Bangalore.

B. for recruiting Head of the Institution-

- (i) the President or the Head of the Board of Management or his nominee;
- (ii) the Director of Collegiate Education, Bangalore or his nominee;
- (iii) an educationist to be selected by the Board of Management from a panel of names furnished by the Director of Collegiate Education, Bangalore

But, for selection process with regard to an institution imparting

Technical Education (Viz Polytechnic), the authority in (A) (ii) and

(B) above, shall be the Director of Technical Education or his nominee, or as per the guidelines of the relevant department.

6. Classification of Employees

Employees belonging to either teaching cadre or non teaching cadre shall be classified as:

- | | | |
|------------------|-----------------|------------------|
| (i) Permanent | (v) Casual | |
| (ii) Probationer | (vi) Substitute | |
| (iii) Temporary | (vii) Part-time | (iv) On-contract |

- a) **"Permanent"** employee is one who is appointed to a permanent post and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the appointing authority as a permanent employee.
- b) **"Probationer"** is one who is provisionally selected to fill any post but has not completed the prescribed period of probation or extension thereof, and has not been confirmed in writing by the appointing authority for the post to which he has been provisionally selected. If no confirmation is effected before the lapse of probationary period or extended probationary period, his employment automatically ceases.
- c) **"Temporary"** employee is one who is appointed for a fixed or specified period of time: (i) in work which is essentially of a temporary nature, or (ii) to fill a temporary, vacancy in a permanent post, or (iii) to cope up with increase in work temporarily, or (iv) for any other reason. A temporary employee shall be entitled only to benefits as specified in the terms of employment and after the lapse of temporary employment period, his employment automatically ceases.
- d) **"On-Contract"** employee is one who is employed on a contract basis for a stipulated period of time or for a specific work, on the laps or completion for which his employment automatically ceases. The contract may be renewed if found necessary by the management, with mutual consent, either on the same or different terms and conditions. A contract employee shall be entitled only to the benefits as specified in writing in the terms of employment.
- e) **"Casual"** employee is one who is employed on a day-to-day basis for the work of an occasional or casual nature. A casual employee shall not be entitled to benefits provided to other classes of employees.
- f) **"Substitute"** employee is one who is engaged for a limited period in the post of an employee, who is temporarily absent. A substitute employee shall not be entitled to benefits provided to other classes of employees.
- g) **"Part-time employee"** means an employee appointed on hourly remuneration for a period less than a year. He shall be entitled to benefits only as specified in writing in his letter of appointment.
- h) **7. Employment**
 - a) a) No person shall be deemed to be in the regular employment of the college unless and until he has received a letter of appointment duly signed by the competent authority namely The Honorary Secretary of the CEC of "KES". Such an employee may be required to work not only in the college but also in any other institutions/ places affiliated to it.
 - b) Unless, in any particular case or class it be otherwise distinctly provided, the employee's time is entirely at the disposal of the college and he may be employed in any manner required by the Head of the Institution or Administrative Officer or as the case may be, without claim for additional remuneration.
 - c) Before a person is considered for permanent employment, unless otherwise specified in the appointment order, he is required to be on probation for a period of one year from the date of reporting for duty .The probationary period may be extended at the discretion of the Management, on the recommendation of Head of the Institution.
 - d) During the period of probation or extended period of probation, the services of a

- probationer may be terminated any time without notice or compensation in lieu of notice. No appeal shall lie against such termination.
- e) If during the period of probation, the employee's performance of the duties assigned to him has been found to be satisfactory, as per the confidential report of the Head of the Institution he may be confirmed; if not satisfactory, the period of probation may be extended by not more than six months at the discretion of the appointing authority. If at the end of such extended period, the probationer's work is still found to be unsatisfactory; his services shall be terminated.
 - f) No employee is entitled to be confirmed or to be treated as a permanent employee by reason alone of his having completed the probationary period until the confirmation order is issued in writing by the competent authority. If no orders are issued, the probationer's service will be deemed to have been unsatisfactory and the probationer discharged from service.
 - g) A permanent employee, appointed in a different post or promoted to a higher post shall be on probation for a period of one year thereafter and is liable at any time during this probationary period to be reverted to the original post at the discretion of the Management.
 - h) No employee can claim appointment by promotion as a right only on the basis of eligibility to hold the higher post, or mere seniority or having been temporarily placed in charge of the post. When a higher post falls vacant and the competent authority decides to fill the post, the authority is free to consider all available candidates. The promotion of an employee from a lower post to a higher post shall be at the discretion of the Management and will be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service and the individual's suitability for the job.
 - i) Inter-departmental transfers of employees may be made by the Management in the interest of the Institution and employees are bound to comply with orders in this behalf. In the event of refusal to accept such a transfer, the employee shall be considered as absent from work without leave or permission for the period of such refusal and shall not be eligible for salary for that period. Such an employee shall also be liable for disciplinary action. In case an employee requests for a transfer to another job and the same is granted by the Management, the salary and other conditions pertaining to the latter job become applicable.
 - j) The terms and conditions of employment shall be in consonance with the provisions of Chapter XIV of The Karnataka Education Act, 1983 and rules made there under.

8. Procedure for recruitment:

The following procedure shall be adopted while filling up vacancies on the direction of the Board of Management.

(a) Stage -1

- i) Issue of advertisements: In local/ regional/ state leading newspapers as the managing may deem fit.
- ii) issue of application.
- iii) Receiving of application with necessary annexure with **a declaration of the applicant that he has well understood the contents of the Handbook and in he event of him being selected as an employee in the institution, he shall be bound by the**

contents of the Hand book. If such declaration is not furnished by the applicant, his application shall be rejected forthwith and shall not merit consideration.

- iv) Issue of letters to eligible applicants through Registered Post AD for conducting written tests.
- v) Conducting the Tests and short listing the candidates for interview on the basis of written test and practical test merit.
- vi) Final Interview by the recruiting Committee.
- vii) Police verification and Medical fitness certificate.
- viii) Issue a appointment letter to selected candidates by the appointing authority to be sent by registered post AD, confirmation by telephonic message
- ix) Mandatory completion of other formalities such as approval by relevant authorities, providing security bonds or deposit, giving undertakings, etc. if any.

Interview: The object of interview is it assess the suitability of the candidates to the post applied. The names of the candidates short listed shall be arranged in alphabetical order for the interview by the selecting authority who shall award marks on the basis of the performance in the interview. The maximum marks for interview shall be 50. The following traits shall carry maximum marks specified below:

(b) STAGE-2

The selected candidates will be on probation as per Rule 7 of The Karnataka Private Education Institutions (Discipline And Control) Rules, 1978. Based on performance, etc. candidate's service may be regularized. Teaching staff, if and when the appointment is made permanent, shall give an undertaking on a **stamp paper** that they shall serve a minimum of **five years in institution.**

9. Bio-data of employees

It shall be incumbent on every employee to furnish, in writing, his correct and complete bio-data in the prescribed form to the appointing authority for the purpose of record, and also thereafter promptly to notify , in writing, any subsequent changes in the data furnished.

10. Record of Age

The date of birth of an employee, as furnished by him at the time of joining duty, should be supported by one of the following documents before it is accepted as correct:

- a) Birth Certificate from Corporation, Municipality, Revenue Officer, any authority or Registrar empowered to issue such certificate under the Registration of Births and Deaths Act or other applicable enactments.
- b) School leaving Certificate or SSLC Or equivalent Exam marks card.

The age of the employee verified as above and accepted and recorded by the Management shall be conclusive proof of the age of the employee for all questions concerning his employment including retirement unless changed under directions of a Competent Court.

11. Address, change thereof, its effects.

The address and telephone number of the employee shall be as mentioned in the records maintained at the institution which shall be based on the details furnished by the employee.

Whenever any change occurs in the residential address of an employee he shall immediately intimate such change to the Manager or such other person as the governing council may authorize from time to time in writing, for effecting necessary changes in the appropriate records of the office of the college. If any change in address of an employee is not informed in writing by the respective employee to the Manager, the address last furnished shall be deemed to be the address of the employee for all purposes including for the purpose of issue of any notice, etc. And any non receipt of such notice, etc. sent to the last recorded address due to non furnishing in writing of the changed address by the employee shall not affect validity of any act which is taken or contemplated to be taken in pursuance of issue of such notice, etc. In such circumstances, non receipt of notice, etc. shall be deemed to be rejection of such notice, etc. and such notice, etc. shall be deemed to have been served.

12. Leaving headquarters

No employee shall, ordinarily, while on leave or under suspension, leave headquarters without prior permission of his leave sanctioning authority .If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the Principal the out-station address at which he may be contacted, if necessary.

13. Confidential Reports

Every employee placed in supervisory charge of the department or a section, shall submit a report on or about the 15th of January of each year, in the prescribed form on the work and conduct of each employee who has served under him. The report shall be submitted to the immediate official supervisor who shall add to the report such observations as deemed necessary and forward the same to the Board of Management. Such reports, submitted to the Principal will be taken for purposes of record of the employee's conduct, character and quality of service in the Institution. The contents of the Confidential Report may be communicated to the employee at the discretion of the Management. i.e no employee shall demand such communication as a matter of right.

14. Promotions

Promotions would be as contemplated under relevant laws. However, unblemished personal record of service, behavioural contribution towards making the campus a harmonious pleasant and healthy environment would certainly help.

15. Attendance, Absence from Work, Unauthorized Presence, etc.

- a) Every employee shall report for work at the assigned place of work and at the notified time for the commencement of his duty .He shall report **or record each day the time of reporting at and departure from the place of work in the manner specified by the Management.** An employee failing to report or record as above is liable to be marked absent. An employee, who is found absent from his proper place of work during the working hours without permission of the Principal/Manager/person in-charge of the department/ section, shall be liable to be treated as absent for the period he is away from his place of work and will not have earned salary for the period of absence. In addition he will be liable for disciplinary action.

- b) If any employee reports late for duty either at the commencement of his working hours or after recess, three times during any calendar month, he will forfeit one day's casual or earned leave, or one day's salary in lieu of leave, if he has no leave at his credit.
- c) No employee shall entertain visitors at his place of duty without permission of the Principal/ Manager / department in-charge.
- d) No employee shall loiter about in the college or enter another department of the college without permission of the respective departmental head.
- e) No employee, when not on duty may enter his or any other department without permission of the departmental head.
- f) An employee, who has been granted leave, laid-off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the college premises forthwith unless permitted or otherwise directed by the Management. Employees suspended, discharged, dismissed or who have resigned shall not enter the college premises without permission from the competent authority or any other person authorised by him in this behalf.

16. No Work -No Pay

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of No Work -No pay shall apply.

17. Penalty for unauthorised absence

If employees acting individually or in concert, remain absent from work unauthorized, intentionally or without any prudent reason or being present at the work spot, refuse to work, each one of them shall be liable to a deduction from his salary of an amount equal to his remuneration for 7 days for each day of unauthorised absence.

18. Working Hours of the institution

- a) Working hours will vary in different departments and areas throughout the college / institution. Present timings are

For classes :

Monday to Fridays a 9 to 5 pm with a lunch break from 1 pm to 2 pm.

Saturdays a 9 to 1 pm

For the Office ,etc.

Monday to Fridays Same as above

Saturdays Same as above

Lunch Break

Teaching & Technical Staff

Administrative Staff

- b) These work timings are subject to change and specific schedules for reporting for work will be as detailed specifically by the Principal/ Administrative Officer. Because the college/ institution must also cater to student community , especially in the Hostel .certain employees may be required to work irregular hours, day or night periods. Besides, an employees may be required to work beyond his working hours if the exigencies of work so demand and under such situations any instruction by proper authority shall be complied with.

- c) All employees- other than teaching staff -shall be required to attend to emergencies or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall not be entitled to any extra remuneration for such work except to compensatory time off which shall be sanctioned by the Management depending upon general convenience.
- d) Subject to provisions of rules 18 (a), 18 (b) and 18 (c) above, all employees will be required to work eight hours a day exclusive of any rest, interval or time for meals except that, the night shift maybe assigned as per the requirement of the concerned department; and designated employees may be required to work on night shifts by rotation.
- e) An employee on a duty based on shifts shall leave his place of duty only after he is relieved by the respective employee on the next shift and after reporting to the Manager / departmental/ sectional head. On being so relieved, he shall communicate to the employee coming on duty, any special instructions with regard to the respective section/ department, these instructions being necessary for smooth continuation of work, especially to prevent any negligence, carelessness and untoward incident.

19. Payment of Salary , Allowances, Increments, etc.

- a) Employees will be paid their salary pertaining to any month before 5th of the following month. Mode of payment of salary is by way of account payee cheques on the bank/ banks.
- b) The Management has the power to deduct from an employee's salary, any dues such as income tax, provident fund, medical expenses, recovery towards advances, damage or loss of college property , penalties and fines, contributions to various approved activities, etc.
- c) Annual increment,& as prescribed in the pay scales shall ordinarily be sanctioned as a matter of course; based on satisfactory confidential reports they may be with held as a disciplinary measure imposed in accordance with the procedure prescribed for adjudication of such measures. Annual increments will however fall due only as specified in the letter of appointment or confirmation.
- d) When an employee working in a lower scale of pay is promoted or appointed to higher scale of pay, his increment will fall due only after the employee completes one year of service in the higher post. The mode of payment of increments following promotion will be as per rule 19 (c) above.

20. Leave

The 'Leave Rules' detailing the various categories of leave, number of days, etc. shall be as mentioned at Chapter IV of **The Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978**. Additional leave rules may be imposed from time to time as per decisions of the Management Committee which shall be complimentary to the Leave Rules

(b) Leave Sanctioning Authorities

- a) Academic Staff ----- Principal
- b) Administrative Staff ----- Principal/Manager
- c) Manager / Principal ----- Management

21. Abandonment of Service

- a) If an employee remains absent for more than thirty (30) consecutive days without prior sanction of leave or permission, or for eight (8) consecutive days without any intimation, he shall be deemed to have abandoned the employment, and his service shall ipso facto stand terminated without any notice with effect from the date on which absence commenced.
- b) If an employee remains absent beyond the period--of leave originally granted or subsequently extended, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced, unless he
 - i) returns within eight days of expiry of the leave, and
 - ii) gives a satisfactory explanation for his inability to return on the expiry of the leave.
- c) An employee who is deemed to have abandoned service shall forfeit all benefits which would accrue to him if he had remained absent with permission. He shall, however, be paid the salary due to him for actual service rendered by him up to the date of such termination of his appointment.
- d) An employee whose services have thus been terminated may submit an application to the Management based on genuine reasons for pardoning his unauthorised absence and the orders of the Management in this regard shall be final.

22. Service of Notice

- a) Any matter, general in nature, required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board. When so displayed, such matter or notices shall be deemed to have been communicated to all employees. It shall be the duty of the employees to see the notice board everyday so as to keep abreast of the latest developments in the institution.
- b) Any notice or letter or communication intended for an employee may be delivered to him personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the Management from the obligation to deliver the notice or communication a second time provided a copy thereof shall be exhibited on the notice board. Such refusal will also render the employee liable for disciplinary action.
- c) In case of an employee who is absent or on leave, any intended notice or letter or communication shall be sent to him by registered post with acknowledgement due to his last recorded address in the institutional registers, the address as furnished by the employee and the communication or letter or notice so dispatched by registered post with acknowledgement due to the said address of the employee shall be deemed to have been served on him. Where such a registered letter or communication or notice is returned undelivered for the reason of having been rejected by the employee or any member of his family, such notice, etc. shall be deemed to have been served on the employee concerned. Where such a registered letter or communication or notice is returned undelivered for any other reason, it shall be deemed to have been served if a copy of said letter, notice or communication is also sent subsequently under certificate of posting to his last known address.
- d) Any matter required to be notified under the rules and any notice or communication by the Management to employees shall be in Kannada and / or in English.

- e) Rule 4 of the Karnataka Educational Institutions (Enquiry and Service on Notice, Etc.) Rules, 2001 may be also be referred with regard to issue of notice.

23. Misconduct, Penalty for Misconduct, Disciplinary Process, Appeal, etc.

The term 'Misconduct' shall denote any offence or act of commission or omission on the part of the employee which falls within the general notation of the word misconduct as understood generally and shall be deemed also to connote offences or acts of commission or omission under or against rules, regulations and practices of the college detailed in the foregoing clauses. Without prejudice to the foregoing clauses and without being exhaustive, the minor and major acts of misconduct include:

a) Minor misconduct:

Any act of commission or omission listed below, notwithstanding being listed under the classification of minor misconduct, shall be deemed as a major misconduct if the consequences of such an act are of a serious nature.

- i) Entering or leaving the premises, department, class room, laboratory , etc; of the college except by the gates/ entrances provided for the purpose.
- ii) Late attendance to or absence from duty without or permission or leave.
- iii) Leaving the place of work during working hours without permission or absence without permission from the place of work.
- iv) Failure to carry identification card.
- v) Smoking, chewing paan and playing cards with in the campus or eating in passages, laboratories or departments, offices and other places of work.
- vi) Failure to wear uniforms, or wearing unclean uniforms or lack of personal cleanliness while on duty.
- vii) Spitting littering or such unhygienic acts or committing nuisance in the premises of the college except where expressly permitted.
- viii) inefficiency or carelessness in work.
- ix) Obtaining leave or attempting to obtain leave on false pretences.
- x) Refusal to accept, receive or take delivery of notice, letters or any communication from the Management or superiors.
- xi) Borrowing or lending money within the college premises.
- xii) Loitering and wasting time during working hours or malingering.
- xiii) Improper or discourteous behaviour towards others in the college premises; shouting, loud talking or creating noises in the college premises.
- xiv) Failure to report any disease an employee may have which may endanger any other person.

b) Major Misconduct:

- i) Neglect of duties assigned to the employee.
- ii) Entering any section or department or ward except for purposes of assigned duties.
- iii) Late coming or absence, habitual in nature.
- iv) Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty .
- v) Engaging in private work or trade within the college premises; engaging in other employment

while in the service of the college or engaging in the same or different profession outside the college without the written permission of the management; engaging in other employment while in the service of the college or engaging in the same or different profession outside the college detrimental to the interest of the institution or its activities.

- vi) Failure to report at once to superiors any accident or hazard noticed inside the college premises or to report promptly any occurrence or defect or mistake which might endanger lives of persons in the college or which might result in any damage to the property of the college or that of any others.
- vii) Any act or conduct within the premises of the college which is likely to endanger the life or safety of any person. .
- viii) Failure to observe safety instructions or make use of safety devices provided by the Management, or failure to take preventive measures against any communicable diseases.
- ix) Unauthorised or careless or negligent handling of any machine, apparatus, equipment or material or permitting or encouraging such acts
- x) Misusing or mishandling any machine, apparatus, equipment or material or permitting or encouraging such acts.
- xi) Failure to report the loss of any tools or materials entrusted to him in the performance of his duties or failure to account for the same.
- xii) Using indecent language or making false allegations against superiors, co-employees or others. Speaking in an abusive manner to superiors or others.
- xiii) Insubordination or disobedience, whether alone or in combination with others, of any order of a superior, or instigating others towards insubordination or disobedience.
- xiv) Refusal to accept or obey an order of transfer from one job to another or from one department, centre or branch of the college to another.
- xv) Furnishing false or incorrect information or withholding any relevant or pertinent information at the time of appointment or at any other time.
- xvi) Trespassing or forcible occupation of any portion of the college premises, **unauthorised use or occupation of the college accommodation** or refusal to vacate the same when called upon to do so by the Management.
- xvii) Unauthorised use of the college's name, address, telephone number or other description of the college.
- xviii) Using college facilities unauthorisedly whether or not for personal gain.
- xix) Theft, fraud or dishonesty in connection with college property or activity property of other employees, students of the college or attempt to do so-Miss appropriation or miss use of any funds or property of the institution.
- xx) Tampering with records of the college, falsification, defacement or destruction of any records of the college including those pertaining to employees and students or attempt to do so, even unintentionally or negligently.
- xxi) Disclosing to any unauthorised person, without written permission of the Management/ Principal/Manager, any information affecting the interest of the college with regard to procedures, practices and functioning of the college.

- xxii) Sleeping while on duty .
- xxiii) Gambling, within the college/ Institution and also in the course of duty:
- xxiv) Bringing liquor or other intoxicants (including addictive drugs) to the college premises, consuming any intoxicant on college premises, or reporting for work in an unfit condition because of previous indulgence or under the influence of any intoxicant, supply of intoxicants to any person.
- xxv) Possessing firearms, other weapons or any other article which can endanger lives in the college premises without permission of the Management and without valid licence, which act may or may not be detrimental to the security of the college or persons.
- xxvi) Soliciting, demanding, collecting or canvassing the collection of any money from anyone, or sale of any kind of tickets or articles within the premises of the college for any purpose or reason without prior written permission of the management.
- xxvii) Creating disturbance or nuisance inside, including its residential sector by fighting, abusing, threatening, intimidating, coercing, assaulting or threatening to assault other employees, students or others, or by riotous or disorderly behaviour, gambling or otherwise.
- xxviii) Any act subversive of discipline or good behaviour, in the college premises or outside the college premises, if it affects the discipline or administration of the college or has a bearing on the smooth and efficient working of the college.
- xxix) Intimidating other employees or students by threats, pressures or other means, with a view to preventing them from attending to their duties.
- xxx) Erection, inscription, exhibition of any matter whatsoever on any place or property of the college including its buildings, walls, fences, trees, boards or vehicles or erasing or disfiguring of any official inscription, notice or publication.
- xxxi) Unauthorized removal from the notice board or unauthorized affixing of notice on the notice boards or any other place in the college and its premises.
- xxxii) Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or distributing any handbills, notices, leaflets, booklets, innuendos, pamphlets or posters in the college premises or in its immediate neighbourhood without prior written permission of the Management.
- xxxiii) Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or distributing any handbills, notices, leaflets, booklets, innuendos, pamphlets or posters which may be detrimental to the interest of the institution, its employees, its students or its management.
- xxxiv) Preaching, carrying on or canvassing any religious, terrorist or political activity in the college premises, **in any manner whatsoever.**
- xxxv) Preaching of or inciting **disaffection** or violence in relation to matters and persons concerning the college. .
- xxxvi) Without permission, holding any meeting, staging or participating in demonstration, shouting, coercing others to join in group action or picketing within the college premises or within a distance of 50 metres from the boundary of the college premises.

- xxxvii) Participating in a strike or stay-in strike or abetting, inciting, instigating or acting in furtherance of strike or stay-in-strike.
- xxxviii) Delaying in the performance of work or go-slow in work or instigation thereof.
- xxxix) Gheraoing or surrounding or forcibly detaining or **waylaying superiors** or other employees of the college or resorting to satyagraha, hunger strike or similar action in or outside the college premises.
- xi) Obstructing the movement of goods, persons or vehicles pertaining to the activities of the college.
- xii) Willful damage to work-in-process or to any other property of the College institutions.
- xiii) Indulging in any act of sabotage affecting thereby the smooth functioning of the college and its activities.
- xiii) Commission of any offence punishable under the Indian Penal Code or any other law for the time being in force, whether committed inside or outside the college or conviction by a Court of Law for any criminal offence and particularly for offences involving moral turpitude.
- xiv) Any conduct prejudicial to the interest or reputation of the college or any act or conduct involving moral turpitude or immoral behaviour or act inside or outside the college premises.
- xiv) Habitual breach of any standing order, service rule or any other rule or regulation in force in the college.
- xvi) Committing minor misconduct three or more times.
- xivii) Any act or conduct likely to adversely affect the peaceful working of the college or which may be detrimental to the interest of the institution, its employees, its students or its management in any manner whatsoever .

c) Penalties for Minor Misconduct:

- i) Censure / warning / admonition.
- ii) Fine not exceeding 7 days' basic pay.
- iii) Withholding an increment or promotion to the next higher grade-

d) Penalties for Major Misconduct:

- i) Suspension.
- ii) Reduction to a lower post or grade or to a lower stage in the employee's increment scale.
- iii) Compulsory retirement at an age below the prescribed age for retirement.
- iv) Discharge or removal from service which does not disqualify an employee from being considered for future employment in the college.
- v) Dismissal from service, which debar the employee from future employment in any capacity in the institute.

f) Appeal:

- i) Appeals against any punishment is governed under Section 94 of the Karnataka Education Act, 1983.

- ii) The appeal must be written in civil language and be free from any statement which is not strictly relevant to the subject matter of appeal.
- iii) The appeal shall contain all material statements, explanations and arguments, and shall be complete in itself. It shall specify the relief prayed for.
- f) **Right of Review:**
Where, a major penalty has been imposed, the delinquent may seek a review of the sentence imposed putting forward such reasonable grounds for consideration of the review petition.
- g) **Statutory Rules :**
These rules are in addition to and are complimentary to the rules mentioned in The Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978 especially rules regarding "Discipline" as mentioned at Chapter III.
- h) Any legal course of action will be restricted to courts of Virajpet Taluk, Kodagu Jurisdiction.

24. Cessation of Service:

- a. The appointing authority may terminate the services of an employee on administrative grounds in the interest of the college by giving one month's notice or salary in lieu of such notice provided further that no such notice shall be necessary for termination arising out of misconduct.
- b. Any employee desirous of leaving the service of the college shall give one months notice to the Management before leaving service or shall forego one month's salary in lieu of notice. Subject to conditions.
- c. Notwithstanding anything contained in this rule, no notice shall be necessary if the termination of service is under an agreement or contract of service that specifies a date for such termination. However teaching staff are not permitted to leave the institution in the middle of the academic year.
- d. In the case of employees where a different notice period is stipulated as in the case of teaching staff, that notice or payment in lieu of notice shall apply for termination by the Management or for leaving the service.
- e. Notwithstanding what is stated above, the Management reserves its right to refuse to accept the resignation of any employee when disciplinary proceedings are pending against him or for breach of contract or for any such reason.
- f. An employee, who has bound himself to a specified minimum period of service, shall be bound by the punitive clauses in the bond or agreement with regard to forfeiture of benefits to the institution in case of his leaving voluntarily from employment is within the stipulated agreed period.

25. Discharge on Medical Grounds

- a) The Management may call upon any employee at any time to appear before a, doctor or a panel of doctors attached to the institution. If in the opinion of the doctor or panel of doctors the employee is found to have any communicable diseases incapacitated rendering him physically or mentally unfit for the work which he has been doing and in the opinion of the doctor or panel of doctors the chances of his becoming fit again for the same work is considered remote, he may be discharged by the Management on grounds of ill health.

- b) Failure to submit himself for medical examination as required by the Management will render the employee liable to be deemed as permanently medically unfit and consequent discharge from service.

26. Retirement

- a) The date of retirement of an employee is as fixed by the relevant Law.
- b) An employee may be compulsorily retired by the appointing authority after he has completed 25 years of service, or after he has attained 55 years of age, if such retirement is considered by such authority necessary in the interest of the College, provided that the employee concerned is given notice of three months before the date of retirement, or in lieu of such notice, a sum equivalent to the amount of his salary for the period of three months.

27. Stoppage of work or closure

- a) The Management may be at any time in the event of fire catastrophe, breakdown of machinery or equipment, or epidemic, civil commotion, failure of power supply, or non-availability of equipment or other causes beyond its control, stop work in any department wholly or partially for any period without notice or without compensation in lieu of notice.
- b) In the event of such stoppage, the employees affected will be notified by a notice put on the notice board as soon as practicable as to when work will be resumed and whether they are to remain or leave the premises, and all employees affected by such stoppage shall adhere to the instructions of the Management in this regard. Employees detained in the college during such stoppage or closure will be entitled to receive salary for the whole of the time during which they are detained in the institution.
- c) Any employee affected by such stoppage will not be considered as discharged from service but as temporarily unemployed and will not be entitled to salary or allowance or during such unemployment. Whenever practicable, reasonable notice will be given to the employees for the resumption of normal work and the employees who present themselves for work when the normal working is resumed will be allowed to resume work.

28. Settlement of Accounts and Loans

An employee separating from the service of the institution shall settle all his outstanding accounts and loans due to the institution and other recognised funds, if any, before final separation and handover all documents, cash, equipment and other properties of the institution in his custody and obtain a clearance certificate to that effect. Should he fail to do so, the Management shall be empowered to recover all such outstanding amounts, loans and value of the properties of the college from any amounts due to the employee by way of salary, allowances and final settlement dues, or in any other manner as deemed expedient and also initiate such other-legal action as may be necessary to meet the contingencies.

29. Certificate of Service

Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the college. Such a certificate shall be valid only if it is issued and signed by the appointing authority or an officer authorised by him.

Code of Conduct

30. Identification of Employees

Every employee will be provided with an Identification Badge/ Card and he shall show it on demand to any person authorised to inspect the same. The employee, while in the college, is required to display such a badge on his person; When the employee ceases to be in employment, he shall surrender his identification badge/ card to the office before his accounts are settled. If an employee loses or damages his badge/ card during his service, he shall pay a fee as may be prescribed from time to time, to meet the costs of replacement.

31. Duties and Obligations of Employees

- a) Every employee shall at all times be courteous and considerate to the Management, teachers, students, visitors, public, superiors and co-workers.
- b) Every employee of the College shall maintain a high standard of work and conduct. An employee shall be loyal to the College and observe diligently all its rules and regulations and such modifications thereof as may be made.
- c) Every employee shall carry out the work assigned to him conscientiously, from time to time faithfully and diligently in accordance with specific or general instructions of his superiors and shall maintain discipline at all times in the department or work places or premises of the college. He shall also co-operate with his superiors and co-employees.
- d) An employee is required to accept any work allotted to him by the Management/ Head of the Institution/Manager as the case may be, besides the main routine work, allotted to the particular post held by the employee, keeping in mind the nature of activities of the respective institution and the exigencies of the situation.
- e) The Employee shall always be properly groomed, neatly dressed in clean clothes while on duty and shall keep their persons and work places clean at all times to maintain the cleanliness of the respective institution and surroundings. **Chappals, Jeans, sneakers** are to be avoided during class hours.
- f) The employees shall adhere to the dress code of the institution. Employees who have been provided with uniforms shall wear them while on duty. Those not wearing them are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniforms provided by the college are the property of the college and shall not be worn except during duty hours.
- g) The employees shall take proper care of the properties of the college.
- h) The employees shall promptly report any injury sustained in the course of their work to their superiors or to the medical officer, if on duty, for attention.
- i) The employees shall promptly report any accident or hazard noticed by them with regard to college premises or property.
- j) Employees holding supervisory post shall take all possible step to ensure strict supervision of the staff under him to carryout tasks judiciously and in most economic manner without causing unnecessary financial burden to the Institution.
- k) The employees shall not indulge in any unlawful activity and shall not utilize any property movable or immovable, equipments; facilities, etc. for the purpose of any unlawful or prohibited activity.

- l) Materials and amenities shall be properly used. No employee shall misuse, or carelessly use, the material and facilities provided by the Institution.
- m) No employee shall without proper sanction and without making proper payment, avail himself for private or personal purposes any material or service which is the property of, or has been paid for, by the college.
- n) The employees shall not accept gifts or favours of any kind from any person, other than the management or any statutory authority or body, in any manner what so ever, directly or indirectly connected with the activities of the Institution without bringing it to the knowledge of the management and without obtaining written permission from the management.
- o) No employee shall divulge to any unauthorised person any information pertaining to the college, hostel and management.
- p) An employee shall not communicate directly or indirectly any official documents or information to any other person to whom he is not authorised to communicate such document or information except in accordance with any general or special order of the competent authority in the performance of the duties assigned to him.
- q) No employee shall give to the press, radio or news media any comments, talk, news or articles relating to the college without the prior written permission of the Management.
- r) No employee shall tamper with the college records or notices.
- s) No employee shall disturb the peaceful atmosphere in the college by demonstrating, shouting, loud talk, or indulge in any act prejudicial to the interest of teaching, research, or peaceful working of the college.
- t) No employee shall indulge in quarrels, abuses, fights, violence or any other disorderly or indecent behaviour detrimental to the interest and the fair name of the college.
- u) No employee shall hold any meeting, stick or distribute handbills, notices, leaflets, booklets, pamphlets, posters or make collection of any money in any manner in the college premises without prior written permission from the Management.
- v) No employee shall disfigure or damage or write on, walls or other properties of the institution.
- w) No employee shall interfere with the other employee's work, disturb them or cause annoyance to them at work.
- x) The employees shall not eat and chew paan or smoke in passages or departments of the college except in places (eg. Canteen) specifically assigned for the purpose.
- y) Employees shall not bring liquor or other intoxicants (including addictive drugs) to the college premises, consume any intoxicants, or report for work in an unfit condition because of previous indulgence or under the influence of any intoxicant or addictive drugs.
- z) No employee, while in the college premises, shall have in his possession firearms, weapons or any other article detrimental to the security of the college or persons.
- aa) No employee shall contest for election for local bodies such as of the University, Corporation, Municipality, Panchayat, Political party, etc. or participate in any political activities without prior written permission of the Management.
- bb) No employee, other than apart time employee, shall, without the previous sanction of the competent authority, undertake any employment while in service of the college, or carry on, directly or indirectly, any business or trade or private practice. And no employee shall

accept any engagement which may be detrimental or adverse to the interest of the college or its activities.

- cc) An employee shall not do any act in contravention of or in derogation to any of the provisions of these service rules or any rules or instructions notified by the management to the employees.
- dd) Employees shall strive to instill confidence and set themselves as examples to the students of Institution.
- ee) Employees shall be liable for compensating the damages which may occur due to their negligence, unauthorized act and such circumstances.
- ff) Merit apart, employees shall not show favoritism towards any student on basis of caste, creed, religion, sex or other aspects, especially while awarding the Internal Assessment Marks in particular and other aspect in general.
- gg) These codes of conduct shall be in addition to the rules relating to Code of Conduct of Employees provided at Chapter V of The Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978.

32. Entry into and Exit from the College premises

No employee shall or leave the premises of the institution or any department except by the designated gate or gates, door or doors provided for the purpose.

33. Properties of College, Liability of Search, etc.,

- a) Every employee shall take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc. of the college and shall take all reasonable precautions to safeguard them against accident, damage or loss. Where damage or loss is attributable to negligence, mishandling or misuse on the part of an employee, such employee shall be liable for disciplinary action and/ or any other action as may be deemed fit by the Management. Besides, the Management shall be entitled to recover the value of such breakage, damage or loss from the employee.
- b) Every employee shall promptly report any occurrence or defect or likely occurrence or defect which might endanger lives of persons in the college or might results in damage to the property of the institution or that of any others.
- c) Every employee shall be expected to take normal precautions while at work and shall make proper use of safety devices and preventive measures as prescribed, and as may be provided by the Management.
- d) Employees are liable to be detained and searched by any person authorized by the Management at any time, and also while entering or leaving the institution premises provided that women employees shall be searched only by women. Quarters, accommodation and such other facilities provided by the college are also liable to be searched in the presence of the employee concerned. When the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
- e) No employee, unless officially required to do so, shall bring into or take out of the college any goods, equipment, implements, materials, etc. which are used in the college. Any employee found in unauthorised possession of any goods, equipment, implements, articles, materials, etc. which are in use in the college or kept in stock in the college and are normally not carried by the person, shall be deemed to have come into possession of such

goods etc. by improper means. The management may confiscate such goods etc. and such unauthorised possession may attract disciplinary as well as any other action as deemed fit by the Management.

- f) No employee shall use any mobile phone or other gadget within the premises of the institution in a manner that may cause disturbance or interfere with the teaching and learning process. Also, use of mobile phones in the classrooms, laboratories, and corridors during class hours is prohibited.

34. Personal Property of employees

The Management shall not in any way be responsible for any loss or damage to any personal property brought into the college premises by any employee.

35. Medical Fitness

- a) The Management may, whenever necessary, require an employee to be examined for medical fitness by a doctor or a panel of doctors approved by the Management and the employee shall be bound to comply with the same.
- b) Every employee shall undergo annual/regular medical checkup as prescribed and undergo all immunisation programmes advised at their own cost.

36. Redressal of Grievances

Any employee having any complaint or grievance arising out of his employment may submit the same to The Principal/Manager in the first instance who will deal with it as expeditiously as possible and intimate his decision to the employee concerned. If the employee is not satisfied with the decision of or the action taken by the Principal/Manager, he may submit the matter in writing to the Management who shall examine the matter and intimate its decision to the Principal/Manager / the employee concerned and such decision shall be final.



CHAPTER IV REGULATIONS AND GUIDELINES

37. Staff Pattern and responsibilities: The responsibilities and duties mentioned are not exhaustive. Those which are not mentioned but which are part are would arise due to nature of work or position, shall also be deemed to be included.

Staffs are classified into following categories:

- (a) Academic Staff
 - i. Principal
 - ii. Selection Grade Lecturer.
 - iii. Senior Grade Lecturer .
 - iv. Lecturer / worker teacher.
 - v. Physical culture instructor .

- (b) Technical Supporting Staff
 - i. Programmer
 - ii. Lab Mechanics (Technician)
 - iii Laboratory Assistant

- (c) Administrative Staff
 - I. Librarian
 - II. Manager / Superintendent
 - III. FDA; SDA, Clerk Cum Typist, Typist
 - IV . Asst. Librarian.
 - V. Attender / Peons
 - VI. Security Personal
 - VII. Sweepers, Scavengers, & Gardeners.

38. Responsibilities of the teaching staff

Though the responsibilities at different levels appear to be different, some of the responsibilities shown against any category, being general in nature, may be applicable to other categories also.

39. Responsibilities of the Principal

Principal is the head of the Institution: Principal of the Institution is responsible for providing excellent academics and career enhancement facilities to the students, assisted by the teaching staff as per organization chart. During the performance of duties as Principal, he will ensure the following:-.

- a) proper conduct of students and all teaching staff of institution inside the campus.
- b) that admissions are done strictly as per guideline of University norms, Government orders and direction of Managing Committee of institution.

- c) that extra fee or fine is not collected under any circumstance-
- d) proper maintenance of record of fees paid by students.
- e) proper planning of class to get the best result from the students.
- f) proper documentation during the admission, fee collection, requisition of Question papers, submission of answer sheets and relevant activities pertaining to academics, and correspondence with University and other concerned organization.
- g) that no students or teaching staff are mentally harassed, and if any case comes to his notice he shall initiate remedial measures to avoid such incident and shall inform the Management.
- h) that the Management is fully apprised of all information on matters pertaining to the institution or academics before placing them before authorities like LIC (Local Inquiry Committee) and others.
- i) strict code of conduct during exams by students and invigilators.
- j) forwarding of proper bills while claiming emoluments remuneration by staff for duty during examination.
- k) that cultural programmes organized by students enhance culture, social standing of institution and are done in an economical manner.
- l) an atmosphere for good learning so as to make students better individuals.
- m) make arrangements for additional coaching, if required, to bring weaker students to required standard.
- n) organise parent / students meeting with Management twice in a semester.
- o) hold periodic meeting with the teaching staff to monitor the progress and initiate remedial measure to clear the uncovered portion of syllabi, if any.
- p) bring to notice of Management immediately regarding drawback/ misconduct or any other incidences of teaching staff/ students which may become a cause, for financial loss or defamation, to the organization.
- q) encourage student to excel in academics, extra curricular activities, sports and games.
- l) Make arrangements to maintain health records and make facilities for health checkup of students as per rule 3 of Karnataka Educational Institutions (Ancillary Services in Recognised Educational Institutions) Rules, 2000.

40. Responsibilities of Head of Department (HOD)

The head of the department shown in the organization will assist the principal with proper co-ordination from teaching staff under him. He will exercise control over teaching staff to have effective teaching and better performance from students. Laboratory Assistants posted to the respective departments shall be under the control of HOD. He is also responsible for proper accounting of Electronics and other items, lab equipments, furniture and reference book if any in charge of the branches through the lab assistant / subordinate teaching staff.

He will allocate responsibility to take classes as per the proficiency of teaching staff on the subject. Being the head of department he should periodically update himself to be thorough in his subject so as to clarify the doubts of subordinate staff / students. In addition he should also take classes as per the requirements.

41. Responsibilities of Lecturer

Lecturer is responsible for proper coaching of students on the subject of the faculty to which he has been appointed. He works under HOD. He will ensure the following:-

- (a) Adequate preparation before taking classes.
- (b) Handle students with dignity and respect.
- (c) Proper assimilation / feedback from students.
- (d) Clarify doubts pertaining to subject from students.
- (e) Check attendance and dress code of students.
- (f) Be impartial toward students.
- (g) Be an example to students.
- (h) Maintain studious atmosphere in classes.
- (i) Make efforts to improve levels of intelligence in students.
- (j) Not use any foul or abusive language.
- (k) Ensure completion of syllabi as per time schedule.
- (l) Maintain attendance register, mark attendance legibly.
- (m) Evaluate answer scripts and conduct tests as directed by the HOD.

42. Responsibilities of Laboratory Instructor:

- (a) Maintenance of lab equipments.
- (b) Maintenance of lab records / files/ stock ledger.
- (c) Maintenance of progress report of each students pertaining to Practical classes.
- (d) Calibration of equipments maintained in laboratories.
- (e) Preparation of Standard Solutions, Acids, Reagents, Bench Solutions, Indicators, etc.
- (f) Calculation of correct values.
- (g) Demonstration of experiments.
- (h) Guidance to students while carrying out the Practical classes and work in Laboratories.
- (i) Layout / arrange equipments for the Practical examination as per the direction under the vigilance of Examiners.
- (j) Not to favour any students during the Practical examinations by disclosing the mode of examination / correct value etc.
- (k) Prepare annual maintenance budget details amount repair/ replacement of equipment
- (l) Average for stock verification of regular interval.

43. Responsibilities of Laboratory Assistants

Lab Assistants are responsible for proper care and preservation of laboratories equipments. They will maintain stock register of the respective laboratories. They will ensure all lab items are cleaned and are kept in the respective places in lab. They will also maintain a breakage register. They will ensure breakage details for recovery from the persons responsible for breakages and loss. During the examination time they will ensure accuracy of all lab equipments and lay them properly as per requirement of examiners. They will perform under the respective HOD.

44. Responsibilities of The Manager.

He shall be overall incharge of administration including management of the hostel. He shall have control over all administrative staff of the College/Hostel establishment. He is responsible to the principal for smooth functioning of Administration

1. Office Management :-

- (a) Proper rationalized work load of clerical staff through office manager.
- (b) Checking of the office staff regarding their workload and daily output.
- (c) ensure that the staff under administrative branch are conversant with standing order and other instruction.
- (d) ensure proper use of equipments like PCs, Telephone, Fax machines.

2. Accounting:

- (a) ensure that no cash is left with the clerk handling monetary transaction except to the extent of Rs. 5000/- on any day.
- (b) monitor the cash deposition through cashier, check the daily bank remittance against daily cash collection.
- (c) check and verify all the bills before the payment pertaining to the institution and ensure that payment above Rs. 500/- is made through cheques only.
- (d) check and verify monthly bank statements.
- (e) bring to the notice of management any abnormality in accounting.

3. **Security :** ensure the security of material/ equipments through the official watchman. Any untoward incidence to be brought to the notice of management for further action and rectification.
4. **Maintenance of Vehicle/Equipment :** ensure that vehicles are maintained properly by the drivers and remain roadworthy, that Generator set are properly maintained by Electrician and ensure proper accounting of Fuel and other items of repair/maintenance required for vehicles and generating sets.
5. **Maintenance of Essential Services:** ensure, proper water supply, lighting arrangement, hygiene and sanitation in the Campus including the hostel through the supervisors and managers.

6. **Projects :** Construction projects to be monitored as per the guidelines of the Executive Committee.
7. **Hostel Management:** ensure smooth functioning of hostel establishment through hostel manager, hostel supervisors and all staff required for effective hostel management.
8. **Human Resources:** rationalize the work load of all non teaching staff. Surplus/ deficiency shall be brought to the notice of management for recruitment/ internal adjustment of non-teaching staff. Requirement of teaching staff projected by the Principal and other requirement to be advertised in leading papers. On receipt of response organize test/ interview in consultation with management for selection of employees.
9. **Reports :** attend Managing committee meeting as and when required by the management and submit reports pertaining to administration of colleges and Implement the direction of Managing Committee on administrative matters.
10. **Welfare, etc. :** shall be the ex-officio member of welfare and discipline committee of Institution dealing with welfare, discipline and conduct of staffs of institute and process the cases in consultation with legal advisors, women welfare committee, etc.
11. **Campus upkeep :** shall ensure beautification and up keep of the Campus through staffs like supervisors, gardeners etc.

45. Responsibilities of Office Manager

An Office Manager shall -

1. Generally be in charge of the office.
2. Be responsible for general upkeep of the office and exercise control over the office staff and ensure maximum output and efficiency.
3. Make himself fully conversant with various rules and regulations pertaining to various categories of employees in the Institutions and interpret them correctly.
4. Assist his superior officer in the day to day execution of official work.
5. Attend to telephone calls and ensure prompt and correct action on any messages in the absence of his superior officer.
6. Ensure punctual attendance of the staff and maintain leave records of the staff.
7. Attend to complaints /request from those working under him.
8. Train the staff placed under him, guide them.
9. Attend to all incoming documents, except confidential / secret and ensure correct processing of the same.
10. Maintain an up-to-date index book / reference book.
11. Ensure safe custody of documents.

12. Ensure correct preparation of reports and timely payment of bills, etc.
13. Ensure prompt and correct dispatch of outgoing documents.
14. Ensure implementation of standing and other instruction issued from time to time.
15. Prepare briefs, agenda, summaries, etc. for meetings.
16. Ensure proper maintenance and accounting of office furniture, equipments and articles in use.
17. Sign documents purely of routine nature.

46. Responsibilities of FDA & SDA.

Typing, comparison, maintaining dairies and registers, dispatch, processing of various payment/ receipt documents, filing of documents and clerical work of routine nature, etc.

47. Responsibilities of Librarian

Librarian shall be,

1. be in charge of library and be the custodian of library equipments and materials.
- 2: ensure staff under him are aware of the duties and perform their task properly.
- 3: ensure that periodicals, magazine, book are kept available for reference to students and staff as per time schedule.
4. shall place the requirement of books before the Managing Committee for procurement on 'the basis of annual budget and place the list of Periodicals and Newspapers, Magazines purchased during the month during the monthly meeting.
5. account for the fine collected towards the loss / delay fees etc., to college accounts on daily basis.
6. ensure proper cleanliness, orderliness and maintenance of the library.
7. ensure that reference section is opened as per time schedule for the convince of students / staff.
8. ensure that students / staff shall not use the library- facility for any purpose other than reading reference and other academic purposes.
9. Ensure that a silent atmosphere is maintained in the library so as not to disturb any person utilizing the same.

48. Responsibilities of Security Personnel

- (a) security personnel (watchmen) shall perform their duty eight (8) hours each day by shifts so as to maintain round the clock (i.e. 24 hours) vigil.
- (b) They shall maintain **registers of activities** to be placed before the Manager.
- (c) They shall examine all incoming items, and if any, the cash receipt/ challan and verify the quantity.
- (d) They shall not permit any item pertaining to the institution or hostel to be taken out of the campus without proper gate pass duly signed by Manager.
- (e) They shall enter the **name of visitors who enter the campus and the time of entry and exit**. They shall be courteous to visitors.
- (f) They should maintain the following register at the main gate :
 - (i) Vehicle in -out Register
 - (ii) Visitor in -out Register

- (iii) Item in -out Register
- (iv) Duty roster of watchmen
- (g) They shall check the Class rooms, Office rooms, Libraries, Laboratories, etc. after the closing hours to make sure that they are properly locked by the and see that lights, etc. are switched off.
- (h) They will not leave the duty post without properly being relieved.

49. Responsibilities of Drivers

The drivers shall,

- (a) be responsible for proper maintenance of vehicle to keep them roadworthy at all times.
- (b) report any anticipated major repairs well in advance to avoid problems to students / staff.
- (c) maintain **log book** in the vehicle which shall have details of filling of fuel, repairs and relevant aspects of the vehicle. .
- (d) be punctual at all times.
- (e) ensure no unauthorized person travels in the vehicle. Only students, staff and the supporting staff are permitted. Parents of students are not permitted in the vehicles.
- (f) ensure that the light vehicle drivers be available at the office during working hours to attend to the exigencies if any.
- (g) be responsible for cleanliness of the vehicle.
- (h) shall report for duty on time so as not to cause inconvenience to staff or students in attending classes or office work, or to get back to the hostel or their places of alighting.
- (i) be responsible for any damage due to intention or negligence and damages if any shall be made good by the concerned driver.
- (j) be courteous to all passengers.
- (k) bring to the notice of the manager/ administrator the necessity of Renewal of I.C, FC, etc pertaining to vehicle under their charge.
- (l) be eligible for compensatory leave in lieu of work on Sundays and holidays, if any.

50. Opening / Closing of Office/Class Rooms, etc.

A clerk (FDA/ SDA) will be allocated work of opening/ closing of office rooms, classrooms, laboratories, etc. with the help of an attender. They shall ensure that all offices, laboratories are opened/ closed on time and ensure the main switch and other switches are put off to avoid any mishaps and shall deposit the keys in cupboard and lock the cupboard. The allotment of responsibility shall be published once a week by the Manager.

51. Maintenance of Accounts

- (a) All account should be maintained on day to day basis.
- (b) No clerical staff will retain the cash collected with them, and they shall hand over the same to the Cashier before the closing of the day with proper statement.
- (c) record of all payments shall be maintained in a Register.
- (d) cash receipts to be made in duplicate and the duplicate be kept for accounting purposes.

52. Duties of Cashier (FDA/ SDA dealing with cash) :

He is responsible for

- (a) Maintenance of cash account in respects of all the accounts of institution.

- (b) Placing of monthly accounts including bank reconciliation statements.
- (c) Handling of petty cash and maintenance of all receipts and payment vouchers.
- (d) Maintenance of records of all payment / receipts.
- (e) Shall not have more than Rs.5,000/- in cash as balance of institution funds at the closing of the day and he shall remit all amount in excess of the said amount to the bank account without fail.

53. Account Clerks (FDA / SDA) :

- (a) Preparation of payment vouchers.
- (b) carryout ledger entries, update the daily accounts i.e. receipts / payments of all the accounts of the institution.
- (c) collect fee etc. as and when required and hand over the cash to cashier with details of cash collection before the closing of each day.
- (d) Prepare month wise statement of accounts and submit to Internal Auditor for verification.

54. Procurement Policies

Items required for all purposes of institution shall be purchased through the tender system, tender to be sent through the Registered post. All purchases shall be done only after the comparative statement is duly approved by Managing Committee, except for purchase of things of value Rs: 500/- and less. No direct purchases will be made by the any staff without prior approval of Managing Committee.

55. Signing/Counter Signing Authorities:

Authorities signing / counter signing payment vouchers, bank cheques etc. shall ensure correctness before affixing their signature. They should check the details of items and conditions on procurement, work orders, cash bills / receipts, vouchers, Bank guarantee, etc. including sanction from Executive Committee.

56. Stock book of Equipments:

- (a) College furniture and other items like computer and connected accessories, Hostel Equipments, Furniture's, Cooking utensils, TV , Coin booth, PA equipments, Generator Set etc. shall be taken to stock.
- (b) Persons in charge will maintain the Stock Register pertaining to their section.
- (c) Proper periodic maintenance shall be carried out by the Stock holders.
- (d) They shall produce or account for the items during the annual stock verification to the staff detailed to carryout the work.
- (e) Proper ledger shall be maintained by the Administrative staff (Office staff) of all the items mentioned above. The ledger should have following details :

<u>Name of item & year of procurement</u>	<u>Size & Type of item</u>	<u>Name of supplier</u>	<u>Total/Unit cost of item</u>	<u>Present value after depreciation if any</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)

57. Utilisation of the Handbook for official purposes

For official purposes, only certified copy of the Handbook may be used. The certification shall be by the Secretary to the Managing Committee and every page of such book or such of the pages which may be used for the purpose shall be attested by the secretary. No page/pages by itself/themselves shall be utilized if it/they does/do not provide a complete picture of any provision or the intension behind the provision unless such provision is read with other provisions.

58. Representation in any Court, legal or other proceedings

For the purpose of any proceedings before any Court, Tribunal or before any authority

- (a) with regard to Administration, etc, the Secretary of the Board of Management or such other person as may be authorized by the Board of Management shall represent the institution.
- (b) with regard to academics, the Head of the Institution, or any person authorized, in conclusion with the board of Management, by him shall represent the institution.

59. Representation in any Court, legal or other proceedings.

For the Purpose of any proceedings before any Court, Tribunal or before any authority.

- (a) with regard to Administration, etc, the Secretary of the Board of Management or such other person as may be authorized by the Board of Management shall represent the institution.
- (b) with regard to academics, the Head of the Institution, or any person authorized, in consultation with the Board of Management, by him shall represent the institution.



Annexure

The Karnataka Education Act, 1983

(Only some definitions are extracted)

Section 2. Definitions: In this Act, unless the context otherwise requires,

- (1) "**Academic year**" means the year beginning on such date as the State Government or the prescribed authority may, by notification, specify with respect to any specified area or with respect to any educational institution or class of educational institutions;
- (4) "**Attendance Authority**" means any person having the prescribed qualification appointed to be an attendance authority under Section 13;
- (5) "**Backward Class**" means any socially and educationally backward classes of citizens recognized by the Government for purpose as the case may be, of clause (4) of Article 15 or clause (4) of Article 16 of the Constitution of India;
- (7) "**Competent Authority**" means any person, officer or authority authorized by the State Government, by notification, to perform the functions and discharge the duties of the competent authority under all or any of the provisions of this Act for such area or for such purposes or for such class of institutions as may be specified in the notification;
- (14) "**Educational Institution**" means any institution imparting education referred to in Section 3 and includes a private educational institution but does not include an institution under the direct management of the University or of the Central Government or a tutorial institution;
- (15) "**Employee**" means a person employed in educational institution;
- (17) "**Governing Council**" means any person or body of persons permitted or deemed to be permitted under this Act to establish or maintain a private educational institution; or commence institution or tutorial institution and includes the governing body, by whatever name called, to which the affairs of the said educational institution are entrusted;
- (19) "**Managing Committee**" means the individual or body of individuals entrusted or charged with the management and administration of a private educational institution and where a society, trust or an association manages more than one such institution, includes the managing committee of each institution;
- (21) "**Minority Educational institution**" means a private educational institution of its choice established and administered by a minority whether based on religion or language, having the right to do so under Clause (1) of Article 30 of the Constitution of India;
- (27) "**Private Educational Institution**" means any educational institution imparting education referred to in Section 3, established and administered or maintained by any person or body of persons, but does not include an educational institution,
 - (a) established and administered or maintained by the Central Government or the State Government or any local authority or any other authority designated or sponsored by the Central Government or the State Government;

- (b) established and administered by any University established by law;
 - (c) giving, providing or imparting only religious instruction, but not any other instruction; or
 - (d) imparting instruction for which there is no approved syllabi or course of studies or Government or University Examination;
- (28A) "**Public Interest**" includes public order, public health, public morality and other similar purposes;
- (29) "**Ragging**" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force;
- (30) "**Recognised Educational Institution**" means an educational institution recognised under this Act and includes one deemed to be recognised thereunder;
- (33) "**Secretary**" in relation to a private educational institution means the person, by whatever name called, who under the rules or regulations of the private educational institution is a chief executive entrusted with the management of the affairs of the institution;
- (37) "**Technical Education**" means any course of study in Engineering, Technology, Architecture, Ceramics, Industrial Training, Mining, or in any other subject, as the State Government may, by notification, specify;

Section 91. Code of Conduct :

- (1) Every employee of a private educational institution shall be governed by the prescribed code of conduct and if he violates any provision thereof he shall be liable for the prescribed disciplinary action.
- (2) The managing committee may with prior approval of the State Government or any authority authorized in this behalf by the state Government also prescribe standards of conduct to be observed by employees, provided they are not inconsistent with those prescribed under sub-section (1).

**THE KARNATAKA PRIVATE EDUCATIONAL INSTITUTIONS (DISCIPLINE
AND CONTROL) ACT, 1975
{KARNATAKA ACT No. 10 of 1975}**

**[Received the assent of the Governor on 24th March 1975;
published in the Karnataka Gazette Extraordinary on 24th March 1975]**

An Act to provide for better discipline in and control over the Private Educational Institutions in the State which are recognised by the State Government.

Whereas, in order to maintain the standards of education it is expedient to provide for better discipline in and control over the Private Educational institutions in the state which are recognised by the State Government;

And whereas, the Karnataka Private Educational institutions (Discipline and Control) Ordinance, 1973 was promulgated and later replaced by the Mysore Private Educational Institutions (Discipline and Control) Act, 1973 for the purpose;

And whereas, it is expedient further to provide for certain other matters also to ensure better discipline and control in order that standards of education are maintained;

Be it enacted by the Karnataka State Legislature in the Twenty-sixth year of the Republic of India as follows:

1. Short title, extent and commencement:

- (1) This Act may be called the Karnataka Private Educational Institutions (Discipline and Control) Act, 1975.
- (2) It extends to be whole of the State of Karnataka.
- (3) It shall be deemed to have come into force on the twenty- fourth day of December 1974.

2. Definitions:

In this Act unless the context otherwise requires,

- (a) "Board of Management" means the individual or the body of individuals entrusted with the management and administration of a private educational institution;
- (b) "Employee" means a person employed by a private educational institution either as a teacher or in any other capacity;
- (c) "Manager" in relation to a private educational institution means the person, by whatever name called, who under the rules or regulations of the private educational institution is the chief executive officer of the institution entrusted with the management of the affairs of the institution;
- (d) "Private Educational Institution" means an educational institution which is not owned by the State Government or the Central Government, a local authority or, any other authority designated or sponsored by the State Government or the central Government or local authority but which is recognised by the State Government and includes, a college affiliated to the Karnataka University or the Mysore University and a constituent college of Bangalore university not similarly owned but does not include a University College.

3. Power of State Government to make model rules and adoption of such rules by a private Educational Institution:

- (1) Subject to the other provisions of this Act, the State Government shall, after previous publication of the draft for not less than one month, make by notification, model rules in respect of matters relating to the code of conduct and the conditions of service of employees.
- (2) Every private educational institution shall,
 - (a) if it has not before the date of commencement of this Act made rules on the subject, adopt the model rules; and
 - (b) if it has made such rules, modify the rules to bring them in conformity with the model rules.
- (3) Within three months from the date the model rules are notified by the State Government every private educational institution shall send intimation of having adopted the model rules or modified its rules to,
 - (i) the Director of Technical Education, Bangalore, if the private educational institution is an engineering or other technical Institution;
 - (ii) the Director of Pre-University Education, Bangalore, if such institution is an independent junior college;
 - (iii) the Director of Collegiate Education, Bangalore, if such institution is a college other than a institution or college referred to in clauses (i) and (ii);
 - (iv) the Director of Public Instruction, Bangalore or to an officer not below the rank of District Deputy director of Public Instruction as may be specified by the State Government, if such institution is a pre-primary, primary or secondary school or high school upgraded as a junior college or an institution for teachers' training at all levels including collegiate education; and
 - (v) the authority specified in this behalf by the State Government, if such institution is an institution or college, other than those referred to in clauses (i) to (iv).
- (4) If a private educational institution fails to take action as required by sub-section (2), the model rules shall be deemed to have been adopted by such institution and they shall be the rules governing its employees.

4. Schedule of appointments to be maintained:

- (1) Every private educational institution shall maintain a **schedule of appointments** indicating therein number of persons in its employment, the qualifications of each employee, the grades of pay and such other particulars as maybe prescribed.
- (2) Within three months from the date of commencement of this Act and within alike period after any alteration in the schedule is made, a private educational institution shall submit a copy of the schedule of appointments or alterations made therein, as the case may be, to the appropriate authority referred to in sub-section (3) of Section 3.

5. Rules and Schedules to be open for inspection:

A copy of the rules and the Schedule of appointments for the time being in force shall be kept at the office of the private educational institution and shall during office hours be open, free of charge, to inspection by any employee of that private educational institution.

6. Termination of service and procedure for imposing penalties:

- (1) No employee shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him such penalty, until he has been given a reasonable opportunity of making representations on the penalty proposed, but only on the basis of the evidence adduced during such inquiry:

Provided that, the provisions of this sub-section shall not apply where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge.

- (2) No order imposing any penalty other than those referred to in subsection (1) shall be imposed on an employee except after,
- (a) the employee is informed writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation which he may wish to make; and
- (b) such representation, if any, is taken into consideration.

7. Communication of orders:

Every order of the Board of Management terminating the services of an employee or Imposing a penalty or otherwise affecting his conditions of service to his prejudice shall be communicated in writing to the employee.

8. Appeals:

- (1) Any employee aggrieved by an order of the Board of management may within three months from the date of communication of the order appeal against such order to the Educational Appellate Tribunal constituted under Section 10. The provisions of Sections 4 and 5 of the Limitation Act, 1963 shall be applicable to such an appeal.
- (2) Notwithstanding anything contained in sub-section (1), any employee aggrieved by an order of dismissal or removal made by the Board of Management at any time within one year before the date of commencement of this Act may also appeal against such order within three months from such date.

9. Court fees:

Notwithstanding anything contained in the Karnataka Court fees and Suits Valuation Act, 1958 every appeal under this Act to the Educational Appellate Tribunal shall bear court fee stamp of twenty five rupees.

10. Tribunal:

(1) The State Government shall, by notification, constitute one or more Educational Appellate Tribunals for the adjudication of appeals preferred under Section 8 and where more than one Tribunal is constituted the State Government shall specify in the notification the limits to which the territorial jurisdiction of each Tribunal extends.

(2) The Educational Appellate Tribunal shall consist of one person who is or has been a judicial officer not below the rank of a District Judge.

Provided that, pending constitution of the Educational appellate Tribunal under sub-section (1) the District Judge of each district shall function as the Educational Appellate Tribunal of the district.

(3) All expenses incurred in connection with the Educational Appellate Tribunal shall be borne from out of the Consolidated Fund of the State.

(4) The Educational Appellate Tribunal shall,

(a) for the purpose of the disposal of the appeals referred under this Act have the same powers as are vested in a court of appeal under the Code of Civil Procedure, 1908 (Central Act 5 of 1908):

(b) have the power to stay the operation of the order appealed against on such terms as it may think fit;

(c) if, after taking such fresh evidence as it considers necessary, is satisfied from the materials on record that:

(i) the order of dismissal or removal was not justified, it may set aside the order and direct reinstatement of the employee on such terms and conditions (including payment of salary and other allowances from the date of dismissal till the date of reinstatement and costs, if any) as it thinks fit or give such other relief to the employee including the award of any lesser punishment in lieu of dismissal or removal as the circumstances of the case may require;

(ii) the punishment [other than those specified in sub-clause (i)] imposed was not justified, it may set aside the punishment imposed or give such other relief to the employee including the award of any lesser punishment in lieu of the punishment imposed as the circumstances of the case may require; and

(d) for the purpose of executing its own orders have the same powers as are vested in a court executing a decree of a civil court under the Code of Civil Procedure, 1908 (Central Act 5 of 1908) as if such orders were decrees of a civil court.

11. Jurisdiction of civil courts banned:

No civil court shall have jurisdiction in respect of any matter in relation to which the Educational Appellate Tribunal is empowered by this Act to exercise any power .

12. Penalties:

The Manager or any other person who contravenes any of the provisions of this Act or fails or omits to carry out any order made by the Educational Appellate Tribunal shall be punished with imprisonment which may extend to five hundred rupees or with both.

13. Cognizance of offences: .

No court shall take cognizance of any offence under this Act except with the previous sanction of an officer authorised by the State government in this behalf:

Provided that, where the officer authorized fails to inform the applicant of his decision on the application for sanction within a period of three months the sanction sought shall be deemed to have been accorded.

14. Enquiries and Proceedings:

All enquiries and proceedings before the Educational Appellate Tribunal shall be deemed to be judicial proceedings within the meaning of Sections 193,219 and 228 of the Indian Penal Code.

15. Power to make rules:

- (1) The State Government may by notification and after previous publication, make rules to carry out the purposes of this Act.
- (2) Every rule made under this Act shall be laid as soon as may be after it is made before each House of the State Legislature while it is in session for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if before, the expiry of the session immediately following the session or successive sessions aforesaid both Houses agree in making any modification in the rule or both Houses agree that this rule should not be made, the rule shall from the date on which the modification or annulment is notified by the State Government in the official Gazette have effect only in such modified form or be of no effect, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

16. Transfer of pending proceedings:

All appeals and all proceedings pending before the Educational Appellate Tribunal constituted under the Karnataka Private Educational Institutions (Discipline and Control) Act, 1973, immediately before the date of commencement of this Act shall stand transferred to the

Educational Appellate Tribunal under this Act and shall be disposed of by such Tribunal in accordance with the provisions of the Karnataka Private Educational Institutions (Discipline and Control) Act, 1973 (Karnataka Act 21 of 1973) as if the said Act had not been repealed.

17. Repeal of Karnataka Ordinance No.14 of 1974

- (1) The Karnataka Private Educational Institutions (Discipline and Control) Ordinance, 1974 (Karnataka Ordinance No.14 of 1974) is hereby repealed.
- (2) Notwithstanding such repeal and save as otherwise provided in section 16 anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under this Act.

**THE KARNATAKA PRIVATE EDUCATIONAL INSTITUTIONS
(DISCIPLINE AND CONTROL) RULES, 1978.**

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**CHAPTER I
Preliminary**

1. Title and commencement:

- (1) These rules may be called the Karnataka Private Educational Institutions (Discipline and Control) Rules, 1978.
- (2) They shall come into force at once.

2. Definitions:

In these rules unless the context otherwise requires,

- (a) "Appointing Authority" in relation to an employee means the Management or such other authority as the Management may, by order, authorise in that behalf;
- (b) "Commutated Leave" means leave taken under rule;
- (c) "Completed years of service" and "one years continued service" means a continuous service of the specified duration and includes periods spent on duty as well as on leave including extraordinary leave;
- (d) "Disciplinary Authority " in relation to the imposition of a penalty on an employee means the authority competent under rules to impose on him that penalty.
- (e) "Earned Leave" means leave earned in respect of period spent on duty;
- (f) "Enquiry Committee" means the Committee constituted under Rule 17(2);
- (g) "Half-pay Leave" means leave earned in respect of completed year of service;
- (h) "Head of the Department" means,
 - (i) the Director of Technical Education, Bangalore, if the private educational institution is an engineering or other technical institution:
 - (ii) the Director of pre-University Education. Bangalore, if such institutions is an independent Junior College:
 - (iii) the Director of Collegiate Education. Bangalore, if such institution is an Arts, Science,. Commerce, Home Science or Law College or any other degree college (excluding Medical and Agriculture Colleges);
 - (iv) the Director of Public Instruction Bangalore, if such Institution is a Secondary School. Junior College with High School sections or special Institutions such as a Commerce Institution or an Art Institution;

- (v) the Additional Director of Public Instruction (Primary Education) if such an institution is a primary or pre-primary school;
 - (vi) the Additional Director of Public Instruction and Director, Educational Research and Training, if such an institution is a College of Education or a Teacher's Training Institute;
 - (vii) the authority specified in this behalf by the State Government if such institution is an Institution or College other than those referred to in clauses (i) to (vi):
- (i) "Institution" means Private Educational Institution;
 - (j) "Leave" includes earned leave, half-pay leave, commuted leave, not due and extraordinary leave;
 - (k) "Part-time employee" means an employee appointed on hourly remuneration for a period less than year.



CHAPTER II

Service Conditions of Employees

3. Qualifications:

No employee shall be eligible for an appointment to any post in any institution unless he possesses the minimum qualifications prescribed to corresponding posts in Government Educational Institutions or such higher qualifications as may be prescribed by the affiliating University where there are no Government Institutions.

4. Age:

- (1) No employee, who is not within the age limit prescribed for recruitment to corresponding posts in the Government Educational Institutions, shall ordinarily be eligible for appointment to any post in any Institution:

Provided that, the age limit shall not apply to person appointed in accordance with the proviso to Rule 6 (1).

- (2) Date of compulsory retirement of an employee is the date on which he attains the age of fifty-five years.

5. Scale of Pay:

The scale of pay of an employee of an institution shall not be lower than the scale of pay of an employee of a corresponding post in the Government Educational Institutions.

6. Method of recruitment:

- (1) Any appointment arising for a period of more than three months in any institution shall be made by selection from among persons who had applied in pursuance of an advertisement in news papers:

Provided that, an employee in one institution may be appointed in another institution under the same or different Management in accordance with rules approved by Government in respect of each category of institution.

- (2) For the purpose of recruitment under sub-rule (1) the Board of Management shall constitute:

- (a) a selection committee for the appointment of the teaching and non-teaching posts other than the post of the head of the institution consisting of, (i) the President or the Head of the Board of Management or his nominee;
- (ii) the head of the Department or his nominee;
- (iii) the Head of the Institution;
- (iv) an educationist or an expert in the subject to which recruitment is to be made, to be selected by the Board of Management from a panel of names furnished by the Head of the Department.
- (b) a selection committee for the appointment of the Head of the Institution consisting of,
- (i) the President or the Head of the Management or his nominee;

- (ii) the Head of the Department or his nominee;
- (iii) an educationist to be selected by the Management from a panel of names furnished by the Head of the Department:

Provided that, the selection Committee for appointment of teaching posts in an Engineering or Technical Institution shall be constituted in the manner prescribed by the All India Council of Technical Education;

- (3) The selection committee shall select and recommend in the order of merit a panel of three names eligible for appointment to each post.
- (4) The Board of Management shall make the appointment in the order of merit out of the panel containing the names recommended by the selection committee.
- (5) Any appointment for a period of three months or less or any part time appointment for a period less than a year in an Institution shall be made subject to approval of the Head of the **Department within one month from the date of appointment**, by the Board of Management of such authority as the Board of Management by order may specify in that behalf. The Head of the Department may for reasons to be recorded in writing refuse approval for the said appointment and services of the person so appointed shall be terminated forthwith.

7. Period of Probation:

A person appointed under Rule 6(i) shall be on probation for a period of one year:

Provided that the Board of Management may extend the period of probation by a further period of six months.

8. Seniority:

The Manager shall prepare and maintain every year a separate seniority list of employees of each category of posts in the institution.

9. Termination and Resignation:

- (1) The services of an employee employed for a specified period not exceeding three months or a part time employee employed for a specified period less than a year on probation for a specified "period may be terminated at the end of the specified period without **assigning any reasons**.
- (2) Any employee appointed under Rule 6(1) may resign from service by giving one month's notice in writing to the Appointing Authority or **one months' salary in lieu thereof**. A copy of such notice shall be sent to the Head of the Department. The Head of the Department or a person authorised by him shall call the employee to appear before him for verifying the contents of the resignation notice and shall forward it to the Appointing Authority for acceptance, if the resignation is found to be voluntary. The Appointing Authority shall not accept the resignation until the notice is forwarded to it by the Head of the Department.



CHAPTER III

Discipline

10. Nature of Penalties:

One or more of the following penalties for good sufficient reasons and as hereinafter provided may be imposed on the employees, namely,

- (i) fine, in the case of peons and attenders only;
- (ii) censure;
- (iii) withholding of increments;
- (iv) recovery from pay of the employee in whole or part of any pecuniary loss caused by negligence or breach of orders to the Board of Management, the State Government, the Central Government, to any other State Government, any person, body or Authority to whom the services of the employee held been lent:
- (v) reduction to a lower stage in a time-scale of pay for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;
- (vi) reduction to a lower time scale of pay, grade, post or service which shall, unless otherwise directed, be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced with or without further directions regarding,
 - (a) seniority and pay in the scale of pay, grade, post or service to which the employee is reduced;
 - (b) conditions of restoration to the scale of pay, grade or post of service from which the employee was reduced and his seniority and pay on such restoration to the scale of pay, grade, post or service;
- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment:
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment:

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the order of the disciplinary authority, no penalty other than those specified in clauses (vi) to (viii) shall be imposed for an established charge of corruption.

Explanation 1: For purposes of this proviso, the expression "corruption" shall have the meaning assigned to the expression "criminal misconduct in discharge of official duty" in sub-section (1) of Section 5 of the Prevention of Corruption Act, 1974 (Central Act 2 of 1974) or the meaning assigned to the expressions "taking gratification other than legal remuneration in respect of an official act" and "obtaining valuable thing without consideration" in Sections 161 and 165 respectively of the Indian Penal Code.

Explanation 2: The following shall not amount to a penalty within the meaning of this rule,

- (i) withholding of increments of an employee for failure to pass a departmental examination in accordance with the rules or orders governing the service or post or terms of his appointment;
- (ii) stoppage of pay of the employee at the efficiency bar in the timescale on the ground of unfitness to cross the efficiency bar;
- (iii) non-promotion, whether in a substantive or officiating capacity of an employee after consideration of his case to a grade or post for promotion to which he is eligible;
- (iv) reversion to a lower service, grade or post of an employee officiating in a: higher service, grade or post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds connected with his conduct (such as the return of the permanent incumbent from leave or deputation availability of a more suitable officer);
- (v) reversion to his permanent service, grade or post of an employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation:
- (vi) compulsory retirement of an employee in accordance with the provision relating to his superannuation or retirement;
- (vii) termination of service,
 - (a) of an employee appointed for three months or less;
 - (b) of a part-time employee appointed for a period less than a year;
 - (c) of a person employed under an agreement in accordance with the terms of such agreement;
 - (d) of an employee appointed on probation at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation.

11. Disciplinary Authorities:

- (1) The Board of Management may impose any of the penalties specified in Rule 10 on any employee.
- (2) Without prejudice to the provision of sub-rule (1) but subject to the provisions of sub-rule (3),
 - (a) the Head of the Institution may impose any of the penalties specified in clauses (i) and (ii) of Rule 10;
 - (b) the Board of Management may impose any of the penalties specified in clauses (iii) to (v) or Rule 10.
- (3) The Board of Management shall be competent to impose penalties (i) to (ix).

- (4) Notwithstanding anything contained in these rules, no penalty specified in clause (vi) to (ix) rule 10 shall be imposed by any authority lower than the Appointing Authority.

12. Suspension:

- (1) The Appointing Authority may place an employee under suspension under the following circumstances and conditions.
- (a) (i) a disciplinary proceeding against an employee is pending; or
(ii) a case against an employee in respect of any criminal offence is under police investigation or Court trial; or
(iii) a preliminary inquiry against an employee has made out a prima facie case which would Justify disciplinary proceeding or criminal prosecution against him and the proceedings are likely to end in his conviction and/ or dismissal or removal from service; and
- (b) the disciplinary proceeding or criminal offence involves one or more of the following misdemeanour,
- (i) moral turpitude;
(ii) corruption, embezzlement or misappropriation of the institution's money, possession of assets disproportionate to one's known sources of income, misuse of official powers for personal gain;
(iii) serious negligence and dereliction of duty resulting in considerable loss to the institution;
(iv) desertion of duty;
(v) refusal or deliberate failure to carry out written orders of superior authority; and
- (c) the continuance in office of the employee,
- (i) will prejudice the disciplinary proceeding, criminal investigation or trial;
or
(ii) is likely to seriously subvert discipline in the office in\ which he is working;
or
(iii) is likely to lead to a public scandal.
- (2) An employee shall be deemed to have been placed under suspension by an order of Appointing Authority,
- (a) with effect from the date of his detention, if he is detained in custody whether on criminal charge or otherwise for a period exceeding forty-eight hours;
- (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: The period of forty-eight hours referred to in clause (b) of this sub-rule (2)

shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in his appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of law and the Disciplinary Authority on a consideration of the circumstances of the case, decides to hold further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointment Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise and any other disciplinary proceeding is commenced against him during the continuance of that suspension), the authority competent to place him under suspension may for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or deemed to have made the order by any authority to which that authority is subordinate.

13. Subsistence allowance during suspension:

- (1) Every employee placed under suspension shall be entitled to the following payments, namely,
 - (a) Subsistence allowance at an amount equivalent to seventy-five per cent of the pay drawn immediately prior to the date of suspension, the additional dearness allowance, if admissible, on the basis of the amount of such subsistence allowance:

Provided that, where the period of suspension exceeds twelve months, the authority made or deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first twelve months as follows,

- (i) the amount of subsistence allowance may be increased to an amount equal to ninety per cent of the pay drawn immediately prior to the date of suspension if in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee;
 - (ii) the amount of subsistence allowance to be reduced by suitable amount not exceeding fifty per cent of the subsistence allowance admissible during the period of first twelve months, if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee;
 - (iii) the rates dearness allowance will be based on the increased or as the case may be the decreased amount of subsistence allowance admissible under sub-clause (i) or (ii):
- (a) Provided further that, when an employee is convicted by a Competent Court and sentenced to imprisonment, the subsistence allowance shall, pending the result of an appeal to a higher Court, be reduced to the nominal amount of one Rupee per month and the question of paying him pay or allowances either in full or in part for the period of conviction and sentence till the decision of the Appellate Court in the event of an appeal being filed may be considered by the Board of Management after the appeal is decided;
 - (b) Each claim for subsistence allowance should be supported by a certificate by the employee concerned to the effect that he was not engaged in any employment, business, profession or vocation during the period to which the claim relates.
- (2) Where an employee who has been dismissed, removed, compulsorily retired or suspended is reinstated or would have been reinstated but for his retirement on superannuation while under suspension, the authority competent to order the reinstatement shall consider and make a specific order.
- (a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty or for the period of suspension ending with the date of retirement on superannuation, as the case may be; and
 - (b) whether or not the said period shall be treated as the period spent on duty.
 - (c) Where such Competent Authority holds that the employee has been fully exonerated, the employee shall be given the full pay to which he would have been entitled had he not been dismissed, or removed from service and the period of absence from duty shall be treated as a period spent on duty for all purposes.

- (3) In other cases, the employee shall be given such proportion of such pay and allowance, as the Competent Authority may prescribe and the period of absence from duty shall not be treated as period spent on duty unless the Competent Authority specifically directs that it shall be so treated for any specified purpose:

Provided that, the payment of allowances under sub-rule (2) or (3) shall be subject to all other conditions under which such allowances are inadmissible:

Provided further that, such proportion of such pay and allowances shall not be less than subsistence allowance and other allowances admissible under these rules.

- (4) Where on the conclusion of the inquiry against an employee placed under suspension, the authority competent to impose any punishment,
- (i) makes an order fully exonerating or acquitting him the period during which he was under suspension pending the enquiry shall be deemed to be period of duty and the employee shall be entitled to full pay and allowance as if he had not been placed under suspension;
 - (ii) makes an order imposing any penalty other than the penalty of compulsory retirement, removal from service or dismissal from service, the employee shall be paid for the period of suspension such proportion of his pay and allowances as the said authority may in his discretion specify and where no such proportion is specified, the employee shall be entitled to subsistence allowance admissible under these rules and the period of suspension shall count as duty unless the said authority has otherwise directed;
 - (iii) makes an order imposing the penalty of compulsory retirement, removal from service or dismissal, shall be paid for the period of suspension such proportion of his pay and allowances as the said authority may in its discretion specify and where no such proportion is specified, the subsistence allowance admissible under these rules and the period of suspension shall not count as duty for any purpose unless the said authority has otherwise directed.

14. Leave while under suspension:

- (1) Leave of absence for a definite period is not admissible to an employee who has been suspended from duty without obtaining the permission of the authority competent to fill up the appointment of an employee under suspension should not leave the station where his office is situated.
- (2) No payment of subsistence allowance shall be made unless the employee continues to reside in the station where his office is situated or in the station in which he is permitted by the authority which made or which is deemed to have made the order of suspension.

15. Authority to institute proceedings:

The Board of Management or any other authority empowered by it by general or special order may institute disciplinary proceedings against any employee.

16. Procedure for imposing minor penalties:

- (1) No order imposed on any employee or any of the penalties specified in clauses (i) to (v) of Rule 10 shall be made except after,
 - (a) informing the employee in writing of proposal to take action against him and of imputation of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity making such representation as he may make against the proposal: and
 - (b) such representation or explanation, if any is considered by the Board of Management, Manager or the Head of the Institution as the case may be.
- (2) the record of proceeding in such cases shall include,
 - (i) a copy of the intimation to the employee of the proposal to take action against him;
 - (ii) a copy of the statement of imputations of misconduct or misbehaviour communicated to him;
 - (iii) his/her representation, of any;
 - (iv) the evidence produced during the inquiry , if any;
 - (v) the findings on each imputation of misconduct or misbehaviour; and
 - (vi) the orders on the case together with reasons therefore.

17. Procedure for imposing major penalties:

- (1) No order imposing any of the penalties specified in clauses (vi) to (ix) of Rule 10 shall be made except after an enquiry is held, as far as may be in the manner provided in this rule.
- (2) Whenever the Management is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour or breach of any provision of the code of conduct specified in Chapter V against an employee, it may appoint an Enquiry Committee consisting of one or more persons not having any dealings of whatever nature with the Management or any member thereof or with any employee in the institution or elsewhere. When an Enquiry Committee consists of two or more members, the quorum shall be two.
- (3) Where an order of suspension has been made, the Enquiry Committee shall, before proceeding with the enquiry, record in writing whether the said suspension is "prima facie" in accordance with sub-rule (1) of Rule 12.
- (4) The Disciplinary Authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with a statement of

allegations on which they are based shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the Enquiry Committee, a written statement of his defence and also to state whether he desires to be heard in person.

- (5) The employee shall for the purpose of preparing defence be permitted to inspect and take extracts from such records as he may specify:

Provided that, such permission may be refused if, for reasons to be recorded in writing in the opinion of the Enquiry Committee such records are not relevant for the purpose and it is against the interest of the institution to allow his access thereto.

- (6) On receipt of the statement of defence in writing by the employee or if no such statement is received within the time specified, the Enquiry Committee shall proceed with the enquiry.
- (7) The Disciplinary Authority may nominate any person to present its case before the Enquiry Committee. The employee may present his case with the assistance of any other person approved by the Enquiry Committee, but may not engage a legal practitioner for the purpose unless the person nominated by the Disciplinary Authority to present its case is a legal practitioner or the Enquiry Committee having regard to the circumstances of the case so permit.
- (8) The Enquiry Committee shall, in the course of the enquiry, consider such documentary evidence and take such other evidence as maybe relevant or material in regard to the charges. The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witnesses examined in his defence. If the Enquiry Committee declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons in writing.
- (9) At the conclusion of the inquiry, the Enquiry Committee shall prepare a report of the enquiry, record its findings on each of the charges together with the reason therefore. If in the opinion of the Enquiry Committee, the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges:

Provided that, findings as such charges shall not be recorded unless the employee had an opportunity of defending himself against them.

- (10) The record of enquiry shall include,
- (i) the charges framed against the employee and the statement of allegations furnished to him;
 - (ii) his written statement of defence, if any;
 - (iii) the oral evidence taken in the course of the enquiry;
 - (iv) the documentary evidence considered in the course of the enquiry;

- (v) the orders, if any, made by the Disciplinary Authority and the Enquiry Committee in regard to the enquiry;
 - (vi) a report setting out the findings on each charge and the reasons therefore; and
 - (vii) any suggestion of the Enquiry Committee, if it considers necessary for the imposition of any penalty.
- (11) The Board of Management shall consider the report of enquiry and record its findings on each charge.
- (12) If the Board of Management having regard to its findings on the charges is of the opinion that any of the penalties specified in clauses (vi) to (ix) of Rule 10 should be imposed, it shall, furnish to the employee, a copy of the report of the Enquiry Committee and a Statement of its findings, if any.
- (13) The Board of Management shall consider the representation, if any, made by the employee in response to the notice and determine what penalty, if any, should be imposed on the employee and pass appropriate orders in the case.
- (14) If the Board of Management having regard to its findings is of the opinion that any of the penalties specified in clauses (i) to (v) shall be imposed, it shall pass appropriate orders in the case.
- (15) Orders passed by the Board of Management shall be communicated to the employee who shall also be supplied with a copy of the report of Enquiry Committee and statement of its findings if they have not been already supplied to him. Any appeal against any of the penalties imposed by the Disciplinary Authority shall lie to the Educational Appellate Tribunal.

18. Communication of Orders:

Every order of the Disciplinary Authority or Board of Management imposing any penalty or otherwise affecting his conditions of service to his prejudice, shall be communicated to the employee by the Manager by registered post acknowledgment due, and a copy of the order be sent to the prescribed authority at the same time.



CHAPTER IV

Leave Rules

19. General Rules

- (1) Leave of any kind cannot be claimed as of right. Discretion is reserved to the authority competent to grant leave to refuse, or to revoke leave at any time in the interests of the institution.
- (2) Any leave under these rules may be granted in combination with or in continuation of any other kind of leave, except casual leave.
- (3) No leave shall be granted beyond the date on which an employee must compulsorily retire.

20. Earned leave:

- (1) Earned leave admissible to a permanent employee is 1/11th of the period spent on duty:
Provided that, an employee shall cease to earn such leave when the earned leave due amount to one hundred and eighty days.

Note: (1) In calculating earned leave the actual number of days of duty performed should be first counted and then multiplied by 1/11th and the product expressed in days and fractions of the days and limited to the maximum earned leave admissible under these rules.

- (2) Earned leave admissible to a temporary employee is 1/22nd of the period spent on duty in respect of the first year of his service:

Provided that no earned leave shall be admissible to a temporary employee in the vacation department in respect of the first year of his service.

- (3) The maximum earned leave that may be granted at any time shall be one hundred and twenty days.

- (4) Earned leave is not admissible to an employee serving in the vacation department in respect of duty performed in any year in which he avails himself the full vacation. But, in case of urgent necessity, earned leave on half of the leave salary may be granted to such an employee.

Note : In the case of an employee belonging to vacation department, the presumption is that he will avail himself of the vacation. Leave in case of urgent necessity can be given for the period of service rendered between two vacations until the second vacation expires.

- (5) A temporary employee appointed without interruption of duty substantively to a permanent post, may count his temporary service for the purpose of calculating earned leave admissible to him. Leave is not interruption of duty for the purpose of this rule.
- (6) If vacation is utilised in combination with or in continuation of any kind of leave or earned leave taken in combination with other kind of leave, the total period of absence shall not exceed one hundred and twenty days.
- (7) The total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed two hundred and forty days.

Note: The clerical and menial staff working the Education institutions such as Primary Schools, Middle Schools, High Schools, Training Institutions-and B.Ed. and other colleges (including Laboratory Attenders and Laboratory Staff) shall be treated as belonging to non-vacation department.

21. Half-Pay leave:

- (1) The half-pay leave admissible to a permanent employee in respect of each completed year of service is twenty days.
- (2) Half-pay leave may be granted to a temporary employee provided that authority competent to sanction leave is satisfied that the employee will return to duty on the expiry of such leave.
- (3) Half-pay leave due may be granted to all employee on medical certificate or on private affairs.
- (4) An employee on half-pay leave is entitled to leave salary equal to half the amount he would be entitled if he were on leave on full pay.

22. Commuted leave:

- (1) Commuted leave not exceeding half the amount of half-pay leave may be granted on medical certificate or on private affairs to an employee subject to the following conditions, namely,
 - (a) Commuted Leave that may be granted during the entire service of an employee shall be limited to maximum of two hundred and forty days;
 - (b) the maximum commuted leave on private affairs that may be granted at a time shall be one hundred and twenty days;
 - (c) if commuted leave on private affairs is combined with earned leave, the total period shall not exceed one hundred and eighty days.

- (d) the total duration of earned leave combined with commuted leave granted on medical certificate shall not exceed two hundred and forty days;
 - (e) no commuted leave should be sanctioned under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry;
 - (f) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due,
- (2) When an employee to whom commuted leave has been granted intends to retire on the expiry of such leave, the commuted leave granted shall be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered. But if the retirement is compulsorily thrust, upon him by reason of ill-health, incapacitating him for further service, no refund should be taken.
- (3) When an employee who had been granted commuted leave either by itself or in combination with other kinds of leave dies while on such leave, the commuted leave need not be converted into half-pay leave and the difference in leave salary in respect of commuted leave and half-pay leave shall not be recovered.

23. Extraordinary Leave:

- (1) Extraordinary leave may be granted to an employee when no other leave is by rule admissible; or when other leave is admissible but the employee applies in writing for the grant of extraordinary leave.
- (2) The duration of extraordinary leave shall not exceed three months on any occasion. The duration shall not exceed six months where the application for the grant of such leave is supported by medical certificate and two years for the purpose of prosecuting studies certified to be in the professional interest.
- (3) An employee under extraordinary leave is not entitled to any leave salary.

24. Maternity leave:

- (1) Maternity leave on full pay may be granted to married women employees for a period which shall not ordinarily exceed two months but which may be extended to three months at the discretion of the sanctioning authority on production of medical certificate. In no case shall maternity leave extend beyond six weeks from the date of confinement. No maternity leave shall be granted to married women employees having three or more living Children.
- (2) Leave in continuation of maternity leave of any kind, but any leave applied for in continuance of maternity leave may be granted only on production of medical certificate.

- (3) Leave in continuation of maternity leave may be granted in the case of illness of a new born baby, subject to the production of a medical certificate to the effect that personal attention and presence of the mother is absolutely necessary.
- (4) Maternity leave may be combined with vacation provided that no extra cost is involved for the period of the vacation so combined.
- (5) Maternity leave for a period not exceeding six weeks may be granted in cases of miscarriage, including abortion, provided the application is supported by a medical certificate from a registered medical practitioner .

25. Casual leave: .

The amount of casual leave and special casual leave admissible to the employees shall be the same as that admissible to the employees in Government service.

26. Vacation Pay:

The rules governing the payment of vacation pay to similar category of employees in Government Educational institutions, shall also apply to the employees of the institution.

27. Compensation:

An employee of the .institution who has been confirmed and whose services are terminated by the management for reasons other than as a measure of punishment shall be entitled to compensation at the rate of 15 days salary for every completed year of service, subject to minimum of three months salary and maximum of fourteen months salary.



CHAPTER V

Rules in respect of matters relating to Code of conduct of Employees

28. Employees shall be governed by the Code of Conduct:

Every employee whether aided or not shall be governed by the Code of Conduct, as specified in this Chapter, and even such employee shall be liable to the disciplinary action specified in Rule 10, for the breach of any provision of the Code of Conduct:

Provided that, in the case of an employee of an unaided institution, the penalties for the breach of any provision of the Code of Conduct shall be such as may be specified in the contract of service between the Board of Management and the concerned employee,

29. Code of Conduct for employees:

(1) The Code of Conduct for employees shall be as follows,

(a) An employee at all times, shall maintain absolute integrity and devotion to duty.

(b) No employee shall,

- (i) knowingly or wilfully neglect his duties;
- (ii) propagate communal or sectarian outlook or incite or allow any student to indulge, in communal or sectarian activity;
- (iii) discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any of them;
- (iv) indulge in or encourage, form of malpractice connected with examination or any other school activity;
- (v) show any sustained neglect in correcting class work or home work done by student;
- (vi) while on duty in institution, absent himself (except with the previous permission of the Head of the institution) from the institution;
- (vii) remain absent from the Institution without leave or without the previous permission of the Head of the Institution.
- (viii) behave in a manner unbecoming of an employee of an Educational institution;
- (ix) accept private tuition other than in accordance with the same conditions and restrictions and restrictions as are applicable to a Government teacher;

**Handbook of service Rules, Code of Conduct, Regulations and Guidelines
For employees of Institutions under Cauvery Education Society ®**

- (x) prepare or publish any book or books commonly known as keys or assist, whether directly or indirectly, in their publication without the permission of the Board or Management;
- (xi) enter into any monetary transactions with any student or parent nor shall he exploit his influence for personal ends; nor shall he conduct his personal matter in such a manner that he has to incur a debt beyond his means to repay;
- (xii) accept, or permit any member or his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the Institution.

Explanation: (a) The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the school.

Note: Casual meal, lift or other social hospitality of a casual nature shall not be a gift.

(b) On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gift if the value thereof does not exceed twenty-five rupees.

- (xiii) practice or incite any student to practice, casteism, communalism or untouchability;
- (xiv) Cause, or incite any other person to cause, any damage to school property;
- (xv) behave, or encourage, or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the institution;
- (xvi) indulge in any violence, or any conduct which involves moral turpitude;
- (xvii) misbehave with or show cruelty towards any parent, guardian, student, teacher or other employee of the institution;
- (xviii) organise or attend any meeting during the working hours of the Institution except when he is required or permitted by the Head of the Institution to do so;
- (xix) such other matters that may be agreed to between the Management and the employee;

*Handbook of service Rules, Code of Conduct, Regulations and Guidelines
for employees of Institutions under Cauvery Education Society @*

- (E) Every employee shall,
- (i) be punctual in attendance and in respect of his work and also for any other work connected with the duties assigned to him by the Head of the Institution;
 - (ii) abide by the rules and regulations of the Institution and also show due respect to a constituted authority.
- (F) Nothing contained in sub-rule (1) shall be deemed to take away or abridge the right of an employee,
- (a) to appear at any examination to improve his/her qualification.
 - (b) to become or to continue to be a member of any literary, scientific or professional organisation; and
 - (c) to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any trade or indecorate language.



**THE KARNATAKA EDUCATIONAL INSTITUTIONS
(CONTROL OF PRIVATE EDUCATIONAL INSTITUTIONS) RULES, 1999**

(Notification No. ED 145 Vivida 98, Bangalore, dated 31st January, 2001,
Karnataka Gazette,
Extraordinary No.155, dated 1-2-2001)
(note: -not the full text- only part is published here)

1. Title and commencement:

- (1) These rules may be called Karnataka Educational Institutions (Control of Private Educational Institutions) Rules, 1999.
- (2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions: In these rules, unless the context otherwise requires.

- (a) "**Act**" means the Karnataka Education Act, 1983;
- (b) "**Form**" means form appended to these rules;
- (c) "**institution**" means Private Educational Institution;
- (d) "**Section**" means section of the act.

3. The duties and the code of conduct for the Governing Council:

- (1) It shall be the duty of the Governing Council,
 1. to uphold the dignity and integrity of the nation;
 2. to ensure that none of the employees of the institution engage in private tuition, anti-social activities or active politics;
 3. to endeavour to promote the education of the weaker sections and the handicapped;
 4. to adhere to and act in accordance with provisions of the Act, the rules made thereunder and orders made or instructions given by the Head of the Department from time to time;
 5. to follow the curricula, syllabi and textbooks for any course of instruction prescribed by the Government from time to time;
 6. to make necessary arrangements like sparing the building furniture etc., for conduct of any type of examination conducted by the Department/ Government and not to encourage any kind of malpractice during the period of the above mentioned examination;
 7. to levy or collect any fees or charges or any payment by whatever name it is called only as provided in the rules made by the State Government in this behalf;
 8. to utilise the amounts levied or collected by the Educational Institution in accordance with such rules as may be made by the State Government;
 9. to intimate the details of receipt of voluntary donations within ninety days from the date of receipt of Block Education Officer of the jurisdiction and deposit such amounts as directed by Block Education Officer;

10. to utilise all moneys received for the purpose for which they are intended and shall be accounted for;
 11. to hold and protect the interest of the staff and students of the institution;
 12. to make available all the account books and other documents to the inspecting authority at the time of inspection or enquiry;
 13. not to open or teach a standard or standards higher than those for which recognition is accorded;
 14. not to transfer any property related to the Educational Institution without prior permission of the State Government;
 15. to make the provisions for contingent expenditure, in case Government makes provision for Midday meals and such other incentives schemes;
 16. to abide by the rules and regulations in respect of recruitment, appointment and service conditions of its employees framed by the State Government from time to time;
 17. not to close down the institutions run by them without prior and proper intimation to and approval of the State Government;
 18. to hand over all its properties, records to the officer authorized by the Government on its closure;
 19. not to sell, mortgage, lease, pledge, transfer or otherwise its properties without previous permission in writing of the State Government on an application made in this behalf.
- (2) The Governing Council shall be governed by the code of conduct prepared by it with respect to the matters not covered in the above code of conduct. However such code of conduct is subject to the prior approval of the State Government.

4. Furnishing of list of Properties:

- (1) Every institution shall send on or before the first January of each year to the Competent Authority, the statement in triplicate in Form I of details of desks, benches, tables and of movable properties the value of which individually, is Rs. 5,000/- or more and of all immovable properties. In respect of immovable properties the statement shall contain the following particulars and shall be authenticated by the Educational Agency,
- (a) Name of property;
 - (b) Description, address and location;
 - (c) Areal extent together with survey number;
 - (d) In case of cultivable land, its classification, and the crops grown;
 - (e) Market value;
 - (f) Annual income derived from the property;
 - (g) Remarks, if any.

Explanation : A certificate from an officer of the Revenue Department not lower in rank than that of a Tahsildar shall be obtained in respect of (e) and (f) above at the time of the first submission of the statement. When there is any change in the movable or immovable properties such change should be indicated in the statement.

- (2) The movable and immovable properties referred to in sub-rule (1) shall be the movable and immovable properties for the purpose of Section 107.

5. Utilisation of funds and properties of the institution:

- (1) The funds of the institution shall be utilised for the bonafide purposes connected with institutions only with prior permission of the Competent Authority. If any donations are collected with the previous permission of the Competent Authority they shall be utilised only for that purpose. Balance if any shall be credited in the funds of the institution.
- (2) An institution may deposit funds not required for immediate use in the following Banks,
 - (a) State Bank of India constituted under the State Bank of India Act, 1955 (Central Act 23 of 1955); or
 - (b) In a subsidiary Bank as defined in the State Bank of India (Subsidiary Banks) Act, 1959 (Central Act 38 of 1959); or
 - (c) In any corresponding new Bank as defined in the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970), or Post Office Savings Bank; or
 - (d) in any other Scheduled Bank as approved by the Competent Authority.

6. Accounting of deposit of institutions funds:

- (1) All funds, properties, grants etc., collected in the name of institutions whether from the Government or the public or private individual shall be brought to account in the cash book and financial statement of that institution and it shall be used for the purpose of which the funds were collected or donated. They shall not be used for any other purpose without approval of the Competent Authority. The school fees, grant from Government and their income shall be pooled together as institution's funds.
- (2) Funds not required for immediate use shall be deposited in the Nationalised Bank referred to above on behalf of the institution and not in the name of any individual. Every institution shall maintain day-to-day accounts, registers and their records are at all times open to Inspection by the Competent Authority.

7. Closure of institutions etc.:

Notice under Section 105 shall be in Form II or III as may be appropriate. Every such notice shall set out the alternate arrangements proposed to be made for the continuance of instruction to the students of the institution or class or course, as the case may be.

8. Appeal:

- (m) Every appeal under sub-section (3) of Section 107 may be made to the following officers in respect of the institutions indicated against each in Column 3,

Officers	Educational Institutions
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4 Director of Technical Education	Engineering College, Polytechnics, Junior Technical Schools.
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- (2) Every appeal shall be either presented by the party making such appeal or by his recognised agent in the office during office hours or be sent by registered post addressed to the authority to whom it is presented by designation.
- (3) Every appeal shall clearly state the grounds of appeals.

FORMS- I & II

THE KARNATAKA EDUCATIONAL INSTITUTIONS (ENQUIRY AND SERVICE OF NOTICE, Etc.) RULES, 2001

(Notification No. ED 50 Vivida 2001, Bangalore, dated 4th December, 2001
Karnataka Gazette,
Extraordinary No. 2059, dated 6.12.2001)

1. Title and commencement:

- (1) These rules may be called the Karnataka Educational Institutions (Enquiry and Service of Notice, etc.) Rules, 2001
- (2) They shall come into force at once.

2. Definition:

In these rules, unless the context otherwise required, " Act" means the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995).

3. Procedure for Enquiry:

- (1) Save as otherwise provided in the Act or the Rules made thereunder, in an enquiry to be held for the purposes of the Act or the rules made thereunder, the Enquiry Officer appointed in this behalf by the Competent Authority shall record the evidence in Full, in writing in Kannada or English. It shall be read over to the witness and admitted by him to be correct.
- (2) The Enquiry Officer shall invariably record his reasons for findings in writing.

4. Service of notice, etc.:

- (1) Save as otherwise provided in the Act or Rules made thereunder service of notice, order and other proceedings to be made by or under the Act shall be made by delivering a copy thereof to the person on whom it is to be served or to his authorised person. When such person cannot be found, service may be made on any adult member of his family residing with him. If no such adult member can be found, service may be effected by affixing a copy of the notice or order or other proceedings on the outer door or on some conspicuous part of the house in which the person ordinarily resides or carries on business.
- (2) If service cannot be effected in any of the modes aforesaid or if the authority ordering the service so thinks fit the notice or order or other proceedings shall be sent by registered post acknowledgment due to his last known address.

THE KARNATAKA EDUCATIONAL INSTITUTIONS (SELECTION OF PARENT MEMBERS TO THE MANAGING COMMITTEE) RULES, 2001

(Notification No. ED 48 VIVIDA 2001, Bangalore, dated 18th November, 2002 Karnataka Gazette, Extraordinary No.1535, dated 19.11.2002)

1. Title and commencement:

- (1) These rules may be called the Karnataka Educational Institutions (Selection of Parent Members to the -Managing Committee) Rules, 2001.
- (2) They shall come into force at once.

2. Definitions: In these rules unless the context otherwise required,

- (a) "Act" means the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995);
- (b) "Section" means section of the Act.

3. Procedure for selection of parents under Section 42(3):

- (1) Parents of the students of the concerned Private Educational Institution may register their names in such Institution. Such registered parents are eligible for being selected as representatives of parents in the Managing Committee of such Institution.
- (2) A person nominated by the Governing Council of the private Educational Institution shall announce, the list of registered parents after duly obtaining the same from the Head of the Private Educational Institution before the constitution of the Managing Committee under Section 42. He shall not act as the Returning Officer in the said selection. Under no circumstances, the staff members of the private Educational Institution shall be nominated to act as the Returning Officer.
- (3) The Returning Officer appointed by the Governing Council shall call upon the parents so registered to select amongst themselves two persons to represent them on the Managing Committee.
- (4) The Returning Officer shall issue an order specifying in particular,
 - (a) the last date and time for making nomination and place at which the selection is to be held and to whom the nomination papers shall be delivered;
 - (b) the date, time and place of scrutiny of the nominations;
 - (c) the last date for withdrawal of candidates;
 - (d) the date and time on which selection shall be held, if necessary; and
 - (e) the date on which and time on which the votes shall be counted and the result of the selection shall be announced.
- (5) Amongst the persons contesting the selection, two persons who have secured the maximum votes shall be selected to represent the parents in the Managing Committee of such Institution.
- (6) If there is no contest, the result of the selection will be forthwith announced by the Returning Officer.

Karnataka Educational Institutions (Ancillary Services in Recognised Educational Institutions) Rules, 2000.

Notification No. ED/135 NiVida/98, Bangalore, Dated: 31st January 2001

1. Title and commencement.-

- (1) These rules may be called the Karnataka Educational Institutions (Ancillary Services in Recognised Educational Institutions) Rules, 2000.
- (2) These rules shall come into force from the date of their publication in the official Gazette.

2. Definition.- In these rules, unless the context otherwise requires.

- (1) "**Act**" means the Karnataka Education Act 1983, (Karnataka Act 1 of 1995).
- (2) "**Institution**" means a Recognised Educational Institution.

3. Medical Examination and Health Service.-

- (1) Every Institution shall arrange Medical Examination of the students by a Medical Officer not below the rank of an Assistant Surgeon of Government Hospital or a registered Medical Practitioner with a minimum qualification of M.B.B.S., After the examination the Medical Officer shall make entries in the health records of every student.
- (2) It shall be the duty of the Head of the Institution to maintain the **health records** and make facilities for medical check up.
- (3) The Head of the Institution shall get the approval of the Competent Authority for appointing a doctor other than a Government Doctor, for Medical Examination and to provide medicines to the student.
- (4) The expenses in respect of Medical Examination of the students and the medicine given to students shall be met out of the medical fees collected from the students.

Any short fall shall be borne by the Institution.

- (5) The head of the Institution shall maintain accounts of all such expenditure and shall submit it for verification to the Competent Authority at the time of inspection.
- (6) Every Institution shall give proper attention to all factors relating to health of students and make them health conscious. In addition to these provisions and subject to other rules made in this behalf, the institutions shall give particular attention,
 - a) to the personal and social hygiene of students.
 - b) for making make provision, in the time table for intervals of rest.
 - c) to take first measures for safety
 - d) to provide for pure drinking water.
 - e) to take steps to stop sale of unhygienic or harmful food, drinks or eatables in or near the premises of the institution.

4. Recreation and Physical Training.

It shall be the responsibility of the management of every Institution to provide facility for physical educational activities, such as different sports and games, summer camps, vocation classes, mass activity and such other activities which may include discipline. In addition to the above the management may endeavour to provide facilities for physical fitness and encourage the students to gain courage, patriotism and the spirit of co-operation. The management may with the help of parents and if necessary with the co-operation of Non-Government Organisation conduct special camps to students, to enable them to know about cleanliness, hygiene, spirit of group living, mutual trust and brotherhood etc.

5. Guidance Service.-

The Management of every Institution shall endeavor to provide for guidance and conducting appropriate courses. To achieve this the management may create a guidance cell, which shall consist of two senior most teachers and one of them shall be a lady teacher. The cell shall meet once in two months to identify the problems of the students and to discuss the remedial measures. The cell may utilise the services of Non Government Organisations, Doctors etc., as they deem fit. The Management shall provide necessary guidance materials like brochures, leaflets etc., to the students.

6. Library Services.

- (1) The Management of every institution shall provide adequate library facilities to the students.
- (2) As far as possible, separate building or rooms shall be provided for the purpose of providing Library facilities the number of books in the library shall be commensurate with the strength of the students. The books may include text books of varied interest. The books shall be selected according to the age group and interests of the students.
- (3) The books shall also include reference books, text books, maps, dictionary and such other books as may be necessary for reference to the Teachers.
- (4) The library and the reading room shall be open for the students at least one hour before commencement of the classes and one hour after close on all the working days.
- (5) For Superintendent and development of the library every Institution shall appoint a librarian with necessary qualifications or a teacher with attitude and qualification may be placed in additional charge of library and it will be the duty of such person to maintain the library.



Mechanisms for submission of online/offline students' grievances

Grievance Redressal Cell

Grievances Redressal Cell. Grievance Redressal Cell has been formed to address the grievances of the students. The cell collects grievances from the students and takes necessary actions to address them so as to ensure a harmonious learning atmosphere.

Compositions of GRC

The GRC of our institution consists of the following members

Chairman	-	Principal
Co-ordinator	-	IQAC Coordinator
Convenor	-	Faculty Member
Members	-	Faculties and Student Representatives

Objectives

- To provide an impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To maintain a healthy and conducive academic atmosphere.
- To address the grievances, if any, maintaining confidentiality.
- To uphold the the dignity of all stakeholders.

Submission of students' grievances

- All the grievances must be submitted offline in black and white.
- Suggestion box is placed near the office for the benefit of the students
- Students can also approach the Principal/Cell/HODs of the concerned departments

Redressal of the grievances

- The suggestion box will be checked on a weekly basis
- The GRC will act as and when a grievance is received
- The issue will be resolved at the earliest possible.
- All concerned parties will be given a fair opportunity to address their views
- The Chairman of the GRC will take a final decision which is best for the college/Students based on the inputs/views

Report of Grievance Cell 2017-2022

2017-18

Committee Members:

Prof. P.A Poovanna	Chairman
Sri Pemmaiah U T	IQAC Coordinator
Sri.Thippeswamy R	Convenor
Smt.Thulasi K.S	Member
Smt.Savitha PP	Member
Miss Kalpitha Dechamma	Member
Mr.Vignesh N S	Student Representative

Grievance received: Maintenance of hygiene in washroom

Remark: Complaint resolved in a week.

2018-19

Committee members:

Prof. Ushalatha S R	Chairman
Smt. Bharathy M S	IQAC Coordinator
Smt.Thulasi K.S	Convenor
Smt.Kavitha K.A	Member
Miss.Bojamma K.K	Member
Mr.Praveen Kumar A.R	Member
Mr. Siddesha H L	Student Representative

Grievance received: Nil

Mark: NA

2019-20

Committee members:

Prof. Ushalatha S R	Chairman
Smt. Bharathy M S	IQAC Coordinator
Sri. Thippeswamy R	Convenor
Mr. Ibrahim M	Member
Miss. Sheethal K.K	Member
Smt. Nitha P.R	Member
Mr. Belliappa P M	Student Representative

Grievance Received: Requestion for the change of uniform.

Remark: Uniform has been changed and students are comfortable with it.

2020-21

Committee members:

Prof. Kusumadhar K V	Chairman
Smt. Bharathy M S	IQAC Coordinator
Smt C.P Sujaya	Convenor
Smt Leepakshi ID	Member
Sri Kiran C.M	Member
Smt. Nitha P.R	Member
Mr. Belliappa P M	Student Representative

Grievance received: Requestion for path way inside the campus as students find difficult to walk during raining season.

Remark: Path way has been constructed in a month.

2021-22

Committee members:

Prof. Kaverappa M B	Chairman
Smt. Bharathy M S	IQAC Coordinator
Smt. Savitha P. P	Convenor
Smt Leepakshi ID	Member
Sri Kiran C.M	Member
Smt. Nitha P.R	Member
Mr. Lithan Biddappa D M	Student Representative

Grievance received: Nil

Remark: NA

ANTI SEXUAL HARASSMENT COMMITTEE

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college.

Anti-Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes

Objectives:

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

What is Sexual Harassment?

For this purpose, sexual harassment includes unwelcome sexually determined behaviour (whether directly or by implication) such as:

- Verbal or Physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumors, Gossip or Jokes.
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or Other materials.
- Unwanted physical contact, Ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive).

The following is also sexual harassment and is covered by the committee

- Eve-teasing
- Unsavoury remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like

- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy

Anti-Sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

False Reporting: Intentionally making a false report or providing false information will be considered as serious offence and disciplinary action will be taken as deemed fit.

Report of Anti-Harassment Cell 2017-2022

2017-18

Committee Members:

Smt.Rekha M.P	Convenor
Smt P.P.Savitha	Member
Smt.C.T Kavya	Member
Smt.K.B Krithika	Member

During the academic year 2017-18 no such issues were reported

2018-19

Committee members:

Smt Rekha N.P	Convenor
Smt. Beena S.N	Member
Smt. Latha T.K	Member
Smt. Seethamma K.T	Member

During the academic year 2018-19 no such issues were reported.

2019-20

Committee members:

Smt Bharathi M.S	Convenor
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Smt Kavya C,T	Member
Smt.Kavitha K.A	Member
Smt Kaveramma K.A	Member
Miss. Devamma K.S	Member
Miss Prakruthy Aiyappa	Member

During the academic year 2019-20 no such issues were reported

2020-21

Committee Members:

Smt K.T Sethamma	Convenor
Smt.Kavitha K.A	Member
Smt.Rajani S.M	Member

During the academic year 2020-21 no such issues were reported

2021-22

Committee Members:

Smt S.M Rajani	Convenor
Smt. Seethamma K.T	Member
Smt. Kavitha K. A	Member
Miss. Krithika A. P	Member

During the academic year 2021-22 no such issues were reported

Anti-Ragging Cell

National Anti-Ragging Help Line (UGC Crisis Hotline)

24x7 Toll Free Number* 1800-180-5522

(helpline@antiragging.in)

As per the Guidelines of the Supreme Court of India and Karnataka Educational Act 1983 to prohibit, prevent and eliminate ragging of any type, the College has constituted the Anti-ragging Committee in

compliance with University Grants Commission regulations (2009) on curbing the menace of ragging in higher educational institutions.

Objectives of Anti Ragging Committee

- To prevent any physical or mental torture or any disorderly conduct towards any student causing apprehension, dread, humiliation, or agitation in him or her.
- To promote a ragging free campus.
- To create awareness about ragging and its ill effects

Anti-Ragging Committee

2017-2018

Committee Members:

Smt. M.D Accamma	Convenor
Smt. Kamalakshi A.M	Member
Sri Vanith kumar M.N	Member
Sri. Kushalappa M.A	Member
Sri.Ponnappa A.M	Member
Miss. Bojamma K.K	Member

No Ragging cases reported during the Year

2018-19

Committee Members:

Sri Kaverappa M.B	Convenor
Sri Ponappa A.M	Member
Sri.Vanith Kumar M.N	Member
Sri Chittiappa M.N	Member
Miss.Bojamma K.K	Member

No Ragging cases reported during the Year

2019-20

Committee Members:

Sri.Saldana Benedict	Convenor
Sri.M.B Kaverappa	Member
Sri Kiran C.M	Member
Sri Murali K.N	Member
VAnith Kumar M.N	Member
Reetha N.P	Member

No Ragging cases reported during the Year

2020-21

Committee Members:

Smt. Chithravathi K.K	Convenor
Smt.Reetha N. P	Member
Sri.Kiran C.M	Member
Sri.Vanith Kumar M. N	Member
Sri Kushalappa M. D	Member
Smt.Lepakshi ID	Member

No Ragging cases reported during the Year

2021-22

Committee Members:

Smt.Kavitha K.A	Convenor
Smt.Sharmila NJ	Member
Sri Vanithkumar MV	Member

Smt Lepakshi ID

Member

Sri Kiran C.M

Member

No Ragging cases reported during the Year

Anti-Drug Cell

The college has constituted anti-drug cell to ensure a drug- free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels.

The duties of the anti-drugs cell include organizing awareness programs in the college and hostels with the help of government authorized agencies/ organizations. Educating the students about the ill-effects of drugs and alcohol, encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to the student's affairs committee are also the duties of the anti-drugs cell.

Objectives of the Anti-Drug Cell:

- To spread awareness to ensure a drug/ substance free campus.
- To prevent the initiation of drug use and the increase to addiction in those who have already initiated use.
- To engage the students in anti- drug activities and educating them about the ill-effects.
- Motivate students to become volunteers of anti-drug activities in their life.
- Ensure no sale of drugs or alcohol in college premises.

Anti-Drug Committee

2017-2018

Committee Members:

Smt. M.D Accamma

Convenor

Smt. Kamalakshi A.M

Member

Sri Vanith kumar M.N

Member

Sri. Kushalappa M.A

Member

Sri.Ponnappa A.M Member

Miss. Bojamma K.K Member

2018-19

Committee Members:

Sri Kaverappa M.B Convenor

Sri Ponappa A.M Member

Sri.Vanith Kumar M.N Member

Sri Chittiappa M.N Member

Miss.Bojamma K.K Member

2019-20

Committee Menbers:

Sri.Saldana Benedict Convenor

Sri.M.B Kaverappa Member

Sri Kiran C.M Member

Sri Murali K.N Member

VAnith Kumar M.N Member

Reetha N.P Member

2020-21

Committee Members:

Smt. Chithravathi K.K Convenor

Smt.Reetha N. P Member

Sri.Kiran C.M Member

Sri.Vanith Kumar M. N	Member
Sri Kushalappa M. D	Member
Smt.Lepakshi ID	Member

2021-22

Committee Members:

Smt.Kavitha K.A	Convenor
Smt.Sharmila NJ	Member
Sri Vanithkumar MV	Member
Smt Lepakshi ID	Member
Sri Kiran C.M	Member

Activities Conducted by Anti-Drug and Anti-Ragging Cell

Name of the activity: Anti-Drug Awareness by Police department of Gonikoppal.

Date of activity: 15-10-2019

ed of the Hour- A Campaign on Drug abuse

and the department of Police, Gonikoppal jointly organised an anti-drug
to create awareness among the students regarding the hazards of drugs.



e-mail: cauverycollege.gnl@gmail.com

CAUVERY COLLEGE, GONIKOPPAL



Ph. :Off: 08274-247262
Ph. :FAX: 08274-247045
Web:www.cauverycollegepl.edu.in
E-mail:cauvery_gnl@gmail.com

RE-ACCREDITED 'A' GRADE BY NAAC

Estd : 1968

Post Box No.5
Vidyanagar,
GONIKOPPAL - 571213
KODAGU DISTRICT
KARNATAKA

CCG: 99 :2020-21

25.06.2020

Notification

This is to the notification of the students that an Anti-ragging Squad has been constituted comprising of the following members of the staff.

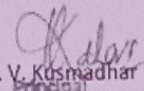
- Smt. K K Chithravathy – Convener
- Smt. C P Sujaya
- Sri. V S Ajay Kumar
- Sri. C. M. Kirana
- Sri. K. N. Murali
- Sri. M. N. Vanith Kumar

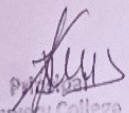
The students are informed not to indulge in any kind of ragging as such an act is punishable under UGC Regulations On Curbing The Menace Of Ragging In Higher Educational Institutions, 2009.

Punishment for Participation in/or Abetment of Ragging:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
- 10 Fine up to Rs. 25,000/

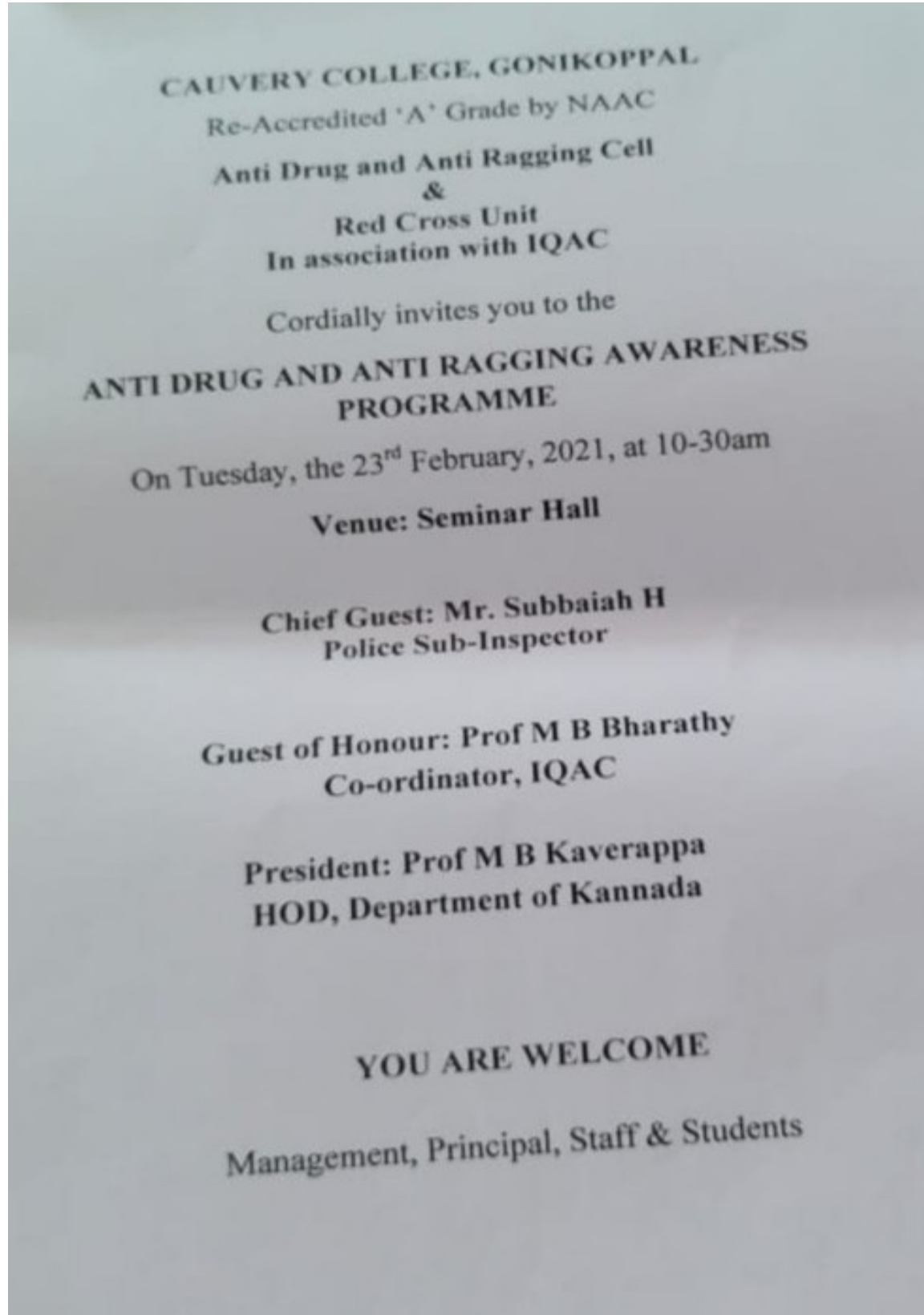
The Students are further informed that any complaint regarding sexual harassment should be brought to the notice of the principal through the committee.


Prof. K. V. Kusmadhar
Principal
Cauvery College
Gonikoppal-571213


Principal
Cauvery College
Gonikoppal-571213

Name of activity: Anti-Drug/Ragging Awareness program

Date of activity: 23-02-2021



CAUVERY COLLEGE GONIKOPPAL

AGENDA

ANTI DRUG AND ANTI RAGGING AWARENESS PROGRAMME

20th February 2021

1. Invocation : Ms. Vileena Gonsalves
2. Welcome address and Introduction of Guest: Ms. Rhea P K (II MCom)
3. Address by the chief guest : Mr. H Subbaiah, Police Sub-Inspector
4. Address by guest of honour : Prof M B Bharathy
4. Presidential remarks : Prof M B Kaverappa
5. Vote of Thanks : Ms. Payal Bollamma (II MCom)
6. National Anthem

CAUVERY COLLEGE, GONIKOPPAL



Ph. :Off: 08274-247262
Ph. :Fax: 08274-247045
Web:www.cauverycollegepl.edu.in
E-mail:cauvery.gnl@gmail.com

RE-ACCREDITED 'A' GRADE BY NAAC

Estd : 1968

Post Box No.5
Vidyanagar,
GONIKOPPAL - 571213
KODAGU DISTRICT
KARNATAKA

CCG: :2021-22

01.12.2021

Notification

This is to the notification of the students that an Anti-ragging Squad has been constituted comprising of the following members of the staff.

1. Smt. K A Kavitha — Convener
2. Sri C M Kirana
3. Sri. M A Kushalappa
4. Lt. I D Lepakhsi
5. Smt. N J Sharmila
6. Miss K V Suman

The students are informed not to indulge in any kind of ragging as such an act is punishable under UGC Regulations On Curbing The Menace Of Ragging In Higher Educational Institutions, 2009.

Punishment for Participation in/or Abetment of Ragging:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
- 10 Fine up to Rs. 25,000/

The Students are further informed that any complaint regarding sexual harassment should be brought to the notice of the principal through the committee.

Prof. M B Kaverappa
Principal
Cauvery College
Gonikoppal-571213

ಮಂಗಳೂರು



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

No. MU/REG/GEN(G6)/68/2021

ಕುಲಸಚಿವರ ಕಛೇರಿ
ಮಂಗಳಗಂಗೋತ್ರಿ-574199
ದಿನಾಂಕ 07.03.2022

Conikal
Received
490
08/03/2022

ಸುತ್ತೋಲೆ

ವಿಷಯ: ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಕಾಲೇಜುಗಳಲ್ಲಿ ಮಾನವ ಕಳ್ಳಸಾಗಣೆ ವಿರೋಧಿ ಕ್ಲಬ್ (Anti- Human Trafficking Club) ಸ್ಥಾಪಿಸುವ ಬಗ್ಗೆ.

- ಉಲ್ಲೇಖ: 1. Govt. of India, Ministry of Home Affairs, F. No. 15011/6/2009 -ATC (Advisory) dated 09.09.2009.
2. Govt. of India, Ministry of Home Affairs, F. No. 15011/27/2011 -ATC OM dated 30.04.2012.
3. Govt. of India, Ministry of Home Affairs, No. 15011/31/2019 -ATC dated 27.12.2019.
4. Govt. of Karnataka, Karnataka Government Secretariat, No.ED 08 VVD2021, dated 13.07.2021.
5. This Office Notification No.MU/REG/GEN (G6)/68/2021 dt: 03.09.2021.
6. Mangalore University, AHTC Resolution, No:MU/AHTC/Res./01 dated 11.02.2022.

ಮೇಲಿನ ವಿಷಯ ಮತ್ತು ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖ (4)ರ ಪತ್ರದಲ್ಲಿ ಸರ್ಕಾರವು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಮತ್ತು ಕಾಲೇಜುಗಳಲ್ಲಿ ಮಾನವ ಕಳ್ಳಸಾಗಣೆ ವಿರೋಧಿ ಕ್ಲಬ್ (Anti- Human Trafficking Club- AHTC) ಅನ್ನು ಸ್ಥಾಪಿಸುವ ಬಗ್ಗೆ ಆದೇಶವನ್ನು ನೀಡಿರುತ್ತದೆ. ಸರ್ಕಾರದ ಆದೇಶ ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ AHTC ಯ ನಿರ್ಣಯದ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಎಲ್ಲಾ ಕಾಲೇಜುಗಳಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ AHTC ರಚಿಸುವಂತೆ ತಿಳಿಸಲು ನಿರ್ದೇಶಿತನಾಗಿದ್ದೇನೆ. ಸದರಿ ಕ್ಲಬ್ ಅನ್ನು ಲಗತ್ತಿಸಿದ ಮಾರ್ಗಸೂಚಿಯ ಅನುಗುಣವಾಗಿ ರಚಿಸಲು ಮತ್ತು ಕಾರ್ಯನಿರ್ವಹಿಸಲು ಹಾಗೂ ಕ್ಲಬ್ ರಚಿಸಿದ ವಿವರವನ್ನು ಮುಂದಿನ 2 ತಿಂಗಳ ಒಳಗೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಸಲ್ಲಿಸಲು ತಿಳಿಸಲಾಗಿದೆ.

ಕುಲಸಚಿವರು

ರಿಗೆ,

- 1) ಪ್ರಾಂಶುಪಾಲರು, ಎಲ್ಲಾ ಘಟಕ/ಸಂಯೋಜಿತ/ಸ್ವಾಯತ್ತ ಕಾಲೇಜುಗಳು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ.
- 2) ನಿರ್ದೇಶಕರು (ಪ್ರಭಾರ), ಜ್ಞಾನ ಕಾವೇರಿ, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ, ಚಿಕ್ಕ ಅಳುವಾರ.

- ಪ್ರತಿ: 1) ಅಧ್ಯಕ್ಷರು, ಮಾನವ ಕಳ್ಳಸಾಗಣೆ ವಿರೋಧಿ ಕ್ಲಬ್, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.
2) ಬಿಶೇಷಾಧಿಕಾರಿ/ ಕುಲಪತಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಕುಲಪತಿಯವರ ಕಾರ್ಯಾಲಯ/ ಕುಲಸಚಿವರ ಆಪ್ತ ಸಹಾಯಕರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

Laundry College
Gorikonal S Kodagu

Received

45
Date 20/04/2022

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಸಂ.MU/REG/ADM/B2//2021

ಕುಲಸಚಿವರ ಕಛೇರಿ
ಮಂಗಳಗಂಗೋತ್ರಿ-574 199
ದಿನಾಂಕ: 05.04.2022

ನೆನಪೋಲೆ

ವಿಷಯ: ರಾಷ್ಟ್ರೀಯ ಕಾರ್ಯಕ್ರಮದಡಿಯಲ್ಲಿ ಎಲ್ಲಾ ಶೈಕ್ಷಣಿಕ ಸಂಸ್ಥೆಗಳನ್ನು ತಂಬಾಕು ಮುಕ್ತಗೊಳಿಸುವ ಬಗ್ಗೆ

- ಉಲ್ಲೇಖ:** 1.ತಂಬಾಕು ಮುಕ್ತ ಶೈಕ್ಷಣಿಕ ಸಂಸ್ಥೆ (TOFEI) ಮಾರ್ಗಸೂಚಿಯ ಪ್ರಕಾರ
2. D.O No.P16012/16/2017 TC Dated: 1.06.2019
3. ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣಾಧಿಕಾರಿಯವರ ಕಚೇರಿ, ಜಿಲ್ಲಾ ತಂಬಾಕು ನಿಯಂತ್ರಣ ಕೋಶ, ಜಿಲ್ಲಾ ಪಂಚಾಯತ್ ದ.ಕ, ಉರ್ವಾಸ್ವೋರ್, ಮಂಗಳೂರು, ಇವರ ಪತ್ರ ಸಂಖ್ಯೆ: ಜಿ.ತ.ನಿ.ಕೋ/31 / 21- 22 ದಿನಾಂಕ: 15.07.2021
4. ಈ ಕಛೇರಿಯ ನೆನಪೋಲೆ ಸಂಖ್ಯೆ MU/REG/ADM/B2//2021 ದಿನಾಂಕ 07.01.2022

ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಉಲ್ಲೇಖ(3) ರ ಪತ್ರದಲ್ಲಿ ತಿಳಿಸಿದಂತೆ ರಾಷ್ಟ್ರೀಯ ತಂಬಾಕು ನಿಯಂತ್ರಣ ಕಾರ್ಯಕ್ರಮದಡಿಯಲ್ಲಿ ಎಲ್ಲಾ ಶೈಕ್ಷಣಿಕ ಸಂಸ್ಥೆಗಳನ್ನು ತಂಬಾಕು ಮುಕ್ತಗೊಳಿಸುವ ಬಗೆಗಿನ ಮಾಹಿತಿಗಳ ವರದಿಯನ್ನು ಕಾರ್ಯಕ್ರಮಾಧಿಕಾರಿಗಳು, ಜಿಲ್ಲಾ ಸರ್ವೇಕ್ಷಣಾ ಘಟಕ ದ.ಕ. ಜಿಲ್ಲಾ ಪಂಚಾಯತ್ ಕೊಟ್ಟಾರ, ಇವರಿಗೆ ಜರೂರಾಗಿ ಸಲ್ಲಿಸಬೇಕಾಗಿರುವುದರಿಂದ ಉಲ್ಲೇಖ(1),(2)ರಂತೆ ತಂಬಾಕು ಮುಕ್ತ ಶೈಕ್ಷಣಿಕ ಸಂಸ್ಥೆಗಳ ಮಾರ್ಗಸೂಚಿ ಅನ್ವಯ ನಿಗದಿತ ನಮೂನೆಯಲ್ಲಿ ವರದಿಯನ್ನು ಆಯಾ ಕಾಲೇಜಿನ ಲೆಟರ್‌ಹೆಡ್‌ನಲ್ಲಿ ಹಾಗೂ Soft copy ಯನ್ನು E-mail ID admmu2015@gmail.com ಮುಖಾಂತರ ಈ ಕಚೇರಿಗೆ ಜರೂರಾಗಿ ಸಲ್ಲಿಸುವಂತೆ ಮತ್ತೊಮ್ಮೆ ತಿಳಿಸಲಾಗಿದೆ. ಮಾಹಿತಿ ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಮಾಹಿತಿ ಇಲ್ಲವೆಂದು ತಿಳಿಸುವಂತೆ ಸೂಚಿಸಲಾಗಿದೆ.

(ಕರಡು ಕುಲಸಚಿವರಿಂದ ಅನುಮೋದನೆಗೊಂಡಿದೆ)

R. Rebello

ಕುಲಸಚಿವರ ಪರವಾಗಿ
X

ರಿಗೆ,

1.ಪ್ರಾಂಶುಪಾಲರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಸಂಯೋಜಿತ/ಅಧೀನ/ಘಟಕ ಕಾಲೇಜುಗಳು

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
University of Mysore
Mangalore

No. MU/REG/GEN(G6)/68/2021

Received
No. 143
Date: 16/06/2022

ಕುಲಸಚಿವರ ಕಛೇರಿ
ಮಂಗಳಗಂಗೋತ್ರಿ-574199
ದಿನಾಂಕ 14.06.2022

ನೆನಪೋಲೆ

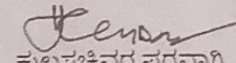
ಸುತ್ತೋಲೆ

ವಿಷಯ: ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಕಾಲೇಜುಗಳಲ್ಲಿ ಮಾನವ ಕಳ್ಳಸಾಗಣೆ ವಿರೋಧಿ ಕ್ಲಬ್ (Anti- Human Trafficking Club) ಸ್ಥಾಪಿಸುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಈ ಕಛೇರಿ ಸುತ್ತೋಲೆ ಸಮ ಸಂಖ್ಯೆ ದಿನಾಂಕ 07.03.2022.

ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿ, ಸರ್ಕಾರದ ಆದೇಶ ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ AHTC ಯ ನಿರ್ಣಯದ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಎಲ್ಲಾ ಕಾಲೇಜುಗಳಲ್ಲಿ ಕಡ್ಡಾಯವಾಗಿ AHTC ರಚಿಸಲು ಮತ್ತು ಕಾರ್ಯನಿರ್ವಹಿಸಲು ಹಾಗೂ ಕ್ಲಬ್ ರಚಿಸಿದ ವಿವರವನ್ನು 2 ತಿಂಗಳ ಒಳಗೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಸಲ್ಲಿಸಲು ಉಲ್ಲೇಖದ ಸುತ್ತೋಲೆಯಲ್ಲಿ ತಿಳಿಸಲಾಗಿರುತ್ತದೆ. ಆದಾಗ್ಯೂ, ಇದುವರೆಗೂ ಈ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿ ಮಾಹಿತಿಯನ್ನು ಸಲ್ಲಿಸದೇ ಇರುವ ಕಾಲೇಜುಗಳು ಕೂಡಲೇ ಮಾಹಿತಿಯನ್ನು ಸಲ್ಲಿಸುವಂತೆ ಮತ್ತೊಮ್ಮೆ ತಿಳಿಸಲಾಗಿದೆ.

(ಕರಡು ಕುಲಸಚಿವರಿಂದ ಅನುಮೋದಿಸಲ್ಪಟ್ಟಿದೆ)


ಕುಲಸಚಿವರ ಪರವಾಗಿ
16/06/2022

ರಿಗೆ,

- 1) ಪ್ರಾಂಶುಪಾಲರು, ಎಲ್ಲಾ ಘಟಕ/ಸಂಯೋಜಿತ/ಸ್ವಾಯತ್ತ ಕಾಲೇಜುಗಳು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ.
- 2) ನಿರ್ದೇಶಕರು (ಪ್ರಭಾರ), ಜ್ಞಾನ ಕಾವೇರಿ, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ, ಚಿಕ್ಕ ಅಳುವಾರ.

ಪ್ರತಿ: 1) ಅಧ್ಯಕ್ಷರು, ಮಾನವ ಕಳ್ಳಸಾಗಣೆ ವಿರೋಧಿ ಕ್ಲಬ್, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ.
2) ಕುಲಪತಿಯವರ / ಕುಲಸಚಿವರ ಆಪ್ತ ಸಹಾಯಕರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ.

with
5/6
16/06/2022

CAUVERY COLLEGE, GONIKOPPAL



Ph. : Off: 08274-247262
Ph. : Fax: 08274-247045
Web: www.cauverycollegepl.edu.in
E-mail: cauvery.gnl@gmail.com

RE-ACCREDITED 'A' GRADE BY NAAC

Estd : 1968

Post Box No.5
Vidyanagar,
GONIKOPPAL - 571213
KODAGU DISTRICT
KARNATAKA

CCG/SS/2022-23

Date: 28.04.2022

To,
The Vice Chancellor
Mangalagangothri-574199

Respected Sir,

Sub: Awareness Programme on Tobacco free campus in educational institution.

As an initiative for Tobacco free campus Cauvery college, Gonikoppal has conducted Awareness Programme on control of tobacco the committee had organized various awareness programmes related to the matter has been conducted, boards are fixed inside the campus. Relevant photos for the same has also been uploaded in the website.

Thank you,

Yours Faithfully

(Prof. M. B. Kavetappa)
Principal
Cauvery College
Gonikoppal-571213

28/4

CAUVERY COLLEGE, GONIKOPPAL



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Estd : 1968

Post Box No.5
Vidyanagar,
GONIKOPPAL - 571213
KODAGU DISTRICT
KARNATAKA

CCG/279/2022-23

Date: 25.07.2022

To,

The Vice Chancellor
Mangalagangothri
Mangalore-574199

Dear Sir ,

Sub: Awarness programme on Human Trafficking.

Awarness programme on Human trafficking was conducted on 20th July 2022. Dr.K.B Accamma, Postgraduate Student of public health, JSS College, Mysore & Circle Inspector Sri Govinda Raju, Gonikoppal were the two resource persons.

Names of the member of Anti-Human Trafficking Club (AHTC) were printed on the board & fixed in the campus relevant photos are attached for your kind perusal.

Thanking you,

Yours faithfully,

(Prof.M.B.Kaverappa)

Principal
Cauvery College
Gonikoppal-571213



CAUVERY COLLEGE GONIKOPPAL

Re- accredited with Grade 'A' by NAAC
Affiliated to Mangalore University

ANTI HUMAN TRAFFICKING CLUB

Members

Prof. M.B. Kaverappa
Principal

Contact Number

9448005660

Faculty In-charge

Smt. Kavitha K.A.

9482948803

NSS Co ordinators

Sri. M. N. Vanith Kumar

9880504208

Smt. N. P. Reetha

9945102706

Faculty from the Women's Cell

Dr. Nayana Thammaiah

9008214222

Student Representatives

1. Priyanaka M.C. - I BBA

9591648847

2. Ashwini R. - I B.Com

9480307483

3. Shishik - I BCA

9535625163

4. Keerthan M.N. - I BA

7483642457

Representative from the management

Sri. C.D. Madappa
Treasurer, Cauvery Education Society (R)

8197792291

Local Police Station Representative

Sri. Govinda Raju
Circle Inspector, Gonikoppal

9480804935

Name of the activity :Guest Talk by Dr.Accamma on Harmfulness of Tobacco consumption

Date of activity : 20th July 2022

Number of participants:100



2021-22

Page No.

Date: / /

5-01-22 A meeting was conducted on 5-01-22 to organize the orientation programme for class representative of all the streams on 10-01-22

Members present

1. Smt. K.A. Kavitha
2. Smt. Sharmila N.J
3. Miss. Suman K.V
4. Sri. M.N. Kushalappa
5. I.D. Leepakshi
6. Sri. C.M. Kiran

3-02-22 A meeting was conducted to organize the programme for the students regarding awareness of tobacco free campus, on 7-02-22

Members present

1. Smt. K.A. Kavitha
2. Smt. Sharmila N.J
3. Miss. Suman K.V
4. Sri. M.A. Kushalappa
5. I.D. Leepakshi
6. Sri. C.M. Kirana

10-01-22 A meeting was conducted to organize the

10-01-22 To make ragging free campus, Anti-drug/ragging cell of the college, conducted orientation programme for the class representative of all the streams, to create awareness regarding tobacco free campus and ragging. Smt. K.A. Kavitha, convenor of the anti ragging cell, the principal and all student representatives and the committee members were present.

3-02-22 A meeting was conducted to organise the programme for the students regarding crossing of the base free campus, on 7-02-22.

Members Present

1. Smt K.A. Karitha
2. Smt Sharmila N.J
3. Miss Suman K.V
4. Sri M.A. Kushalappa
5. Smt I.D. Leepakshi
6. Sri C.M. Kiran

21-03-22 A meeting was conducted on 21-3-22 to form Anti-Human Trafficking Club.

Members present

- Smt. K.A. Karitha
- Smt. Sharmila N.J
- Miss. Suman K.V
- Sri M.A. Kushalappa
- Sri I.D. Leepakshi
- Sri C.M. Kirana

10-06-22 A meeting was conducted to organise the talk by Circle Inspector of Yoniceppu Police Station. on 17-06-22.

Members Present.

- Mr Karitha K.A
- Mrs Sharmila N.J
- Miss Suman K.V
- Mr. M.A. Kushalappa
- Mr C.M. Kirana
- ~~Miss~~ Lt. I.D. Leepakshi

Name of the activity : Road safety awareness

Date of activity : 17-06-2022



Name of activity : Talk



15-07-22 A meeting was conducted to organize an awareness program on Tobacco in the campus in educational institutions on 20th July 2022

Members Present

Mrs K. A. Kartha
 Mrs Shalini N. J.
 Miss Luman K. V.
 Mr K. A. Kushalappa
 Mr C. M. Kiran
 St. T. D. Lepakshi

A meeting was conducted to form the Anti-Human Trafficking Club (AHTC). Following are the members of the club.

1. Prof. M. B. Kanappa, Principal 9448005660
2. Smt. Kavitha K. A, Teacher-in-charge of Student Welfare 94482949803
3. Sri C.M. Kiran 9900579579
4. Sri M.A. Kushalappa 9902062174
5. St. T.D. Leepakshi 9480043746
6. Miss Suman K.V
7. Smt. Sharmila N.J
8. Smt. N.P. Reetha, NSS Coordinator 9945102706
9. Sri M.N. Vanith Kumar (NSS Coordinator)
10. Dr. Nayana Shammaiah, Women's Cell 9008214222
11. Sri Govinda Raju Circle Inspector, Yonicoppal 94480829935
12. Priyanka M.C, Student Representative I BBA
13. Ashwini R. I BCom 9480307483
14. Shikik TBEA 9535625163
15. Vikas H.S I B.A
- 16.







CAUVERY COLLEGE

Affiliated to Mangalore University

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Vidyanagar, Gonikoppal-571213, Kodagu

PROSPECTUS-2022-23



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Contact No: 08274-247262, 247045

UNIQUENESS :

- Re-accredited with GRADE-A by NAAC
- Day begins with National Anthem.
- Students achievements will be appreciated & honored in the assembly.
- Excellent results with ranks.
- ICT enabled class rooms.
- Financial support through scholarships and philanthropists.
- Assisting students to get educational loans from the banks.
- Psychological counseling through a professional counselor.
- Remedial and extra classes to the slow learners and advanced learners.
- Library usage is made compulsory by placing biometric attendance.
- Mentoring system in place.
- Encouraging students to take up research Projects .
- Certificate courses to develop adequate employable skills.
- SMS facility provided to the parents to know the progress and regular attendance to the student .
- Providing coaching for C.A, C.S, ICAW and Banking examinations.
- Issuing books to parents from library.
- Excellent opportunity for students to realize their potential.
- 50% fee concession for specially privileged students.
- Plastic free and green campus.

Application for admission shall be accompanied by:

1. Transfer Certificate : Original + Xerox copy - 1
2. P.U.C. /Equivalent Marks Card : Original + Xerox copy - 3
3. S.S.L.C. Marks Card : Xerox copy - 2
4. Recent Photos : Passport size Color - 6 & Stamp Size 2
5. Caste & Income certificate (SC/ST) : Original + Xerox Copy -5
6. Income Certificate below Rs. 1lakh/- : Original + Xerox Copy - 5
7. Eligibility Certificate (Other State/University) : Original + Xerox Copy - 3
8. Migration Certificate (Other State/University) : Original + Xerox Copy - 3

STUDENT DISCIPLINE

1. Students are requested to maintain the highest standards of behavior and discipline both inside and outside the college.
2. The parents of unruly students will be required to take away their wards from the college with their transfer certificate during or at the end of the year, failing which T.C. will be sent by registered post to their home address.
3. They shall strictly observe disciplinary rule framed by the college or which may be framed from time to time. Non compliance with these rules shall be dealt with by the principal in the manner he considers fit and his decision will be final on such matters.
4. **Students must be tidy and simple in their dress and should avoid exaggerated fashions. Students are required to wear uniform compulsorily and identification card provided by the college compulsorily. No student shall make any alteration in the uniform provided by the college. Boys should come to college with neat haircut and clean shave.**
5. On the ringing of the first bell, students shall assemble in their class rooms.
6. No student will enter the class room or leave the class without the permission of the lecturer.
7. Every student is in charge of a mentor, a teacher - counselor ,who keeps a close watch on the attendance of students, progress and conduct and who will look after his/her general welfare report which will be sent to the parent from time to time.
8. Irregular attendance, indifference with regard to class work, tests and examination, discourtesy to teachers, in-subordination, obscenity in word or act are liable for strict disciplinary action which include warning, fine, with holding certificates, suspension and expulsion from the college.
9. Students are strictly prohibited from smoking and taking alcohol in the premises of the college, the play grounds, streets and in any public place.

10. Attendance to college functions, association meetings, college assembly, etc is obligatory to all students.
11. College property shall be handled with care . In case any sort of damage is caused to any furniture, apparatus, building or any other property of the college the student/ students responsible for the damage will be penalized.
12. **No collection of money/ fund for any purpose** is to be undertaken without the prior permission of the principal.
13. Participation in political agitation or demonstration or strike of any kind is strictly prohibited. Students involving in such activities will be summarily dismissed.
14. Students should not be found loitering in the corridors, sitting on the portico steps or on the window sills when they are free. Instead, they should make use of the library during the free hours.
15. The principal, in consultation with the discipline committee , will have the power to rusticate any student from the college, if in the opinion of the committee the student is guilty of serious misconduct or the student's presence in the college is a hurdle to maintain the discipline.

The office bearers of the various association should not undertake any activity, organize program without the permission of the principal. Students are prohibited from involving themselves / organizing any religious celebration , prayers or any kind of worship in the college campus.

16. Students should not join any club or society or make any engagement that interferes with the studies, without the permission of the principal.
17. ಕಾಲೇಜಿಗೆ ಬರುವಾಗ ತಲೆಕೂದಲು ಹಾಗೂ ಗಡ್ಡವನ್ನು ನೀಟಾಗಿ ಕತ್ತರಿಸಿ ಸಭ್ಯ ರೀತಿಯಲ್ಲಿ ಬರತಕ್ಕದ್ದು. ಸಂಸ್ಥೆಯ ನಿಗದಿತ ಆಚರಣೆಗಳನ್ನು ಹೊರತುಪಡಿಸಿ, ಯಾವುದೇ ವೈಯಕ್ತಿಕ ಅಥವಾ ಸಾಮೂಹಿಕ ಪೂಜೆ, ಪ್ರಾರ್ಥನೆ ಮತ್ತು ಆರಾಧನೆಗಳನ್ನು ಕಾಲೇಜಿನ ಆವರಣದಲ್ಲಿ ಮಾಡಲು ಅವಕಾಶ ಇರುವುದಿಲ್ಲ.
18. Books, magazine, news paper etc which are not approved by the principal should not be brought to the college.
19. Silence must strictly be observed not only in the class rooms but also in the library and corridor.
20. Students who own vehicles shall not disturb the class and silence of the campus.
21. Students are strictly prohibited from disfiguring the wall, tables, benches etc.,
22. **Students are strictly prohibited from bringing Cell Phones to the College.**
23. Ragging is strictly prohibited, it is a punishable crime, If any student contravenes this rule, he/she will be debarred/rusticated/convicted and even imprisoned under section 116 of The Karnataka Education Act of 1983.

ATTENDANCE

The working hours of the college 9-00 a.m. to 4-00 p.m.

1. Students should secure **75% attendance** in every subject failing **which admission** ticket will not be issued **to appear** for university examination.
2. Student coming late should not enter the class without obtaining the permission of the Principal/ lecturer.
3. Students who absent themselves frequently from classes without valid reasons approved by the principal or who habitually come late to classes will be subject to such disciplinary action as the principal may prescribe, in addition to losing their attendance.
4. **Attendance at special classes/ certificate courses as may be prescribed by the lecturers are compulsory, attendance in such classes shall be recorded by the teacher.**
5. A student, requiring leave for a class or portion of class, should apply for it in person to the concerned lecturer before the commencement of the lecture/ class.
6. Permission for leave should be obtained from the principal prior hand, except in case of emergency. However, the student should report back to the principal immediately after coming back and produce medical certificate, if necessary.
7. Name of the student is liable to be struck off from the roll of the college if one is absent from the class for over ten days without prior permission from the principal.
8. Certain number of classes or practical work may also be held outside the prescribed working hours whenever necessary as per the academic requirements.
9. Parents of those students who absent themselves from classes consecutively will be informed of the absence and suitable fine will also be imposed.
10. It is the responsibility of the students to attend the classes regularly, right from the date of reopening and secure **75% attendance** as per the rules of the Mangalore University. Principal will not recommend the cases of condonation, but he can consider cases with genuine reasons only if he is convinced.

COLLEGE UNIFORM

There exists a compulsory dress code for students of this institution which is for the purpose of instilling equality among all students, irrespective of their status, religion, caste, etc., and thereby bring in harmonious co-existence among the student community. Students shall abide by the dress code and shall wear only such uniform as would be prescribed by the Institution. Students shall not wear any additional dress, inside the campus, inside classes and while representing the institution outside the campus. **Any addition or deletion in the prescribed uniform, any alteration of design or colour of the prescribed uniform, shall amount to the violation of the rule.** If any student fails to follow the dress code of wearing the prescribed uniform, such student shall be warned on the first instance of violation and if repeated, such a student's name shall be removed from the rolls of the institution. Students who would want to pursue their studies in this institution shall declare that they shall follow this rule and his/her father/mother/guardian shall also declare that they shall be bound by the declaration of their ward and in case of default on the part of their ward in wearing the uniform, they have consented to the consequences as mentioned above.

ಕಾಲೇಜು ಸಮವಸ್ತ್ರ ಸಂಹಿತೆ

ಈ ಸಂಸ್ಥೆಯ ಎಲ್ಲಾ ವಿದ್ಯಾರ್ಥಿಗಳು ಕಡ್ಡಾಯವಾಗಿ ಧರಿಸಲೇ ಬೇಕಿರುವ ವಸ್ತ್ರ ಸಂಹಿತೆ ಜಾರಿಯಲ್ಲಿ ಇರುತ್ತದೆ. ವಿದ್ಯಾರ್ಥಿಗಳು ಯಾವುದೇ ಜಾತಿ, ಧರ್ಮ ಅಥವಾ ಸ್ಥಾನಮಾನಗಳಿಗೆ ಸೇರಿರುವರಾಗಿದ್ದರೂ ಎಲ್ಲರೂ ಸಮಾನರೇಂಬ ಮನೋಭಾವನೆಯನ್ನು ವಿದ್ಯಾರ್ಥಿಗಳಲ್ಲಿ ಬೆಳೆಸಲು, ಅವರುಗಳು ಸಮವಸ್ತ್ರದಲ್ಲಿ ಓದನಾಡಲು, ಈ ಸಮವಸ್ತ್ರ ಧರಿಸುವ ನಿಯಮವನ್ನು ಜಾರಿಗೆ ತರಲಾಗಿದೆ. ಈ ಸಂಸ್ಥೆಯು ನಿಗದಿಪಡಿಸುವ ಸಮವಸ್ತ್ರವನ್ನು ಮಾತ್ರ ವಿದ್ಯಾರ್ಥಿಗಳು ಧರಿಸತಕ್ಕದ್ದು. ಸಮವಸ್ತ್ರವನ್ನು ಹೊರತುಪಡಿಸಿ ಇತರೆ ಯಾವುದೇ ಹೆಚ್ಚುವರಿ ವಸ್ತ್ರವನ್ನು ವಿದ್ಯಾರ್ಥಿಗಳು ಈ ಸಂಸ್ಥೆಯ ಆವರಣದಲ್ಲಿಯಾಗಲೀ, ತರಗತಿಗಳಲ್ಲಾಗಲೀ ಅಥವಾ ಈ ಸಂಸ್ಥೆಯ ಆವರಣದ ಹೊರಗೆ ಈ ಸಂಸ್ಥೆಯನ್ನು ಯಾವುದೇ ರೀತಿಯಲ್ಲಿ ಪ್ರತಿನಿಧಿಸುವ ಸಮಯದಲ್ಲಾಗಲೀ ಧರಿಸತಕ್ಕದ್ದಲ್ಲ. ನಿಗದಿತ ಸಮವಸ್ತ್ರದ ವಿನ್ಯಾಸ ಅಥವಾ ಬಣ್ಣದಲ್ಲಿ ಯಾವುದೇ ರೀತಿಯ ಬದಲಾವಣೆ ಅಥವಾ ಹೆಚ್ಚುಕಮ್ಮಿಯಾದಲ್ಲಿ, ಸಮವಸ್ತ್ರ ಧರಿಸಿಲ್ಲವೆಂದು ತಿಳಿಯಲಾಗುವುದು. ಯಾವುದೇ ವಿದ್ಯಾರ್ಥಿ ಈ ಸಮವಸ್ತ್ರ ಸಂಹಿತೆಯನ್ನು ಪಾಲಿಸದೇ ನಿಗದಿತ ಸಮವಸ್ತ್ರವನ್ನು ಧರಿಸದೆ ಇದ್ದಲ್ಲಿ, ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಪ್ರಥಮ ಬಾರಿಗೆ ಎಚ್ಚರಿಕೆ ನೀಡಿ ನಂತರ ಪುನರಾವರ್ತಿತವಾಗಿದ್ದಲ್ಲಿ ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಯನ್ನು ಮುಂದುವರಿಸಲು ಇಚ್ಛಿಸುವ ವಿದ್ಯಾರ್ಥಿಗಳು, ಈ ನಿಬಂಧನೆಗಳಿಗೆ ಬದ್ಧರಾಗಿರುವುದಾಗಿ ಘೋಷಿಸತಕ್ಕದ್ದು ಮತ್ತು ಅವರ ಪೋಷಕರು/ಪಾಲಕರು ಸಹಾ ಈ ವಸ್ತ್ರ ಸಂಹಿತೆ ಮತ್ತು ಅವರ ಮಗ/ಮಗಳ/ಪಾಲನೆಯಲ್ಲಿರುವವರ ಪೋಷಣೆಗೆ ಬದ್ಧರಾಗಿರುವುದಾಗಿಯೂ ಮತ್ತು ಅವರ ಮಗ/ಮಗಳು/ಪಾಲನೆಯಲ್ಲಿರುವವರು ಸಮವಸ್ತ್ರವನ್ನು ಧರಿಸದೆ ಇದ್ದಲ್ಲಿ ಈ ವಸ್ತ್ರ ಸಂಹಿತೆಯ ಅಡಿಯಲ್ಲಿ ತೆಗೆದುಕೊಳ್ಳಬಹುದಾದ ಕ್ರಮಗಳಿಗೆ ತಾವು ಬಾಧ್ಯಸ್ಥರೆಂದು ಘೋಷಿಸತಕ್ಕದ್ದು.

ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನೀಡಿದ ಸಮವಸ್ತ್ರದಲ್ಲಿ(ಪ್ಯಾಂಟ್) ಯಾವುದೇ ರೀತಿಯ ಮಾರ್ಪಾಡು ಮಾಡಿರುವುದು ಕಂಡುಬಂದಲ್ಲಿ ದಂಡ ವಿಧಿಸುವುದರೊಂದಿಗೆ ಶಿಸ್ತಿನ ಕ್ರಮ ಕೈಗೊಳ್ಳಲಾಗುವುದು.