



CAUVERY COLLEGE GONIKOPPAL

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



RE-ACCREDITED WITH 'A' GRADE BY NAAC

Estd:1968

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

Post Box No.5
Vidyanagar
GONIKOPPAL - 571213
KODAGU
KARNATAKA

INTERNAL QUALITY ASSURANCE CELL

Criteria 6 Governance, Leadership and Management

6.1: Institutional Vision and Leadership

6.1.1: The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Sl. No	Particulars
1	Supporting documents <ul style="list-style-type: none">• Organogram of Cauvery Education Society• Governing Council Members• Participative Management• Vision Mission of the Society Clearly visible in the By-laws• Code of Conduct- Hand Book• Documents for Decentralisation<ul style="list-style-type: none">Composition of IQACVarious Committee List


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


PRINCIPAL
CAUVERY COLLEGE
GONIKOPPAL-571213

CAUVERY EDUCATION SOCIETY®

ORGANOGRAM OF THE INSTITUTION

Governing Council of Cauvery Education Society ®

President

Vice President

Honorary Secretary

Treasurer

Directors

Principal

Internal Quality Assurance Cell

Academic Affairs

Administrative Affairs

Support Systems

Head of Programme Departments

Office

Support Staff

Staff Welfare

UG Programmes

B.A

B.Sc

B.Com

BBA

BCA

PG Programme

M.Com

Librarian

Library Assistant

Physical Education Director

First Division Clerks

Second Division Clerks

Attenders

Peons

Security Guards

Housekeepers

Student welfare

Heads of Course Departments

Kannada

English

Hindi

Economics

History

Political Science

Geography

B.Com

BBA

Physics

Chemistry

Botany

Mathematics

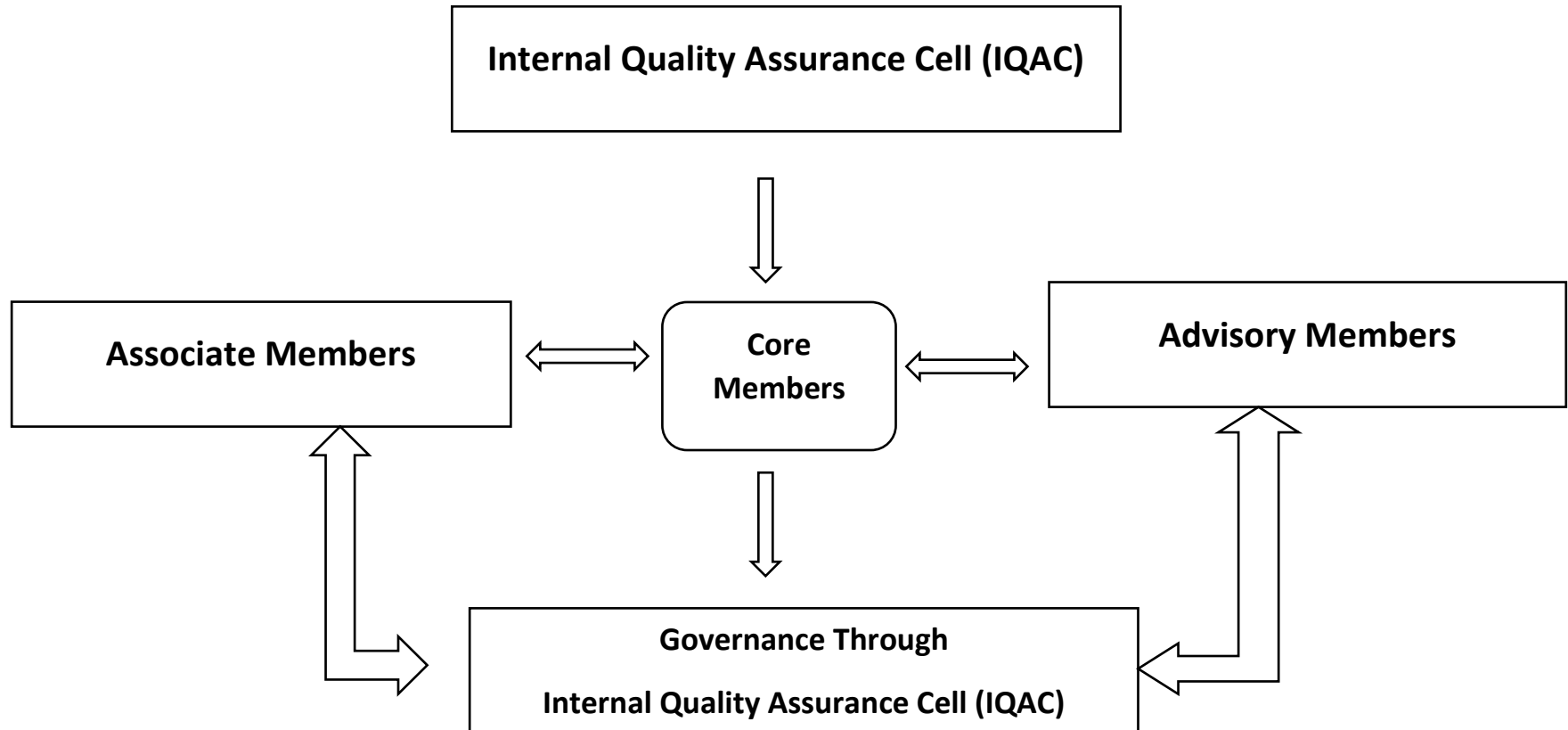
Zoology

Faulty

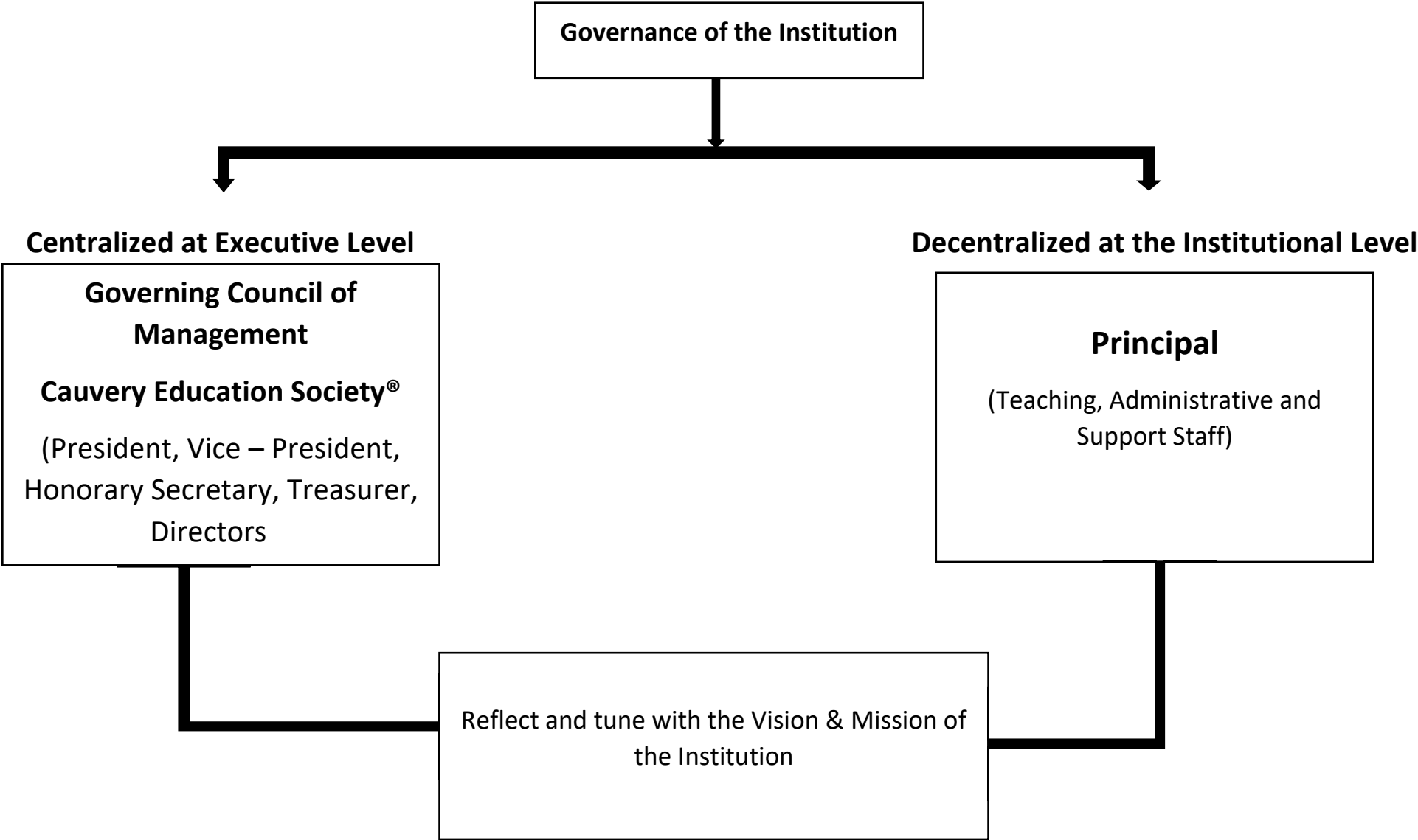
Lab Instructors/ Attenders

CAUVERY COLLEGE, GONIKOPPAL

Institutional Governance through IQAC



FLOW CHART SHOWING INSTITUTIONAL GOVERNANCE





Cauvery Education Society ®

Post Box No. 5, Gonikoppal - 571213, Kodagu District

Phone : 08274 - 247262, 9481042305

Email - cauveryeducationsociety@gmail.com

coorgees1968@gmail.com

Website - www.cauveryeducationsociety.org

List of Governing Council Members for the year 2017-18

- | | | |
|-----|-------------------------|----------------|
| 1. | Dr. A.C.Ganapathy | President |
| 2. | Sri. C.B.Devaiah | Vice President |
| 3. | Sri. K.G.Uthappa | Hon. Secretary |
| 4. | Sri. D.A.Subramani | Treasurer |
| 5. | Sri. C.K.Uthappa | Director |
| 6. | Sri. C.M.Achaiah | Director |
| 7. | Prof.I.K.Biddappa | Director |
| 8. | Sri. K.P.Bopanna | Director |
| 9. | Sri.K.M.Kaverappa | Director |
| 10. | Sri. C.D.Madappa | Director |
| 11. | Dr. J.Ponnamma Machaiah | Director |
| 12. | Sri. K.M.Subramani | Director |


SECRETARY
CAUVERY EDUCATION SOCIETY®
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PRESIDENT
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List of Governing Council Members for the year 2018-19

- | | | |
|-----|-------------------------|----------------|
| 1. | Dr. A.C.Ganapathy | President |
| 2. | Sri. C.B.Devaiah | Vice President |
| 3. | Sri. K.G.Uthappa | Hon. Secretary |
| 4. | Sri. D.A.Subramani | Treasurer |
| 5. | Sri. C.K.Uthappa | Director |
| 6. | Sri. C.M.Achaiah | Director |
| 7. | Prof.I.K.Biddappa | Director |
| 8. | Sri. K.P.Bopanna | Director |
| 9. | Sri.K.M.Kaverappa | Director |
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List of Governing Council Members for the year 2019-20

- | | | |
|-----|--------------------|----------------|
| 1. | Sri. C.K.Uthappa | President |
| 2. | Prof. M.K.Monnappa | Vice President |
| 3. | Sri. K.G.Uthappa | Hon. Secretary |
| 4. | Sri. C.D.Madappa | Treasurer |
| 5. | Sri. C.M.Achaiah | Director |
| 6. | Prof. I.K.Biddappa | Director |
| 7. | Sri.K.P.Bopanna | Director |
| 8. | Sri. K.M.Subramani | Director |
| 9. | Sri. C.M.Appaiah | Director |
| 10. | Sri. B.A.Chengappa | Director |
| 11. | Sri. K.M.Belliappa | Director |
| 12. | Sri. P.T.Subbaiah | Director |


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List of Governing Council Members for the year 2020-21

- | | | |
|-----|--------------------|----------------|
| 1. | Sri. C.K.Uthappa | President |
| 2. | Prof. M.K.Monnappa | Vice President |
| 3. | Sri. K.G.Uthappa | Hon. Secretary |
| 4. | Sri. C.D.Madappa | Treasurer |
| 5. | Sri. C.M.Achaiah | Director |
| 6. | Prof. I.K.Biddappa | Director |
| 7. | Sri.K.P.Bopanna | Director |
| 8. | Sri. K.M.Subramani | Director |
| 9. | Sri. C.M.Appaiah | Director |
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| 11. | Sri. K.M.Belliappa | Director |
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List of Governing Council Members for the year 2021-22

- | | | |
|-----|--------------------|----------------|
| 1. | Sri. C.K.Uthappa | President |
| 2. | Prof. M.K.Monnappa | Vice President |
| 3. | Sri. K.G.Uthappa | Hon. Secretary |
| 4. | Sri. C.D.Madappa | Treasurer |
| 5. | Sri. C.M.Achaiah | Director |
| 6. | Prof. I.K.Biddappa | Director |
| 7. | Sri.K.P.Bopanna | Director |
| 8. | Sri. K.M.Subramani | Director |
| 9. | Sri. C.M.Appaiah | Director |
| 10. | Sri. B.A.Chengappa | Director |
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Cauvery
Education
Society -

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Phone : 08274 - 247262, 9481042305


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coorgces1968@gmail.com

Website - www.cauveryeducationsociety.org

List of Governing Council Members for the year 2022-23

- | | | |
|-----|--------------------------------|----------------|
| 1. | Prof. I.K.Biddappa | President |
| 2. | Sri. K.M.Subramani | Vice President |
| 3. | Sri. K.P.Bopanna | Hon. Secretary |
| 4. | Sri. C.D.Madappa | Treasurer |
| 5. | Sri. K.G.Uthappa | Director |
| 6. | Sri. C.M.Achaiah | Director |
| 7. | Sri. C.K.Uthappa | Director |
| 8. | Prof. M.K.Monnappa | Director |
| 9. | Sri. C.M.Appaiah | Director |
| 10. | Sri. K.M.Belliappa | Director |
| 11. | Sri. B.A.Chengappa | Director |
| 12. | Sri. P.T.Subbaiah | Director |
| 13. | Sri. K.A.Chinnappa | Director |
| 14. | Sri. P.K.Chinnappa | Director |
| 15. | Sri. Nandankumar Gouravannavar | Director |

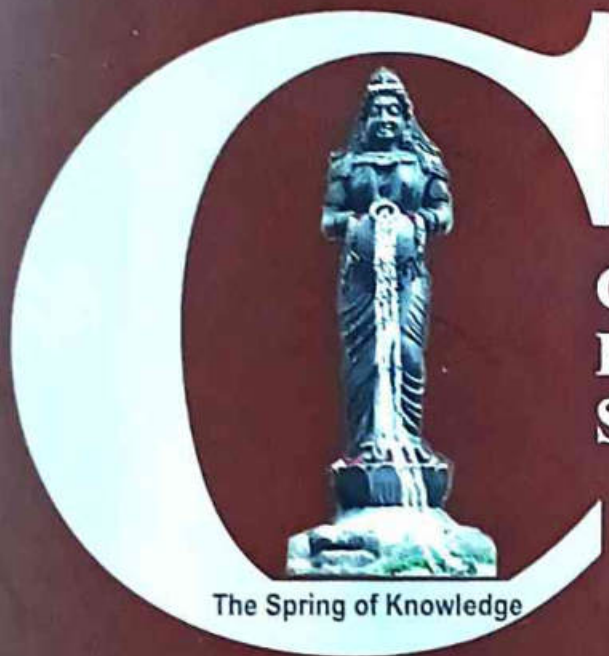

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GONIKOPPAL-571213, KODAGU


PRESIDENT
CAUVERY EDUCATION SOCIETY®
GONIKOPPAL-571213, KODAGU

Sl No	Name	Duration
1	Sri. K.C.Panchalinge Gowda, MA.	10-07-1968 to 30-11-1972
2	Sri. P.P.Ponnappa, MA.	01-12-1972 to 31-03-1974 (Incharge)
3	Sri.A.S.Erappa MA,GDC,	01-04-1974 to 02-05-1974 (Incharge)
4	Prof.K.Ramakrishna Udupa M.A	03-05-1974 to 08-06-1982
5	Sri.A.S.Erappa MA,GDC,	09-06-1982 to 16-07-1982(Incharge)
6	Prof. C.A.B.Sastry M.A,	17-07-1982 to 30-06-1994
7	Sri.A.S.Erappa MA,GDC,	01-07-1994 to 31-07-2004
8	Prof.K.Shrinivasa Adiga M.Sc	01-08-2004 to 31-08-2006
9	Prof.I.K.Biddappa M.A	01-09-2006 to 31-01-2007(Incharge)
10	Prof.M.K.Monnappa M.sc.,	01-02-2007 to 30-04-2011
11	Dr.A.S.Poovamma B.A.Ed, M.A, M.Phil, Ph.D.	01-05-2011 to 30-06-2011(Incharge)
12	Prof.I.K.Biddappa M.A.,	01-07-2011 - 31-05-2012
13	Dr.V.Keshav M.Com,PH.D	01-06-2012 to 28-08-2012 (Incharge)
14	Dr.A.B.Naresh M.sc.Ph.D	28-08-2012 to 31-05-2013 (Incharge)
15	Prof. P.A.Poovanna, BBM,M.Com.	01-06-2013 to 31-05-2018 (Incharge)
16	Prof. S.R.Ushalatha M.Com,M.Phil	01-06-2018 to 30-06-2019(Incharge)
17	Prof.K.V.Kusumadhar M.sc.,	01-07-2019 to 31-07-2021 (Incharge)
18	.Dr.M.B.Kaverappa M.A, Ph.D	01-08-2021 Till Date (Incharge)

CAUVERY EDUCATION SOCIETY, GONIKOPPAL

**Post Box No. 5, Gonikoppal Post,
Kodagu District, Karnataka State - 571 213**



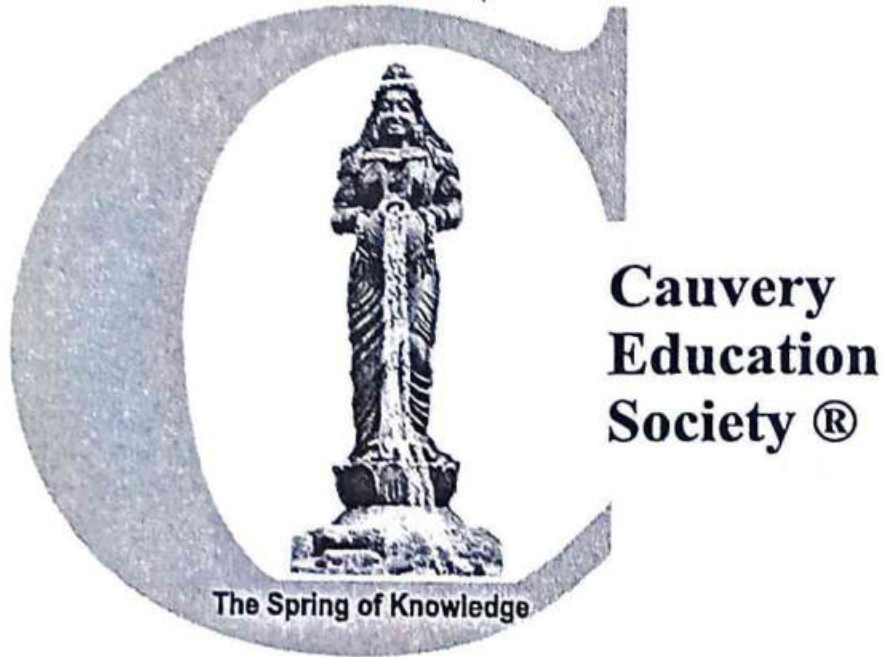
**Cauvery
Education
Society ®**

Memorandum of Association And Rules & Regulations

As amended on 28.12.2021

CAUVERY EDUCATION SOCIETY, GONIKOPPAL

Post Box No. 5, Gonikoppal Post,
Kodagu District, Karnataka State - 571 213



Memorandum of Association And Rules & Regulations

As amended on 28.12.2021



Memorandum of Association

Name of the Society : **Cauvery Education Society (R)**

Registered office of the Society situated in:

Kaikery Village,
Ponnampet Nad, Ponnampet
Revenue Circle, Virajpet Taluk,
Kodagu District, Karnataka State.
PIN - 571 213

Postal address of the Society:

Cauvery Education Society,
Post Box No. 5, Gonikoppal Post,
Kodagu District, Karnataka State.
PIN - 571 213

Objects

The objects of the society are as follows:

- a] Establish and run educational institutions in Kodagu District and in Karnataka State, for providing education at Preparatory, Primary, Secondary, Pre-Degree, Under graduate, Post Graduate, Specialisation, Super specialisation levels in various disciplines including professional courses, various fields of learning, various branches of knowledge and skill developments, that would include but not restricted to,



the disciplines of Arts, Science, Technology, Fine Arts, Martial Arts, Physical Education, Crafts, Commerce, Medicine, Engineering, Law, other existing disciplines and such disciplines which would emerge in future.

- b] Establish, manage and run separate hostels for boys/men and girls/women.
- c] Organise, support, maintain and carry various activities of the Society for the betterment of student community in particular and the members of the Public in General, without distinction of religion, caste, creed, gender or colour.
- d] Introduce, promote, organise, adopt and follow such programmes, norms, syllabi, plans, schemes, etc., as may be expedient and conducive to or necessary for the promotion of mental, moral, ethical, cultural, intellectual and physical growth of the students and also to imbibe in them humanism, nationalism and patriotism which may in addition to the ones that may be or have been prescribed by the respective Department of Education, the concerned University, the University Grants Commission, the State Government and the Union Government.
- e] Provide facility for imparting quality education.
- f] Aid and promote opening of new avenues in the field of education, culture, sports, etc.



- g] Train students in the development of life-skills, self-esteem, self-confidence, self-reliance, self-realisation, instil a sense of responsibility and develop human values.
- h] Encourage research, consultancy, counselling, extensions, appraisals, evaluation, awareness programmes, nodal centre/s, women's cell, placement cell, career guidance cell, "Earn while you learn" and such other programmes in the interest of student community and provide assistance to persons and organisations for such and other similar objects.
- i] Organise and conduct seminars, debates, lectures, workshops, etc., for the benefit of student community and teaching faculty.
- j] Contribute/donate to organisations, associations, institutions, etc., for promoting the above said objects.
- k] Raise funds for the purpose of carrying out the objects of the association. Accept contributions, donations, grants, gifts, endowments, etc., from Government/s, members, non-members, organisations, institutions, individuals, etc., for the purpose of fulfilling the above mentioned objects.
- l] Aid, support, promote, help, parent/teacher/ student organisations/associations, alumni associations, with regard to institutions under this society.



- m] Take such measures including representing to the Government, its officers, approaching the Courts, etc., to obtain relief in case of hardships that may be caused by the actions of the authorities, circulars, notifications, etc., or for the purpose of objects of this association.
- n] Associate with such other like-minded organisation/s in a manner not detrimental to the objects or interest or organisational setup or existence of this society.
- o] Acquire and hold properties both immovable and movable for the purposes of the society.
- p] Do/involve in/initiate all such other activities, programmes, etc., as may be necessary towards fulfilment of above said objects or which would be the natural consequence of the above said objects.
- q] Carry out such other lawful activities as and when required for the purpose of serving the above objects.
- r] Utilise the profits derived for the purposes of the association and not distribute the same among the members.
- s] Undertake and support all such activities and programmes as may be necessary for the purpose of promoting communal harmony, National Integration and nation building with a view to preserve and ensure



National development, integrity, freedom, dignity and humanism.

- t] Adhere to the provisions of Karnataka Societies Registration Act 1960 as amended from time to time and the rules framed thereunder.

Authority for communication :

The authorised office bearer of the Society to whom all communications are to be addressed is :

Hon. Secretary,
Cauvery Education Society,
Post Box No. 5,
Gonikoppal Post,
Kodagu District,
Karnataka State. PIN - 571 213

Working hours of the office of the society:

The working hours of the office of the society shall be from 10.00 a.m. to 1-00 p.m and 2.00 p.m - to 5.00 p.m.

These timings may be altered through the resolutions of the Governing Council to suit the needs of the work demand.

Jurisdiction with regard to sphere of activities: Within Karnataka State



LOGO

Logo shall consist of :

Caricature of Goddess Cauvery with a pot of perennial water flow denoting the flow of knowledge enclosed within the letter "C" in blueish grey colour with the name of the society on the right side of the letter "C" and the words "Spring of Knowledge" at the base of the letter "C"



**Cauvery
Education
Society ®**

CAUVERY EDUCATION SOCIETY, GONIKOPPAL

Post Box No. 5, Gonikoppal Post,
Kodagu District, Karnataka State - 571 213



**Cauvery
Education
Society ®**

Memorandum of Association And Rules & Regulations

As amended on 28.12.2021



CAUVERY EDUCATION SOCIETY, GONIKOPPAL

Rules & Regulations

CONTENTS

R.No.	Rules
1	Definitions
2	Working hours of the office of the society
3	Funds - raising of
4	Membership of the Society
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7	The General Body, its composition and functions, General Meetings
8	Powers And Duties of The General Body
9	(1) Management of the Society (2) Constitution of the Governing Council
10	Term of the Governing Council
11	Powers, duties and Functions of the Governing Council
12	President
13	Vice-President
14	(A) Hon· Secretary (B) Treasurer
15	The funds of the Society
16	Bank Accounts
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18	Annual returns shall be filed with the Registrar of Societies
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21	Book to be maintained
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Rules & Regulations

Rule No. Rules and regulations

1 Definitions :

Annual Budget - Annual budget shall be as approved at the AGM and all expenditure shall be within budget provisions.

Calendar of events : means calendar of events pertaining to the election of members to the Governing Council that shall include the date, time, place of filing of nominations and supporting papers if any, scrutiny of nomination papers, withdrawal of nominations, voting, counting of votes, announcement of results, etc.

Defaulter : Defaulter means a member who has not paid in full within such stipulated time, the contributions required to be paid by him/it, such as development contribution, etc. Defaulters shall have no right to vote and shall have no right to be the member of the Governing Council.

Official year: The Official year of the Society shall be the financial year.

Financial year: The financial year of the Society shall be from the 1st April of the year to 31st March of the subsequent year.

General Body means the conglomeration of the individual and institutional members of the society, but does not include Honorary members.



General meeting : Means the meeting of conglomeration of the individual and institutional members of the society.

Governing Council : means governing council constituted under rule 9 of these rules and regulations and includes the Governing Council that is presently managing the affairs of the society.

Explanation: The Governing Council that is in office at the time the amendment of these rules and regulations in 2011, shall be deemed to have been constituted under these rules and shall hold office till its full term of five years from the date of its original constitution.

Institution - eligibility for the purpose of membership of the society:

An organization, company, partnership firm, establishment, etc., involving not less than seven persons formed for lawful purposes, registered under the relevant Law, constitution and registration to be evidenced by lawful documents.

Institutions of the Society:

The institutions of the society means :

- (1) Cauvery College, Gonikoppal.
- (2) Cauvery College, Virajpet.
- (3) Cauvery Pre University College, Gonikoppal.
- (4) Cauvery Pre University College, Virajpet.
- (5) Cauvery Polytechnic, Gonikoppal and



(6) Such other institutions which may be established by this society in the future.

Misconduct by a member of the society or member of the Governing council:

shall mean acting against the objects of the society enshrined in the Memorandum of association, committing infraction of the rules herein contained or of any additional rules or bye-laws, issuing public/press/media statements with regard to the affairs of the society/ institution/s without authority.

Office bearers :

Office bearers of this society shall be the President, Vice-President, Hon. Secretary and Treasurer of the society. The office bearers shall not be from among the ex officio members and Advisors in the Governing Council.

Previous year :

Previous year shall mean the previous financial year.

Society means:

Cauvery Education Society, Post Box No. 5,
Gonikoppal Post, Kodagu District,
Karnataka State, PIN - 571 213.

Spokesperson :

Authorised spokesperson of Cauvery Education Society shall be from one among the office bearers of the society, authorized through the resolution of the Governing Council from time to time and such person



only shall have the power to issue statements/press notes on behalf of the society to the press/media or general public.

Sub - committee/s:

Sub-committee/s are such committee/s constituted by the Governing Council from time to time as the case may be, for such specific purposes or to carry out such activities as may be necessary, and Governing Council may frame additional rules for regulating the conduct and management of their business or of the meeting or functions of any sub-committee so constituted, provided that, no such additional rules shall be inconsistent with or repugnant to any of the purposes or objects of the Society or with these Rules and Regulations. All such additional rules, until revoked or altered, by the Annual General Meeting or Extraordinary General Meeting shall be binding as if they were contained in these rules and regulations. The decision of sub-committees shall ordinarily be accepted by the Governing Council, but the Governing Council has the powers to reject, amend, supplement etc., the decisions of the sub-committee/s for compelling reasons only to benefit or to prevent hardship/injury to the society/institution/s and such reasons shall be recorded exhaustively in the minutes book.

Vacancy in office: Vacancy in office of the society means vacancy that has arisen due to resignation, death, removal including removal due to either



insanity or adjudication as an insolvent or being sentenced or fined by a Criminal Court for offence or offences involving moral turpitude of the respective office bearer.

2 Working hours of the office of the society:

The working hours of the office of the society shall be from 10.00 a.m. to 1.00 p.m and 2.00 p.m - to 5.00 p.m. These timings may be altered through the resolutions of the Governing Council to suit the needs of the work demand.

3 Funds - raising of :-

The funds of the Society shall be raised by

- a] Application fee & Membership fee
- b] Contributions from members and others
- c] Donations from members and others
- d] Government grants, UGC grants and contributions
- e] Proceeds of fees and fines subject to the circulars of the Department of Education of Government of Karnataka/ India
- f] Interest on Deposits
- g] Endowments and gratuities
- h] Loans raised from the banks, whether Co-operative, Schedule, Nationalised or otherwise; and also from any other Financing institutions, Corporations or otherwise.



4 Membership of the Society :

- a] The membership of Cauvery Education Society shall consist of such number of individual members and such number of institutional members and such categories of members as may be decided by the Governing Council on such terms and conditions, subject to approval and modification at the General Meeting from time to time. However, it shall not result in reducing the existing number of total members as on the date of such decision. Membership in the society is not transferable and is not heritable.
- b] No person shall be considered for the membership who does not subscribe to the objectives of this society, who has not attained the age of majority as per the law of this Country, **who is a student in any of the institutions of this society**, who is not of sound mind, who is adjudicated as an insolvent by any Court, or is convicted by a Criminal Court for offence or offences involving moral turpitude. Also no person who is convicted in any criminal offence with punishment of three years (3) or more shall be entitled become the member of the society. If any person who obtains membership of the society subsequently becomes the student of any of the institutions of this society, such a person's membership shall stand suspended during his tenure as student.



- c] No person shall be eligible to become a member of this society if he/she ...
 - (i) is a paid employee of this society or of any of its institutions.
 - (ii) was a paid employee of this society or of any of its institutions and was dismissed, removed or compulsorily retired from service, or has not completed a period of Five (5) years from the date of resignation from service.
- d] No institution which does not subscribe to the objectives of this society, which is not formed in consonance with the laws of this Country, which through its managing body is/was proved to be involved in any illegal interactions/offences, shall not be considered for memberships.
- e] Every institution which has obtained or which may obtain membership of this society shall be represented by one person only who shall be so designated by the competent authority of such institution through due process.
- f] No person shall be nominated as a representative of the institutional member, if such person does not subscribe to the objectives of this society, has not attained the age of majority as per the law of this Country, is not of sound mind, is adjudicated as an insolvent by any Court, or is convicted by a Criminal Court.



g] There shall be following categories of members:

A. Individual Members

B. Patron Members

{A person can either be an individual member or a patron member. An individual member if he obtains patron membership will lose his individual membership}

C. Institutional Members

D. Patron Institutional Members

E. Honorary Members

A. Individual Members :

Individuals of the age of 21 years and above who are interested in the furtherance of the objects of the Society, who shall make a onetime payment of the Individual membership fee to society's fund, a sum of ₹. 5,000/- or such additional sum that may be fixed by the AGM from time to time, to society's fund and whose election shall be vested in the Governing Council constituted as provided in Rule (hereinafter referred to as Governing Council).

They are exempted from paying any further fee. However they shall contribute such amounts as may be decided by the General Meeting of the Members, for the purpose of meeting the objects of the association, or for



such other necessities such as development of infrastructure, etc., as may be resolved in the General Meeting of the members.

With regard to membership of an individual, apart from the individuals who are presently the members of the society, from 20th December 2011, only permanent residents of Kodagu holding agriculture/plantation lands in Kodagu District shall have the opportunity to become the members of the society.

B. Patron Members :

Individuals who make a onetime payment/ payments in installments as donation to society's fund a sum of ₹. 1,00,000/- or such additional sum as may be fixed by Annual General Meeting, from time to time and whose election as such member shall be at the discretion vested with the Governing Council of this society.

C. Institutional Members:

Institutions that are interested in the furtherance of the objects of the Society, which shall make a onetime payment of the Institutional membership fee to society's fund a sum of ₹. 50,000/- (Fifty Thousand) or such additional sum that may be fixed by the Annual General Meeting from time to time,



and whose election as such member shall be at the discretion vested in the Governing Council of this society. Such institutions shall be represented in this society through one person only who shall be authorized as contemplated under the rules etc., of the respective institution, due information of which is provided to this society from time to time.

With regard to Institutional membership, apart from the institutions which are presently the members of the society, from 20th December 2011, only institutions coming under the definition of institutions shall be entitled to become the members of the society.

D. Patron Institutions:

Institutions which make a onetime payment/ payments in installments as donation to society's fund a sum of ₹ 2,00,000/-or such additional sum as may be fixed by Annual General Meeting, from time to time and whose election as such member shall be at the discretion vested with the Governing Council of this society

E. Honorary Members :

Any person, who has rendered commendable service to the institutions of the society or in furthering the objects of the



society or to the cause of education in general, may be conferred the Hon. Membership. Nominations for Honorary Membership shall be proposed by members of the Governing Council and Honorary Members shall be elected by a majority of not less than three-fourths ($\frac{3}{4}$) of the Governing Council members and any person so nominated shall be denominated an Honorary Member and shall have the privileges of a Member under the Rules but shall have no voting rights and shall not be eligible to be elected to the Governing Council.

g] Application for membership and process thereof:

- 1) A person / an institution desirous of becoming a member shall submit the duly filled and signed prescribed application form (obtained by way of payment of the application fee as may be fixed by the Governing Council) , and recommended by at least two (2) members of the Governing Council to the Hon. Secretary – which shall have a declaration to the effect that the applicant/representative has read and understood the contents of the Memorandum of Association and the Rules



and Regulations and that he/the institution shall abide by them, and that he/the institution is not involved in any criminal offence, and that he/the institution shall not utilize the privilege of membership as a means to propagate, enhance etc., the profession, business, avocation etc.

- 2) The Governing Council shall have the power either to approve or reject the application. without assigning any reason thereto. Decision of the Governing Council is final and binding. For approval of the membership application, at least three fourths ($\frac{3}{4}$) of the members present and entitled to vote at the meeting of the Governing Council who are entitled to vote shall concur, if not, the application is deemed to have been rejected. If the Governing Council approves the application, the applicant shall be declared eligible to become the member of the society.
- 3) The payment of the membership fee by a person/institution accepted to become a member shall be considered as an acceptance by such person, of the provisions of the Memorandum of Association, the Rules, Regulations and additional rules of the society and such



person shall be admitted to the membership of the society.

- 4) The decision of the Governing Council shall be informed to the applicant within 10 days of such decision. If any person whose application for membership is approved, does not pay the subscription in full (with incidental charges) within one month from the date of decision of Governing Council, it shall be deemed that such person's/ institution's opportunity to become a member has lapsed. In case of such lapse, such a person shall not be entitled to apply for membership for a period of twelve months from the date of Governing Council's decision.

h] Action by Governing Council with regard to acts of members :

In the event of the conduct of any member of the society either within or out of the premises of the society/institution/s appearing to be injurious/harmful/indecent/detrimental to the interest, fair name and decorum of the society or in the event of any circumstance/s occurring, not specifically provided for, and which is likely to disturb the order, dignity, decorum and harmony of the society/institution/s, in case of wilful refusal or neglect in complying with the provisions of the Memorandum of Association, rules and



Regulations, additional rules, bye laws of the society, such circumstances shall immediately be taken cognizance of by the Governing Council and suitable enquiry be initiated, and after the necessary enquiry and providing an opportunity to the concerned member to place his views, suitable action may be taken as provided below under appropriate clauses.

i] Cessation of membership :

(i) Cessation of membership would occur in the following manner :

- 1] Death of an individual member.
- 2] Extinction of institutional member – from date of such extinction.
- 3] Resignation in writing – from date of acceptance of resignation by the Governing Council.
- 4] Removal – from the date of removal by the Governing Council.

(ii) Cessation of membership shall be informed to the members through the Annual Report of the Governing Council.

j] Suspension of membership :

The Governing Council may suspend the membership of any member for the following acts/omissions:



- 1] Wilful refusal or neglect in complying with the provisions of the Memorandum of Association, Rules and Regulations, additional rules, bye-laws of the society.
- 2] Act/behaviour that is indecent, harmful and detrimental to the interest, fair name and decorum of the society.
- 3] However, the Governing body shall take such action only after such member is provided an opportunity show lawful cause for his behaviour/action and only if the cause shown is not to the satisfaction of the Governing Council.
- 4] Such suspension shall be for a period upto three months only. After such term the Governing Council may reconsider and revoke the suspension upon such reasonable terms as it deems fit and proper.

k] Removal of membership :

The Governing Council through its resolution may remove the membership of any member from the membership rolls of the society in the following circumstances:

- 1] If such member is declared to be an insolvent by a competent Court.
- 2] If such member is declared to be a lunatic by a competent Authority.



- 3] If such a member is convicted by a competent Criminal Court.
- 4] If any member commits misconduct and/or
- 5] If conduct of such a member is harmful and detrimental to the interest, fair name and decorum of the society and would endanger the society. However, in such a case the Governing body shall take such action only after proper enquiry where such member is provided an opportunity to defend himself.
- 6] Removal of any member from rolls, shall be only through a proceedings in a meeting called specially for the purpose, wherein $\frac{3}{4}$ of the members of the Governing Council are present and at least $\frac{3}{4}$ of the members present have voted in favour of removal. The decision of the Governing Council shall be final and binding and it shall be informed to such a member within ten (10) days of such decision.
- 7] Any member who has been removed from the membership rolls, shall be eligible to apply for membership only after three years from the date of such decision.

5 Voting rights :-

- a] An individual member of the Society and the representative of each institutional member



shall be entitled to one vote only with regard to any subject matter, at any general meeting of the society.

- b] Every person elected to be a member of the Governing Council of the society and every co-opted member of the Governing Council of the society who has been so co-opted to fill any vacancy created in the elected membership of the Governing Council of the society, shall be entitled to one vote only with regard to any subject matter, at any meeting of the Governing Council of the Society.
- c] Notwithstanding the above, a person shall not have the right to vote if the subject of decision is one in which he or the institution which he represents has an interest.
- d] Votes can ordinarily be taken by the show of hands, but the Chairman of any meeting, at his discretion, or the mover of the resolution, or five or more members in case of AGM/EGM or, two or more members in the Governing Council meeting can call for a poll of votes through secret ballot.
- e] After the counting of votes, should there be a tie of votes, the Chairman of a meeting, shall be entitled for a casting vote.
- f] There shall be no voting by proxy in any meeting or election process of the Society.



- g] A member acquiring membership after 20th December 2011 shall have no voting rights available in any matter and in any meeting within one year of acquisition of membership. This is not applicable to Patron members if their original membership (individual/institutional coupled with patron membership) has completed one year.

6 Decision making bodies of the Society:-

- a] General Body of members.
b) Governing Council.

7 The General Body, its composition and functions, General Meetings:-

- a] General Body of Members of the Society shall comprise of all individual/patron/ institutional members.
- b] Except as otherwise expressly provided in the following provisions and rules, the ultimate powers in policy and financial matters shall vest with General Body of Members. The general meeting of the individual/institutional members shall take decisions with regard to policy matters that are in consonance with the applicable laws at the relevant time. Such decisions shall be implemented by the Governing Council.
- c] **General Meeting/s** : General Meeting/s of the members of the society shall be the meeting/s of the individual/patron/institutional members of

the society namely, individual members and representatives of the institutional members (one representation per institution).

- d] In a general meeting, all questions shall be decided by a majority of votes of the members present and voting. The majority required for passing of any resolution including resolutions pertaining to amendment, additional rules, bye-laws etc., would be a simple majority unless the concerned and relevant provision mentions a different scale. In case of resolutions pertaining to amendment of the Memorandum of Association or these Rules and Regulations, the requirement would be as contemplated under the Karnataka Society's Registration Act, 1960.
- e] In all policy and financial matters pertaining to the society, the decisions at the General Meeting shall be final and binding.
- f] **Annual General Meeting (AGM):** Annual General meeting of the individual/ institutional members shall ordinarily be held before the end of September every year. However, for specific valid reasons only, that are to be recorded, the Governing Council may extend the date of Annual General Meeting but such extension shall not be beyond the end of December of that year. Such extension shall not be available during the year of election of the members of the Governing Council.



- g] The Annual General Meeting shall be called by the Hon. Secretary by giving 21 days notice prior to the date of the meeting, to all individual/institutional members, either by post (notice to be posted 21 days prior to the date of the meeting and evidence of posting to be obtained) or by hand (21 days prior to the date of the meeting and evidence of delivery to be obtained) or as may be convenient. The notice shall specify clearly, the time, place of meeting, and the agenda (business to be transacted). Proceedings of the previous AGM, report of the Governing Council, audited statement of accounts of previous year, balance sheet, budget estimate for the coming year, shall be annexed with the notice. A copy of such notice shall be displayed on the notice Board of the Society.
- h] Special/Extraordinary General Meeting (EGM): The President or the Governing Council may call a special general meeting of members to transact any urgent matter. Also, on a requisition by not less than 50 members of the Society, the President shall call for a special General Meeting of the members. Such meetings may be held after 10 days from the date on which the notices are posted. The procedure for giving of notice shall be in the same manner as specified in the above rule (e). The notice shall clearly specify in the agenda, business to be transacted

at the meeting and no other subject shall be deliberated at such meeting. If no quorum is found at such a meeting convened at the requisition of the members, or if at least 25 members among the members who had requisitioned are not present, no further General meeting for that purpose need be held. No subject other than those mentioned in the agenda shall be taken up for discussion in such meetings.

- i] The President shall preside over all the meetings. In his absence, the Vice-President shall preside over the meetings. In the absence of both, the members present shall elect one from among them to preside over the meeting. Such Chairman will exercise at the meeting all the powers of the President.
- ii] Quorum:- For any General meeting of members presence of at least 25 members/ representatives shall form the quorum for the meeting. If after waiting for half an hour from the designated time of an annual general meeting, if the required members are not present, it shall be adjourned for a date during the next one month. At the adjourned meeting, if there is no quorum, the meeting can go on, but all decisions must be carried by a 2/3 majority of the members present. In case of an extra ordinary general meeting, if after waiting for half an hour from the designated time of the meeting, if the required



members are not present, or if at least 25 members among the members who had requisitioned are not present, it may be adjourned for one hour on the same day. At the adjourned meeting, if there is no quorum, or if the members who had requisitioned are not present, no further special general meeting for that purpose need be held.

- k] In adjourned meetings, no subjects other than those in the original agenda shall be discussed.
- l] A resolution duly passed at any General Meeting, cannot be modified, altered, amended or cancelled within the next six (6) months. The chairman of the meeting shall not allow any resolution to be moved or discussed which touches upon a subject matter that has been decided within the previous six (6) months through a resolution at a general meeting.

8 Powers And Duties of The General Body:-

Annual General Meetings:

Subjects that are to be taken up for consideration, discussion, deliberation, sanction and/or approval, etc., as the case may be, at the Annual General Meeting shall include: -

- 1] Reading and recording of the notice of the AGM.
- 2] Reading and recording of the proceedings of the previous AGM.



- 3] Reading and recording the report of activities of the Governing Council, with regard to its activities during the previous year.
- 4] Consider ratification of the decisions, if any, taken by the Governing Council in anticipation of sanction/approval at the General Meeting.
- 5] Adoption and acceptance of the financial statements with regard to each institution of the society and of the society for the previous year and the audited Balance Sheet of the Society.
- 6] Adoption and acceptance of the estimate of Budget for the ensuing Financial Year.
- 7] Consideration of supplementary budget for approval and sanction for amount overspent during the previous year.
- 8] Discussion on the subjects or resolutions for which notice has been given to the GC by members.
- 9] Appointment of an Auditor and fixing his remuneration.
- 10] Reviewing of the membership fee for individual, institutional, patron members.
- 11] Other matters that require consideration at the AGM.

(Any subject relating to the society/institution may be discussed. But if any resolution is intended to be moved by any member, such intended resolutions



shall be submitted to the office of the society before seven days of the AGM. This condition shall not apply to resolutions of official nature. If the resolution proposed is of substantial in nature or with regard to policy matters, it shall be considered in a future EGM that is required to be called for the purpose)

Special/Extraordinary General Meetings:

Subjects that are to be taken up for consideration, discussion, deliberation sanction and/or approval, etc., as the case may be, at the special/extraordinary General Meeting may include such matters which require the urgent consideration of the General Meeting of Members.

9 (1) Management of the Society ;

- a] The management of the society shall vest in the Governing Council of the society – (GC) constituted as provided hereunder.
- b] **Governing Council Meeting :** The Governing Council shall meet at least once in two months.
- c] **Emergent or special meeting :** Emergent or special meeting of the GC may be held as and when the situation demands or on a requisition of three members of the GC.
- d] **Majority decisions to prevail :** All questions before the Governing Council shall be decided by a simple majority of votes.



- e] **Quorum** : Presence of seven (7) members of the Governing Council shall form the quorum.
- f] **Notice** : Ten (10) days notice prior to the date of the meeting, {in case of emergent meeting three (3) days} to all Governing Council members shall be issued by the Hon. Secretary about the meeting either by post or by hand as may be convenient. The notice shall specify clearly, the time and place of meeting, and the agenda (business to be transacted). Proceedings of the previous Governing Council Meeting and statement of accounts shall be sent with the notice.

(2) **Constitution of the Governing Council :**

- a] The Governing Council of the society shall consist of 12 elected members {as mentioned at (i) below} + upto 4 elected members (as mentioned at (ii) below} and Principals/ In-charge Principals as ex-officio members.
 - (i) Among the Governing Council members twelve (12) in number shall be the members who shall be elected from among all its individual members and representatives of institution members who have contributed less than ₹ 5,00,000/- to the society and



- (ii) Among the Governing Council members upto four(4) in number shall be the elected members who shall be from among its patron members and representatives of patron institution members who have contributed Rs.5,00,000/- or more to the society.

While so electing, if Primary and Secondary Education Society, Gonikoppal ® and M/S Tata Coffee Limited, Pollibetta are in existence, one post each among these four posts shall be reserved for (1) the President of the Primary and Secondary Education Society, Gonikoppal ® as the said organisation has donated Ten (10) acres of land in Sy.No. 60/4, 60/8, 60/9 and 60/10 of Kaikeri Village, Ponnampet Nad, Ponnampet Taluk, Kodagu District to this Society and (2) the authorised representative of M/S Tata Coffee Limited, Pollibetta, which has been instrumental in obtaining contributions of more than Rs. Fifty Lakhs to the institutions of the society.

- (iii) Out of these members mentioned in (i) or (ii) two above, there shall be one (1) Lady member in each category who may be individual/patron members or representatives of institutional/patron



institutional members. This sub provision (iii) shall come into effect from the next election process of Governing Council members in 2024.

- b] Of these twelve (12) members to be elected, during the election after the completion of the term of duly constituted Governing Council, six (6) senior most members (seniority with regard to being the member of Governing Council without interruptions from previous election/s and not seniority with regard to age) shall retire from among the members of the Governing Council which has completed its term, which, shall also include vacancies that may have been created otherwise than by retirement during the term that may or may not have been filled by co-option. The retiring members shall be eligible to contest in the election, unless otherwise disqualified. With regard to a person who retires from the Governing Council based on seniority, date of his subsequent election to the Governing Council membership shall only be considered for the purpose of calculating his seniority with regard to his subsequent retirement of his membership from the Governing Council and not the tenure in the Governing Council which he had held before his earlier retirement.



- c] The sixteen (16) members (or less if there are less number of patron members who have contributed Rs.5,00,000/- or more) which constitutes the new Governing Council shall within a period of fifteen days from the date of announcement of results of the election that has taken place for the membership of the Governing Council, elect among themselves, through secret balloting, four (4) office bearers of the society, namely: (a) President (b) Vice President (c) Honorary Secretary and (4) Treasurer. The other members shall be the directors of the society in the Governing Council. No member of the Governing Council shall be entitled to contest for more than one office in the Governing Council.
- d] In the event of any vacancy being created before the completion of the term in the office of the President, the person holding the post of the Vice President shall be the President till the next date of meeting of members of the Governing Council that would be held for electing a new President. If vacancy arises with regard to office of the President or Vice President or that of the Hon. Secretary, or Treasurer or with regard to the offices of both President and Vice President simultaneously, such office/s shall be filled up by election among the elected members



of the Governing Council. In such contingencies, the meeting that is to be called for filling the vacant post of the office bearer shall be within twenty one (21) days from the date of occurrence of such vacancy. Any vacancy caused in the Governing Council other than in any office, during its tenure, such vacancy shall be filled up by co-option by the Governing Council for the remaining period of the term from among either individual/patron members or representatives of institution/patron institution members and such co-opted members shall be deemed as elected members.

- e] Principals or Heads of the institutions of the society shall be ex-officio members in the Governing Council.
- f] Deleted
- g] The Governing Council may nominate two (2) persons as special invitees whose contribution, the Governing Council feels would be highly beneficial to the functioning of the society on specific issues or otherwise.
- h] Ex-officio members, Special invitees shall have no voting rights in any meeting of the society.



- i] In the event of tendering of resignation together by all, or more than six members of the Governing Council, the President or the existing members of the Governing Council including the members who have tendered resignations, shall within twenty one (21) days call for a special general meeting of members to elect members to the Governing Council for the remaining period of the Governing Council so as to fill the vacancies caused by the resignations and till such election is held and vacancies filled, the resignations shall not be considered as effective to.
- j] Absenting from meetings: Any member of the Governing Council absenting himself for three (3) successive meetings without leave or proper reasons shall be removed from the membership of the Governing Council by giving him a notice. Any vacancy so created in the Governing Council membership shall be filled by co-option.
- k] No disqualification or defect in the election or co-option or nomination of any person as a member or as Chairman, of the Governing Council shall vitiate any act or resolution or proceedings of the Governing Council in which such Chairman or member had taken part, provided the majority of members who



were parties to such acts or proceedings, were entitled to act.

- l] Any member acquiring membership in this society from 20th December, 2011 within one year of acquisition of membership, shall have no right to become member of the Governing Council.
- m] Removal of membership of Governing Council or from office : Any member of the Governing Council or office bearer of the society may be removed from the membership of the Governing Council or from the office of the society for gross misconduct, misappropriation, for his actions/omissions against the interests of the society/institution/s, and for such reasons such as, insanity, adjudication as an insolvent, being sentenced or fined by a Criminal Court for offence or offences and circumstances which would have rendered him unfit to become the member of this society had he not become a member. Before such removal suitable enquiry must be initiated and opportunity must be provided to such a member to present his defence. However, if the contingency so requires, such a member may be kept under suspension before the enquiry process is initiated. In case of removal, 2/3 members of the Governing Council present and voting is

required in a meeting of the Governing Council and in such meeting 2/3 vote of the members present in favour of removal is required.

- n] Every member of the Governing Council shall be at liberty to resign by giving one month's notice in writing to the President/Honorary Secretary.
- o] No person shall be eligible to be elected or appointed as the member of the Governing Council; if he/she is a near relation of a paid employee of the Society or of any of its institutions.

For the purpose of this clause, "near relation" of any member means - father, mother, brother, sister, husband, wife, daughter, son, father-in-law (ಸದಸ್ಯರ ಪತ್ನಿ/ಪತಿಯ ತಂದೆ), mother-in-law (ಸದಸ್ಯರ ಪತ್ನಿ/ಪತಿಯ ತಾಯಿ), brother-in-law (ಸದಸ್ಯರ ಪತ್ನಿ/ಪತಿಯ ಸಹೋದರ), sister-in-law (ಸದಸ್ಯರ ಪತ್ನಿ/ಪತಿಯ ಸಹೋದರಿ).

- p] A member of the society who had been an employee of the society or any of its institutions, shall be eligible to be elected or appointed as the member of the Governing Council only if a period of Five (5) years has been completed from the date of cessation of such employment. If such period is not



completed such a member shall not have the right to be in the Governing Council.

10 Term of the Governing Council :

- a] (1) The term of members of Governing Council shall be five (5) years and an office bearer once elected to a post shall function for five years subject to Rule 9 (2) (d) & (n).
- (2) After the term of five years, six (6) members as mentioned at Rule 9(2)(a) shall retire and election shall take place for filling the vacancy caused by the retirement of six members.
- (3) The persons holding the post of (1) President of the Primary and Secondary Education Society, Gonikoppal ® and the authorised representative of (2) M/S Tata Coffee Limited, Pollibetta, mentioned at Rule 9(2)(b), shall continue in the Governing Council unless legally replaced by the said institutions, the information of which is given to the society.
- (4) If the number of Patron members or patron institutions other than (1) Primary and Secondary Education Society, Gonikoppal and (2) Tata Coffee Limited, Pollibetta, is not more than two, then such Patron members or representatives of such other patron institutions also shall continue as the members of the Governing council. If the



number of Patron members or patron institutions (other than the two mentioned earlier) is more than two, then after the term of five years of the Governing Council, two (2) such members shall retire and election shall take place for filling the vacancy caused by the retirement of two such members out of the Patron members or representatives patron institutions.

- b] The retiring members shall be eligible to contest in the election unless otherwise disqualified to contest.
- c] After each term of five years, the members of the erstwhile Governing Council shall continue until the new Governing Council is constituted with newly elected members. But during such a period, the office bearers shall not incur any fresh capital expenditure except the day to day expenditure.

11 Powers, duties and Functions of the Governing Council:

- a] Function in consonance with the memorandum of association and the Rules and Regulations as in force from time to time.
- b] Implement decisions and policies formulated at the General Meetings of members.
- c] If necessary, formulate additional rules with regard to sub-committees or for implementation



of decisions and policies formulated at the General Meetings, in consonance with the memorandum of association and the Rules and Regulations as in force from time to time.

- d) If necessary, constitute expert or consultative committees on technical, legal and other matters to assist the Governing Council. Members of such committees need not necessarily be members of the Society and their services need not necessarily be honorary.
- e) If necessary, constitute sub-committees for specific purposes to assist the Governing Council. All members of such committees need not necessarily be members of the Society but at least two shall be members of the society. The services of experts and consultants who may be members of such sub-committees need not necessarily be honorary. Such committees shall periodically report to the Governing Council and shall conduct business in accordance with the directions of the Governing Council.
- f) Place before the AGM the audited statement of accounts, Audited Balance Sheet of the Society for the previous year, Estimate of Budget for the ensuing Financial Year, Supplementary budget for approval and sanction for amount overspent during the previous year, decisions taken by the Governing Council in anticipation of sanction/approval at the General Meeting,



Report of the Governing Council with regard to its activities during the previous year, Report of activities with financial statements with regard to each institution of the society.

- g] Suggest amendments to the Memorandum of Association, Rules and regulations, and additional rules.
- h] Recommend to the General Meeting regarding taking over of other educational institutions at other places.
- i] Arrange for the collection of funds by appointing committees or individuals as and when necessary.
- j] Enter into any lawful agreement, contract and to cancel or vary them as may be considered necessary and expedite and implement the resolution of the General Meeting.
- k] Appoint Principal/s, in-charge Principal/s, Professor/s, Lecturer/s, Teacher/s and other Managerial, Administrative or Clerical Staff, Attenders, Peons, etc., either on the recommendation of the selection committee which may have been appointed for the purpose or directly on such terms and conditions of pay, allowances, etc., as it deems fit and proper. Generally, shall have the powers of appointing teaching and non teaching staff, employees of different cadre for the purposes of the society and the institutions, etc.



- l] Sanction the conditions, salary, etc., of all stipendiary officers and other employees of the Society.
- m] Appoint sub-committee for purpose of enquiry regarding the working of the institution, within the terms of reference, and to take such action as necessary on their report.
- n] As and when necessary, to initiate disciplinary action against the Principal/s, in-charge Principal/s, Professor/s, Lecturer/s, Teacher/s and other Managerial, Administrative or Clerical staff, Attenders, Peons, students, etc., and to punish such employees of the Society/institution through such quantum of punishments such as dismissal, suspension, imposition of fine/penalty, withholding of increments, etc., for misconduct, dereliction of duty/ies, in-subordination, breach of discipline or violation of the provision of the society/institution rules/additional rules or Government servants' conduct rules, or for any behaviour un-becoming of them or their position, which tends to lower the fair name and reputation of the society/institution/s. Such actions which would be to protect and safeguard the interests of the Society/institution shall be in pursuance of observing all necessary legal formalities and after providing reasonable opportunity to such a person who would be facing the disciplinary action. Also if found correct and necessary, the



Governing Council has powers to re-appoint any employee on whom any action has been taken as above, by recording the compelling reasons for such re-appointment.

- o] Fix various tariffs of charges, rates, payments, contributions, etc., with regard to various services, facilities, courses, programmes, etc., rendered or offered by the society/institution.
- p] Consider all matters relating to service conditions, promotions, retirement, etc., of all members of the Staff of the society/institution.
- q] Exercise strict control over the Accounts and records of the Society/institution.
- r] Purchase, moveable or immovable properties, or take on lease of moveable or immovable properties, for the use of the Society. If the lease term exceeds five (5) years, sanction of the General Meeting shall be obtained.
- s] Sell any moveable property of the society.
- t] Sell any immovable property with the previous approval by $\frac{3}{4}$ of the members of the society attending and voting in a general meeting the agenda which specifically mentions the sale of such property.
- u] To hold all the immovable properties and investments in trust.
- v] Implement schemes recommended by the AGM/EGM for constructing college buildings,



hostels, residential quarters and play grounds, etc.

- w] Implement proposals of the AGM/EGM for raising loans by mortgaging or leasing society's moveable or immoveable properties
- x] Be the authority to exercise strict control and supervision on working of the Society.
- y] Incur major expenditures for any progressive and development activity of the society.
- z] Generally do all other acts and things as are incidental, conducive and expedient to the attainment of the objects of the society as may be necessary and desirable and conducive to the betterment and to further safeguard the objects and interests of the Society.
- aa] Obtain necessary permission from any authority of the Union and/or State Governments under any of the Enactments, Rules, Regulations, Notifications, Orders, etc., for the purpose of the objects of the society
- ab] Print and publish literature, and develop and create audio-visual materials of importance.
- ac] Appoint Solicitors, Advocates, Auditors and other professionals in connection with the society whenever their services are required and pay their service and other charges, and terminate their service/s.



- ad] Institute, prosecute, defend any proceedings or suit before the Government, Courts, Tribunal, Revenue, Municipal, Local, Taxation and other authorities and take all necessary steps and actions required for the purpose of such proceeding or suit before any authority or Court and authorise any person in addition to or on behalf of the President for this purpose.
- ae] Enter into any compromise and refer matters for arbitration.
- af] Frame rules from time to time for conducting their meetings and business; for facilitating to carry out the objects of the society.
- ag] Raise Loans for the purposes of the society and repay loans availed by the society from out of the income of the society. To effectively carry out the proposal of the Governing Council for raising loans by mortgaging or leasing society's moveable or immovable properties and to create charge on such properties, the President, the Vice President and the Hon. Secretary or the President, the Hon. Secretary and any other member of the governing council, duly and expressively authorised by the governing council in its meetings shall sign all such loan papers as may be required for raising any loan/s as aforesaid. If the loan that is required to be raised be more than Rupees One Crore (₹ 1,00,00,000=00) prior permission at a General meeting (AGM or EGM) is mandatory.



- ah] All such acts and things including powers conferred upon the Society as per the Memorandum of Association and for the purpose of fulfilling the objects of the Society, but subject to the provisions of the Karnataka Societies Registration Act, 1960 and of these present and to any regulations from time to time made by the Society in General Meeting, provided that no Regulations so made shall invalidate any prior Act of the Governing Council which would have been valid if such Regulation had not been made.
- ai] Frame rules from time to time to employ staff and to regulate, suspend or terminate their service and to prepare an inventory of the duties and responsibilities of each staff member which shall be displayed in the office.
- aj] Frame rules from time to time for doing all such acts and things or causing such acts and things to be done as may be necessary or expedient for conducting the activities of the society.

12 President :- Powers and duties

The President or with his consent the Vice-President shall be in charge of the administration of the society and its office and regulate all the proceedings and generally execute or see to the execution of the Rules and Regulations, additional rules or orders of the Governing Council.



The President shall

- a] be the Chief Executive Head of the Society and be responsible to the General Meetings.
- b] preside over all meetings of the Society.
- c] represent the Society in all contracts and agreements.
- d] give effect to the resolutions passed at the Board and General Meeting.
- e] check the accounts at least once a quarter.
- f] sanction leave (other than Casual Leave) to the members of the Staff under recommendations of the Principal or the Head of the Institution.
- g] in the event of a deadlock, in the affairs of the Society, assume all powers of the Governing Council and make suitable arrangements for the functioning of the society, provided he calls a meeting of the Governing Council within two (2) weeks for devising ways and means for ending the deadlock.
- h] the person holding the office of the President shall continue in office until his successor is elected.
- i] have overall control of administration.

13 Vice-President : During the absence of the President that is to be recorded in writing, the Vice-President shall act for the President, in all spheres

and shall have all the authority, privilege and powers of the President.

14 (A) Hon- Secretary :

(1) The Honorary Secretary shall be responsible for overall administration and correspondence of the Society.

He shall

- a] be the person responsible to carry out all decisions of the Governing Council or the General Meeting.
- b] be the authorised member of the Governing Council to whom all communications be addressed.
- c] in consultation with the President, shall sign letters addressed to the Govt. and be responsible to the files connected with correspondence with the Govt. and also carry out such duties which the President may assign to him.
- d] issue notices calling for the General and Governing Council meeting.
- e] record the proceedings of the meetings in the books provided for the purpose. These minutes after being recorded shall be signed by the President at the close of the meeting, or as early as possible, and thereafter in case of Governing Council



meetings the Hon. Secretary shall circulate the copy of the minutes immediately to the Governing Council members.

- f] from time to time, bring to the notice of the President, decisions taken by the Governing Council to be implemented.
- g] be in the Custody of all books and records pertaining to the society.
- h] be the custodian and be responsible for all the moveable properties of the Society and keep an upto date record of the Assets of the Society.
- i] keep in safe custody all the valuables, records and accounts of the Society.
- j] sanction loans to the employees on securities or in any other approved bank as per rules in that behalf.
- k] countersign the acquaintance roll of the monthly salary of the Staff (this should however be first signed by the Head of the institution).
- l] generally exercise overall control over the administrative and other staff of the society under the guidance of the President and the Governing Council.

- (2) The person holding the office of the Hon. Secretary shall continue in office until his successor is elected.

B) Treasurer :

- (1) The Treasurer shall be responsible for correct maintenance of the accounts of the Society.

He shall

- a] be in custody of all books and records pertaining to the accounts of the society.
 - b] present at the Annual General Meeting the accounts of the previous year and before the Governing Council, the monthly statement of accounts.
- (2) No payment shall be made by the Treasurer without notifying the President. Subject to budget provisions and to such specific instructions as may be given by the Governing Council, the Treasurer, may pass for payment all the bills in connection with salaries and other expenses of the Society. The Treasurer shall receive for the use of the Society, all the monies due or payable to the Society. All the monies shall be deposited in the accounts with such bankers as may be appointed by the Governing Council.
 - (3) The person holding the office of the Treasurer shall continue in office until his successor is elected.



15 The funds of the Society:

The funds of the society shall be used for achieving the objects of the society, for the expenses of the Society, including salary of the Staff, etc. The members of the society shall not be entitled to receive any part of the fund as profit or dividend. The funds and properties of the society shall consist of:

- (a) Any sums of money, which may from time to time be contributed to the society by the members and others.
- (b) Donations either in cash or kind, which may be received from any philanthropic person, organisation or Institution who are in consonance with the aims and objects set out above.
- (c) Income, commissions, rent and profits from properties, movable and immovable, which may be acquired by the society by purchase, exchange, lease, gift or in any other manner.
- (d) Grants of various nature from Government/s.
- (e) Grants of various nature from any funding agency.
- (f) Contributions from persons, organizations, etc., within and outside India.
- (g) Proceeds of fees and fines subject to the circulars of the Department of Education of Government of Karnataka/ India.



16 Bank Accounts :

The Governing Council has the powers to open, operate, close any Savings, Current, Fixed or other account or accounts with any Reserve Bank of India approved Bank or Banks including banks operated by Co-operative societies and arrange for joint operation thereof. The operation of such accounts at banks shall be with signatures of two persons, one of whom shall be the President and the other shall be the Treasurer or in his non availability the Honorary Secretary. The opening of new accounts or closing of any account shall be only in pursuance of the resolutions at a meeting of the Governing Council. With regard to any payment, Cheques shall be issued only after raising voucher/s and after scrutiny of such voucher/s by the President, Hon. Secretary and Treasurer.

17 Amendments to the Memorandum of Association or the Rules and Regulations of the Society :

A general body convened for the purpose can, by a 2/3 majority of the members present amend, alter or repeal any of the provisions of Memorandum of Association or the Rules and Regulations, and it shall be done as per provisions of the Karnataka Societies Registration Act of 1960. Such amendments shall become operational immediately after registration of such amendments at the office of the Registrar of Societies.



18 Annual returns shall be filed with the Registrar of Societies as per provisions of Karnataka Societies Registration Act of 1960.

19 Additional provisions:-

- a] **Institution of suit, etc., by members:** No member of the Society shall be entitled to institute any suit or take any legal proceedings, civil or criminal in respect of the management of the Society's affairs without prior notice to the President. No suit shall be instituted, defended, compromised without the sanction of the Governing Council.
- b] **Differences between a member and Governing Council:** Differences if any between a member and the Governing Council, the decision of the General Meeting shall be final, and in all differences between member of the staff and the President or Hon. Secretary, the decision of the Governing Council based on a majority of 3/4th votes shall be final.
- c] **Employment in the Society:** Every appointment made by or on behalf of the Society shall be presumed to have been made subject to the undertaking that the person appointed has accepted and agreed to abide by the Memorandum of Association and these Rules and Regulations and also the relevant rules and additional rules of the Society.



- d) **Conducting of meetings** : In conducting of meetings, the Chairman of the meeting shall follow the established procedures.
- e) **Seeking of information by members** : A member can call for information on any point by giving at least seven (7) days notice prior to General Meeting and the information called for be supplied at the General Meeting. If however, the Governing Council feels that in the interest of the Society, certain information cannot be supplied, it can withhold giving such information subject to the provisions of RTI Act.
- f) **Dissolution of the Society** : In the event of the society, ceasing to function, all properties of the Society, moveable and immovable, belonging to the Society and all the monies thereof shall be transferred to organisation/s with objects similar to the objects of this society and shall be used for similar educational purposes in accordance with the resolution of the General Meeting passed by a $\frac{3}{4}$ majority of the members present and voting at the meeting specially called for the purpose. In case of dissolution of the Society at any time, the net funds and properties of the Society shall be disposed off in accordance with the provisions of relevant sections of Karnataka Societies Registration Act, 1960. In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution



shall under no circumstances be distributed among the members of the Society.

- g] **Members' address and changes thereof :** Every member shall furnish in writing to the Honorary Secretary his address, postal and email, and any changes therein. The Society shall accept no responsibility for any loss or inconvenience that may arise through failure on the part of the member to adhere to this provision; nor shall it be necessary for the Honorary Secretary to issue any notice to members failing to do so.
- h] **Liability of the members of the Governing Council :** The members of the Governing Council shall not be personally liable individually or jointly with other members; for anything done by them in good faith, and in the execution of the objects of the society.
- i] **Representations in Courts, Documents, etc.:** The Society and Governing Council shall be represented by the President or the Hon. Secretary of the Society or a person authorized by the Governing Council, in all suits, proceedings, etc., before any Court or other Judicial, Quasi Judicial, Revenue, Tax, Labour Welfare or other Government or other authorities who shall have the authority to sign vakalathnamas, or such other documents or papers. All property documents and instruments



to be executed on behalf of the society shall be executed in the name of the society represented by the President or a person authorized by the Governing Council and such documents shall be kept at the Office of the society under the custody of the Hon. Secretary.

- j] **Interpretation:** On all matters relating to the interpretation of these rules and regulations and of any additional rules and on any question not provided for in these rules, the decision of the Governing Council shall be final.
- k] **Auditor's powers :** The Auditor shall have the power of calling for a statement of liabilities and assets of the Society and for any information relative thereto.
- l] **Contingent Powers :** In case of emergency, the Honorary Secretary may incur expenditure not exceeding ₹ 10,000 (Ten Thousand) or such other sum as may be fixed by the Governing Council from time to time subject to the submission of a report to the Governing Council and its ratification.
- m] **Minutes of the meetings :** The minutes of the previous meeting shall be circulated and read at the subsequent meeting. The Chairman can seek members' permission to adopt the minutes as recorded. If any error is pointed out, and the majority of the members who were present at the previous meeting agreeing to the correction,



the minutes can be corrected and Chairman sign it as adopted.

- n] **Loss or damage to the property of the society/institution/s:** Any loss or damage to the properties of the society/institution/s, that is not a result of natural process, shall be paid for or replaced by the person responsible for such loss or damage.
- o] **Unsatisfactory behaviour of staff/employees:** Instances of unsatisfactory behaviour of employees of the society/institution/s shall be brought to the notice of the Hon. Secretary. No member shall have the authority of inflicting any punishment to such erring person. If the Hon. Secretary, in his attempt to settle the matter in an amicable way, fails to achieve the desired result, he shall report the matter to the President and the Governing Council who in turn shall take appropriate action as may be required.
- p] **Society's properties not to be taken away:** No member of the society by himself shall take away or permit or support any person including the member of the staff to take away from the society any book, newspaper or other property of the society without the permission of the Hon. Secretary and/or the actual custodian of the property.
- q] **Suggestions :** Suggestions regarding improvement of the society and complaints shall



be recorded in a book kept for the purpose in the office of the society. If any such recording takes place it shall be placed before the President or Governing Council as the case may be.

- r] **Closure of office upon demise of dignitaries :**
The office of the society may remain closed, if necessary and so desired, on the demise of either a member or an office bearer or a state or national leader or any other person of high repute for a minimum period of one hour.
- s] **Sphere of activities of the society :** The sphere of activities of the Society shall always be in consonance with the objectives of the society enshrined in the Memorandum of Association. It shall always be in tune with the purpose for which this Society came into existence.

20 Process of election for the membership of the Governing Council :

- a] Notice of election, calendar of events, nomination paper and a withdrawal form shall be sent to every member, with the notice for Annual General Meeting.
- b] Members who desire to be candidates for the election to the Governing Council shall submit their application in the prescribed forms which shall be attached to the notice of the Annual General Meeting, with proposal of one member and seconded by two members, before the date specified, to the Honorary Secretary or at the



office and obtain acknowledgement. One member shall not propose or second more than two candidates.

- c] An Election Committee consisting of an Election Officer and two persons to assist him shall be nominated by the Governing Council and information about such nomination shall be provided to members with the AGM notice. Such an officer and assistants shall be from among the members of the society/ members of the Governing Council / non members of the society but not the present employees of the society or of its institutions. They shall not be the candidates in the election.
- d] The Honorary Secretary will then prepare the list of members who wish to be elected for the ensuing term and place it before the election officer. The election officer shall scrutinize the nominations. In the event of the number of members not exceeding six after scrutiny and withdrawal, no election shall take place and such candidates shall be declared elected as members of the Governing Council. The list of such members shall be submitted to the President and a copy of the list of elected members shall be displayed on the notice board of the society.

In the event of the number of members exceeding six after scrutiny and withdrawal, an election shall take place as follows :-



- 1] The list of candidates shall be given to every eligible member present at the AGM, in the form of a ballot paper by the election committee. Members present shall place a cross mark against the name/s of the candidate/s (not more than six) and place the ballot paper in a sealed box which would be provided for the purpose.
- 2] The said committee of three members shall carry out all formalities with regard to opening of the sealed box, counting of votes, etc., and shall announce the results. The Election Officer shall count the valid votes immediately after the close of voting in the presence of candidates or their representatives who choose to be present. The candidates securing the highest number of votes shall be declared elected by Election Officer. In case of two or more candidates securing equal number of votes, there shall be drawing of lots among the candidates in tie and the candidate who wins the lot shall be declared elected. The result of the election shall be declared soon after the process of counting of votes and in case of a tie, soon after drawing of lots. The list of the elected members prepared by the Election Committee with their signatures duly affixed shall be submitted to the President and a copy of the list of elected members shall be displayed on the notice board of the society.



- 3] With regard to election of office bearers that would take place in the newly constituted Governing Council meeting within fifteen days of the announcement of election results pertaining to membership of Governing Council, the members of the newly constituted Governing Council shall select a member among themselves who shall not be a candidate for any post in the office, to be the Election Officer. The results shall be displayed on the notice board of the society.

21 Book to be maintained:

Minutes Book :

- (a) A Minutes Book shall be maintained and recording in the said book shall be by the Hon. Secretary or in his absence, some other person appointed by the society in this behalf. The minutes of all General meetings of the members of the Society shall be entered in one such Minutes Book and minutes of all Governing Council meetings shall be entered in another such Minutes Book.
- (b) The minutes of each meeting shall be read at the next such successive meeting, which shall be adopted by the General Body or the Governing Council as the case may be, with corrections if any. It shall be signed by the person presiding the meeting and the Hon. Secretary or in his absence, the scribe of the day and when so signed, shall be conclusive evidence of the contents thereof.



- (c) Any member of the Governing Council shall be allowed to peruse the Minutes Book and any other books of account and records of the society so desired by him at the office of the society.
- (d) A member of the society shall be provided on request and payment of prescribed fee certified extracts of the Minutes Book and any other Books of accounts and records of the society so desired by him.
- (e) Service registers of the Heads of all institutions under the society shall be maintained and shall be under the custody of the President.

Other books, folders and files to be maintained are:

- (a) Indent file
- (b) Receipt Books
- (c) Voucher books/files
- (d) Cash book
- (e) Ledgers
- (f) Stock book
- (g) Ledgers to maintain details of correspondence
- (h) Bills file
- (i) Documents file
- (j) Audit report file
- (k) Circulars file



- (l) Tax and cess file
- (m) Contracts and tenders file
- (n) Establishment file
- (o) Complaints book/file
- (p) Enquiry registers/ files
- (q) Annual returns file
- (r) Title Deeds file
- (s) Correspondence etc., with Registrar of societies
- (t) Provident fund file
- (u) Such other books, folders and files which may be required to be maintained in the course of office maintenance or as may be decided by the Governing Council.

22 Employment of Children Barred : The society shall not employ for its work any person who has not attained the age of majority as per law.



CAUVERY EDUCATION SOCIETY (REGD.)
GONIKOPPAL

CODE OF CONDUCT, HAND BOOK



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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.
- xvii) 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.**

{Published vide Notification No. ED 65 VIVIDA dated 3.8.1988 in the Karnataka Gazette
Extraordinary dated 3-8-1988, w.e.f: 11.4.1998}

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;

- (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.



Core Committee of IQAC for 2018-19

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CO – ORDINATOR:

Smt. M. S. Bharathi Assistant Professor. Dept. of English

MEMBERS FROM THE STAFF:

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Sri. K. V Kusumadhar, Associate Professor Dept. of Physics
Dr. A. S Poovamma, Associate Professor Dept. of English
Dr. M. P. Rekha, Associate Professor Dept. of Kannada
Sri. M. B. Kaverappa, Assistant Professor Dept. of Kannada
Dr. Lt. S. N Beena, Lecturer Dept. of PG Studies in Commerce
Smt. K. K Chithravathy. Lecturer, Dept. of Business Administration
Smt. T.K Latha. Librarian

MANAGEMENT

Dr. Shanthi Machaiah. Director , CES.

ADMINISTRATIVE STAFF

Smt. H.K Seethalaxmi Superintendent.
Miss. J.S Yamuna. S.D.A.

ALUMNI

Smt. Pallanganda Vani Chengappa.
Mr. Puchimada Subash.

LOCAL SOCIETY

Dr. C.G Kushalappa, Dean, Forestry College, Ponnampet.
Dr. Saju Georgre , Senior Scientist, Krishi Vijnana Kendra, Gonikoppal
Dr. Kavitha, Principal Coorg Institute of Technology

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PTA

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Dr. A. B. Naresh, Associate Professor Dept. of Botany

Dr. M. P. Rekha, Associate Professor Dept. of Kannada

Sri. M. B. Kaverappa, Assistant Professor Dept. of Kannada

Smt. K. K Chithravathy. Lecturer, Dept. of Business Administration

Sri. U. T. Pemmaiah. Lecturer, Dept. of Computer Application

Smt. T.K Latha. Librarian

MANAGEMENT

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ADMINISTRATIVE STAFF

Smt. H.K Seethalaxmi Superintendent.

Miss. J.S Yamuna. S.D.A.

ALUMNI

Smt. Pallanganda Vani Chengappa.

Mr. Puchimada Subash.

LOCAL SOCIETY

Dr. C.G Kushalappa, Dean, Forestry College, Ponnampet.

Dr. Saju George , Senior Scientist, Krishi Vijnana Kendra, Gonikoppal

Dr. Kavitha, Principal Coorg Institute of Technology

STUDENTS

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PTA

Sri. H. T. Thimmaiah (Vice President PTA)

Cauvery College Gonikoppal
Internal Quality Assurance Cell 2020-21

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Smt. K. K Chithravathy Lecturer, Dept. of Business Administration
Sri. U. T. Pemmaiah Lecturer, Dept. of Computer Application
Sri Ponnappa A M Lecturer Dept. of Commerce
Smt. T.K Latha Librarian

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Sri. Somnath Dhule Office Superintendent
Miss. J.S Yamuna S.D.A.

ALUMNI

Smt. Pallanganda Vani Chengappa Secretary
Mr. Puchimada Subash Member

LOCAL SOCIETY

Dr. C.G Kushalappa Dean, College of Forestry, Ponnampet.
Dr. Saju Georgre Senior Scientist, Krishi Vijnana Kendra, Gonikoppal
Dr. Kavitha Principal Coorg Institute of Technology

STUDENTS

Mr. Aiyanna C. S Vice President, Student Union

PTA

Sri. H. T. Thimmaiah Vice President PTA

Cauvery College Gonikoppal
Internal Quality Assurance Cell 2021-22

CHAIRMAN:

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Smt. K. K Chithravathy Lecturer, Dept. of PG Studies in Commerce
Smt. Sujaya C P Lecturer, Dept. of English
Sri. U. T. Pemmaiah Lecturer, Dept. of Computer Application
Sri. Ponnappa A. M Lecturer, Dept. of Commerce
Sri. Kirana C M Lecturer, Dept of Economics
Smt. Sharmila N. J Lecturer, Dept of Physics
Smt. T.K Latha Librarian

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ADMINISTRATIVE STAFF

Sri. Somnath Dhule Office Superintendent
Miss. J.S Yamuna S.D.A.

ALUMNI

Smt. Pallanganda Vani Chengappa Secretary
Mr. Puchimada Subash Member

LOCAL SOCIETY

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Dr. Saju Georgre Senior Scientist, Krishi Vijnana Kendra,
Gonikoppal
Dr. Kavitha Principal Coorg Institute of Technology

STUDENTS

Mr. Lithan Biddappa D. M Vice President, Student Union

PTA

Sri. H. T. Thimmaiah Vice President PTA

Cauvery College, Gonikoppal
List of Various Committees 2017-18

1. Advisory	2. IQAC	3. Inter Disciplinary
Prof. M.S Bharathi (Convenor)	Sri. U.T Pemmaiah (Convenor)	Dr. M.P Rekha (Convenor)
Prof. M.D Accamma	Prof. R Tippeswamy	Prof. K.V Kusumadhar
Prof. A.M Kamalakshi	Dr. Lt. S.N Beena	Prof. R Tippeswamy
Prof. K.S Thulasi	Smt. K.K Chitravathy	Sri. C.M Kiran
Prof. K.V Kusumadhar	Smt. C.P Sujaya	Sri. Benedict R Saldana
<u>Dr. A.S Poovamma</u>	Smt. M.D Reshma	Sri. K.G Muddappa
Dr. A.B Naresh	Smt. C.L Nisha	
Dr. M.P Rekha	Smt. T.K Latha	4. Parent Teachers
Dr. Lt. S.N Beena	Smt. H.K Seethalaxmi (Suptd.)	Smt. N.P Reetha (Convenor)
Smt. B. Shali Belliappa	Miss. J S Yamuna	Smt. C.P Sujaya
Smt. N.P Reetha	Sri. B.N Karyappa	Smt. C.L Nisha
Smt. K.K Chitravathy	Sri. M.M Chennanayak	Smt. C.T Kavya
Smt. P.P Savitha		Miss. R.R Noumya
Sri. U.T Pemmaiah	5. Alumni Association	Miss. K.K Bojamma
Smt. C.L Nisha	Smt. S.M Rajani (Convenor)	
Miss. Kalpitha Dechamma	Smt. P.C Meenaxi	6. Examination
Miss. M.C Seema	Sri. K.N Murali	Prof. M.B Kaverappa (Convenor)
Miss. K.B Kruthika	Smt. K.A Kaveramma	Dr.A.S Poovamma
Smt. T.K Latha	Smt. M.T Krithika	Smt. N.P Reetha
Sri. A.A Kushalappa	Sri. V.S Ajaykumar	Sri. V.S Ajaykumar
Smt. H.K Seethalaxmi (Suptd.)	Smt. K.S Pooja	Sri. A.M Ponnappa
7. Career Guidance & Placement	8. Attendance/ Remedial Class	9. Prize - Sports
Dr. Lt. S.N Beena (Convenor)	Dr. A.S Poovamma (Convenor)	Sri. A.A Kushalappa (Convenor)
Sri. K.G Muddappa	Smt. K.K Chitravathy	Prof. R Tippeswamy
Sri. U.T Pemmaiah	Smt. M.C Seema	Miss. V.C Ramya
Sri. A.M Ponnappa	Miss. Kalpitha Dechamma	Smt. I.D Lepakshi
Sri. V.S Ajaykumar	Smt. Nayana Thammaiah	Smt. P.R Nithya
Smt. M.T Krithika	Miss. R. R Noumya	
Smt. P.C Krishika	Smt. N.K Seethamma	
	Miss. G Pavithra	
10. Prize - Endowment	11. Prize Literary & Other Comp	12. Academic Achievement/ Teachers
Prof. K.V Kusumadhar (Convenor)	Sri. K.N Murali (Convenor)	Prof. K.S Thulasi (Convenor)
Smt. P.C Meenaxi	Smt. C.T Kavya	Smt. S.M Rajani
Sri. C.M Kiran	Smt. P.C Krishika	Smt. K.A Kavitha
Smt. A.K Kruthi	Miss. C C Ponnamma	Miss. Kalpitha Dechamma
Miss. V.C Ramya	Smt. I.D Lepakshi	Miss. A.K Kruthi
13. Sports	14. Cultural/ECA	15. Magazine
Sri. A.A Kushalappa (Convenor)	Smt. Nayana Thammaiah (Convenor)	Smt. C.P Sujaya(Convenor)
Sri. K.G Muddappa	Prof. M.B Kaverappa	Smt. N.P Reetha
Sri. V.S Ajaykumar	Smt. P.C Meenaxi	Sri. C.M Kiran
Smt. P.P Savitha	Sri. M.A Kushalappa	Miss. K.B Kruthika
Smt. C.T Kavya	Smt. K.A Kaveramma	Smt. M.C Seema
Smt. K.A Kaveramma	Smt. A.K Kruthi	Smt. P.C Krishika
Smt. P.R Nithya	Miss. V.C Ramya	Smt. P.R Nithya
		PTO.,

35. Library Advisory Committee	36. Campus news letter	37. Staff Council
Smt. T.K Latha (Convenor)	Smt. K.K Chitravathy (Convenor)	Prof. M.D Accamma (Convenor)
Smt. H.G Nirmala	Smt. N.P Reetha	Prof. A.M Kamalakshi
Prof. M.D Accamma	Smt. S.M Rajani	Prof. K.V Kusumadhar
Dr. A.S Poovamma	Sri. M.M Vanithkumar	Dr. A.S Poovamma
Prof. A.M Kamalakshi	Smt. P.P Savitha	Dr. M.P Rekha
Prof. K.V Kusumadhar	Sri. V.S Ajaykumar	Dr. S.N Beena
Prof. K.S Thulasi	Smt. P.C Krishika	Smt. N.P Reetha
Dr. Lt. S.N Beena	Sri. A M Ponnappa	
Smt. N.P Reetha	Sri. Alwin Sequiera	
Smt. K.K Chitravathy	Sri. B.N Karyappa	
Sri. U.T Pemmaiah	Sri. M.M Chennanayak	
Smt. C.L Nisha		
Miss. Kalpitha Dechamma		
Smt. M.C Seema		
38. Mock interview	39. Human Rights	40. Humanities Association
Prof. M.D Accamma (Convenor)	Prof. R Tippeeswamy (Convenor)	Prof. K.S Thulasi (Convenor)
Smt. K.A Kavitha	Smt. K.K Chitravathy	Prof. M.D Accamma
Smt. M.T Krithika	Sri. M.N Vanith kumar	Dr. A.S Poovamma
Sri. M.A Kushalappa	Miss. M.C Seema	Prof. M.B Kaverappa
Miss. K.K Bojamma	Smt. C.T Kavya	
41. Research Committee	42. Excursion	43. Town Patrolling
Dr. M.P Rekha (Convenor)	Sri. K.N Murali (Convenor)	Sri. A.A Kushalappa (Convenor)
Dr. A.S Poovamma	Sri. M.A Kushalappa	Prof. M.B Kaverappa
Dr. A.B Naresh	Sri. V.S Ajay Kumar	Sri. C.M Kiran
Dr. Lt. S.N Beena	Sri. K.B Kruthika	Sri. A.M Ponnappa
Smt. Nayana Thammaiah	Miss. R.R Noumya	Sri. M.A Kushalappa
		Sri. K.G Muddappa
44. Garden Committee	45. Anti women Harassment Cell	
Smt. P.C Krishika (Convenor)	Dr. M.P Rekha (Convenor)	
Miss. K.B Kruthika	Smt. P.P Savitha	
Smt. P.R Nithya	Smt. C.T Kavya	
Miss. Pavithra G	Miss. K.B Kruthika	
46. Golden Jubilee Core Committee		
Prof. M.D Accamma (Convenor)	Members from PU Section	
Prof. K.V Kusumadhar	Sri. S.S Madaiah	
Dr. M.P Rekha	Lt. P.C Braita kumar	
Dr. Lt. S.N Beena	Smt. M.K Padma	
Smt. K.K Chitravathy	Smt. A.M Dina	
Smt. N.P Reetha	Sri. M.T Santhosh	
Sri. A.A Kushalappa		
Smt. H.K Seethalaxmi (Suptd.)		
Smt. M.C. Kumari		
Sri. Albert Pais		

Prof. M.S Bharathy
Chairperson
Advisory Committee

(Prof. P.A Poovanna)

List of Various Committees 2018-19

1. Advisory	2. IQAC CORE	3. Inter Disciplinary
Smt. K.K Chitravathy(Convenor)	Prof.M.S.Bharathi Sri. U.T Pemmaiah (Conv	Prof. M.B Kaverappa (Convenor)
Prof. M.D Accamma	Prof. A.M Kamalakshi	Prof. K.V Kusumadhar
Prof. A.M Kamalakshi	Prof. K.S Thulasi	Sri. Benedict R Saldana
Prof. K.S Thulasi	Prof. K.V Kusumadhar	Smt. C.P Sujaya
Prof. K.V Kusumadhar	Dr. A.S Poovamma	Sri. V.S AjayKumar
Dr. A.S Poovamma	Dr. A.B Naresh	Sri. K.G Muddappa
Dr. A.B Naresh	Prof. M.B Kaverappa	Sri. C.M Kiran
Prof. M.B Kaverappa	Dr. M.P Rekha	Sri.Murali K.N
Prof.M.S.Bharathi	Dr. Lt. S.N Beena	Sri.A.M Ponnappa
Dr. M.P Rekha	Smt. K.K Chitravathy	Miss. M.C Seema
Dr. Lt. S.N Beena	Smt. C.P Sujaya	Sri.M.N.Chittiappa
Smt. N.P Reetha	Smt. H.K Seethalaxmi (Suptd.)	
Smt. P.P Savitha		4. Parent Teachers
Sri. U.T Pemmaiah		Smt. N.P Reetha (Convenor)
Smt. C.L Nisha		Smt. K.A Kavitha
Smt. T.K Latha	5. Alumni Association	Smt. C.T Kavya
Sri.M.N.Chittiappa	Smt. S.M Rajani (Convenor)	Sri. M.A Kushalappa
Smt. H.K Seethalaxmi (Suptd.)	Sri. V.S Ajaykumar	Smt.M.T.Krithika
	Sri. K.N Murali	Smt.P.C Krishika
	Smt. C.T Kavya	Miss. K.K Bojamma
	Sri.A.M Ponnappa	Miss. K.K. Sheethal
	Smt.M.C Bhavya	
7. Career Guidance & Placement	Miss. K.B.Kruthika	6. Examination
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Sri. K.G Muddappa	Smt.Kaveri Annaiah	Dr.A.S Poovamma
Sri. U.T Pemmaiah		Sri. V.S Ajaykumar
Sri. A.M Ponnappa	8. Attendance/ Remedial Class	Miss. K.K Bojamma
Smt. P.C Krishika	Dr. A.B.Naresh (Convenor)	
Smt. Nayana Thammaiah	Smt. P.P Savitha	9. Prize - Sports
	Smt. S.M Rajani	Sri.M.N.Chittiappa(Convenor)
	Miss. R.R Noumya	Smt.M.C Bhavya
	Smt.N.K Seethamma	Miss.C.C.Ponnamma
10. Prize - Endowment	Miss.G.Pavithra	Smt. I.D Lepakshi
Prof. K.V Kusumadhar (Convenor)		
Smt. P.C Meenaxi	11. Literary & Other Comp and Prize	12. Sports
Sri. C.M Kiran	Smt. C.L Nisha (Convenor)	Sri.M.N.Chittiappa(Convenor)
Miss. K.S.Devamma	Smt.A.K Krithi	Sri. K.G Muddappa
	Miss. K.B.Kruthika	Smt. P.P Savitha
	Smt.K.S.Pooja	Smt.T.K Latha
	Smt. I.D Lepakshi	Sri. C.M Kiran
	Miss.K.V Suman	Sri. M.A Kushalappa
13. Cultural/ECA		Miss.M.C.Seema
Smt. C.P Sujaya(Convenor)		Smt.P.R.Nithya
Smt. P.C Meenaxi	14. Magazine	Smt. I.D Lepakshi
Smt. Nayana Thammaiah	Prof. R Tippeswamy (Convenor)	Smt.H.G Nirmala
Miss. Kalpitha deçhamma	Smt. P.C Krishika	
Miss. K.S.Devamma	Smt.P.R.Nithya	
Miss.G.Pavithra	Smt. I.D Lepakshi	
Miss.K.V Suman	Miss.Shahima	
Miss. K.K. Sheethal		

Cauvery College , Gonikoppal
List of Various Committees 2019-20

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Dr. A.B.Naresh	Prof. M.S.Bharathi	Sri. Benedict R. Saldanha
Dr. M.P.Rekha	Prof. M.B.Kaverappa	Sri. C.M.Kiran
Prof. M.B.Kaverappa	Dr. M.P.Rekha	Sri. K.N.Murali
Prof. M.S.Bharathi	Smt. K.K.Chitravathy	Miss. M.C.Seema
Sri. V.S.Ajay Kumar	Dr. A.B.Naresh	Smt. S.M.Rajini
Smt. Nayana Thammaiah	Sri. Benedict R. Saldanha	Sri. A.M.Ponnappa
Smt. P.P.Savitha		Miss. G.Pavithra
Sri. K.G.Muddappa		Smt. K.K.Chitravathy
Sri. Benedict R. Saldanha		Smt. N.P.Reetha
Sri. U.T.Pemmaiah		Sri. V.S.Ajay Kumar
Smt. T.K.Latha		Smt. Nayana Thammaiah
Smt. H.K.Seethalaxmi		Sri. M.A.Kushalappa
4. Parent Teachers	5. Alumni Association	6. Examination
Smt. K.T.Seethamma (Convenor)	Smt. S.M.Rajani (Convenor)	Sri. A.M.Ponnappa (Convenor)
Smt. C.C.Ponnamma	Smt. M.C.Bhavya	Sri. K.N.Murali
Smt. N.P.Reetha	Smt. P.R.Nithya	Smt. I.D.Lepakshi
Smt. C.T.Kavya	Sri. M.A.Kushalappa	Smt. K.A.Kaveramma
Smt.B.S.Deepthi	Sri.A.M.Ponnappa	
Smt. N.K.Seethamma	Smt.N.P.Reetha	
Smt. Kalpitha Dechamma	Smt. C.C.Ponnamma	
7. Career Guidance & Placement	8. Attendance / Remedial Class	9. Sports / Sports Prize
Sri. U.T.Pemmaiah (Convenor)	Prof. M.S.Bharathi (Convenor)	Sri. H.N.Guru Prasad
Sri. K.G.Muddappa	Miss. M.C.Seema	Sri. A.R.Praveen Kumar
Sri. V.S.Ajay Kumar	Smt.K.S.Pooja	Sri. M.Ibrahim
Smt. Nayana Thammaiah	Miss. K.S.Devamma	Sri. C.M.Kirana
Miss. K.K.Sheethal	Sri. M.Ibrahim	Smt. T.K.Latha
Miss. K.K.Bojamma		Miss. N.R.Leena
10. Prize - Endowment	11. Literary & Other Comp and Priz	12. Cultural / ECA
Smt . P.C.Meenaxi (Convenor)	Smt. P.P.Savitha (Convenor)	Smt. K.A.Kavitha (Convenor)
Smt. K.K.Chitravathy	Smt. M.D.Reshma	Smt. S.M.Rajini
Miss. K.S.Devamma	Smt. P.R.Nithya	Miss. P.R.Nithya
	Sri. R.Tippeswamy	Sri. A.R.Praveen Kumar
	Sri. K.N.Murali	Smt. A.K.Krithi
		Miss.G.Pavithra
13. Magazine	14. Science Association	15. SC/ST Cell
Dr. M.P.Rekha (Convenor)	Dr. A.B.Naresh	Prof. R.Tippeswamy (Convenor)
Sri. V.S.Ajay Kumar	Smt. M.T.Krithika, Miss.K.B.Kruthik	Sri. A.R.Praveen Kumar
Smt. P.P.Savitha	Smt. Kalpitha Dechamma	Smt. N.K.Seethamma

Miss. K.S.Devamma	Miss. K.S.Devamma	Miss. R.R.Noumya
Smt. P.C.Krishika	Miss. N.R.Leena	
Sri. M.A.Kushalappa	Miss. K.Prakruthi Aiyappa	
16. Grievance Redressel Cell	17. Quiz	18.Elocution
Prof. R.Tippeswamy (Convenor)	Sri. C.M.Kirana (Convenor)	Smt. M.D.Reshma (Convenor)
Sri. M.Ibrahim	Miss. K.S.Devamma	Sri. V.S.Ajay Kumar
Miss. K.K.Sheethal	Sri. A.R.Praveen Kumar	Smt. C.T.Kavya
Smt. P.R.Nithya	Smt. M.C.Bhavya	Sri. K.N.Murali
		Smt.K.S.Pooja
		Miss. K.Prakruthi Aiyappa
19.Health Club	20.Anti-drug / ragging	Miss. K.K.Sheethal
Smt. P.C.Krishika (Convenor)	Sri. Benedict R. Saldanha (Convenor)	21. Election
Smt. P.C.Meenaxi	Prof. M.B.Kaverappa	Prof. M.B.Kaverappa (Convenor)
Smt. I.D.Lepakshi	Sri. C.M.Kirana	Sri. A.M.Ponnappa
Smt. C.C.Ponnamma	Sri. K.N.Murali	Sri. V.S.Ajay Kumar
	Sri. M.N.Vanith Kumar	Smt. K.T.Seethamma
	Smt. N.P.Reetha	Miss. M.C.Seema
22.NSS	23.Library Attendance	24.NCC
Sri. M.N.Vanith Kumar (Convenor)	Smt. T.K.Latha (Convenor)	Smt. I.D.Lepakshi (Convenor)
Smt. N.P.Reetha	Smt. P.R.Nithya	Sri. M.R.Mohammad Akram
Miss. K.K.Bojamma	Miss. R.R.Noumya	
Sri. A.R.Praveen Kumar	Smt. N.K.Seethamma	
Miss. N.R.Leena	Smt. H.G.Nirmala	
25.Counselling	26.Nature Club	27.Women's Association
Sri. V.S.Ajay Kumar (Convenor)	Smt. C.T.Kavya (Convenor)	Smt. Nayana Thammaiah (Convenor)
Smt. K.A.Kaveramma	Smt. S.M.Rajini	Smt. C.T.Kavya
Smt. P.R.Nitya	Sri. M.A.Kushalappa	Smt. M.C.Bhavya
Miss. Kalpitha Dechamma	Smt. C.C.Ponnamma	Smt. P.C.Krishika
Smt. A.K.Krithi		
28.Rangers & Rovers	29.Red Cross	30.Human Rights
Sri. U.T.Pemmaiah - Officer	Sri. M.A.Kushalappa (Convenor)	Smt. K.T.Seethamma (Convenor)
Smt. N.K.Seethamma	Smt. M.Ibrahim	Smt. C.T.Kavya
Sri. A.R.Praveen Kumar	Smt. K.A.Kaveramma	Sri. M.N.Vanith Kumar
Miss. K.K.Sheethal	Miss. K.Prakruthi Aiyappa	
Miss. M.C.Seema		
	32.Library Advisory Committee	33.Campus News Letter
31.Humanities Association	Smt. T.K.Latha (Convenor)	Smt. P.C.Krishika (Convenor)
Miss. M.C.Seema (Convenor)	Smt. H.G.Nirmala	Sri. A.M.Ponnappa
Smt. M.D.Reshma	Dr. A.S.Poovamma	Sri. C.M.Kirana
Smt. C.T.Kavya	Dr. A.B.Naresh	Miss. K.K.Bojamma
Sri. M.A.Kushalappa	Dr. N.P.Rekha	Miss. M.C.Seema
	Smt. M.D.Reshma	Sri. M.M.Chennanayak

	Sri. Benedict R. Saldanha	
	Smt. K.K.Chitravathy	
	Sri. K.N.Murali	34.Garden Committee
	Sri. U.T.Pemmaiah	Smt.S.M.Rajani (Convenor)
	Smt. Nayana Thammaiah	Smt. K.A.Kaveramma
	Smt. K.T.Seethamma	Smt. C.C.Ponnamma
35.Research Committe	36.Excursion Committee	37.Town Patrolling
Dr. M.P.Rekha (Convenor)	Sri. K.N.Murali (Convenor)	Sri. V.S.Ajay Kumar (Convenor)
Smt. P.P.Savitha	Smt. C.T.Kavya	Sri. M.N.Vanith Kumar
Smt. Nayana Thammaiah	Sri. A.R.Praveen Kumar	Sri. A.M.Ponnappa
Sri. K.N.Murali	Smt. S.M.Rajini	Sri. M.Ibrahim
	Sri. H.N.Guru Prasad	
38.Anti Women Harassment Cell	39.Website Committee	40.Certificate Course
Prof. M.S.Bharathi (Convenor)	Sri. U.T.Pemmaiah (Convenor)	Smt. Nayana Thammaiah (Convenor)
Smt. C.T.Kavya	Sri. A.M.Ponnappa	Smt. P.P.Savitha
Smt. K.A.Kavitha	Sri. C.M.Kirana	
Smt. K.A.Kaveramma	Miss. M.C.Seema	
Miss. K.S.Devamma	Smt. I.D.Lepakshi	
Miss. K.Prakruthi Aiyappa		
41.Skill Devolopment Course		
Sri. A.M.Ponnappa(Co-ordinator)		
Sri. A.R.Praveen Kumar		
Sri. M.A.Kushalappa		
Miss. K.K.Sheethal		
		(Prof.K.V.Kusumadhar)

Cauvery College , Gonikoppal		
List of Various Committees 2020-21		
1. Advisory	2. IQAC Core	3. Disciplinary
Smt. C.P.Sujaya (Convenor)	Prof. M.S.Bharathi (Co-ordinator)	Prof. M.B.Kaverappa (Convenor)
Prof. M.B.Kaverappa	Sri. U.T.Pemmaiah	sri U T Pemmaiah
Prof. M.S.Bharathi	Prof. M.B.Kaverappa	Sri. C.M.Kiran
Sri. V.S.Ajay Kumar	Smt. K.K.Chitravathy	Miss. M.C.Seema
Smt. Nayana Thammaiah	Sri.A.M.Ponnappa	Sri. A.M.Ponnappa
Smt. P.P.Savitha	Smt C P Sujaya	Smt. K.K.Chitravathy
Sri. K.G.Muddappa	Sri C M Kiran	Smt. N.P.Reetha
Sri. U.T.Pemmaiah	Smt K A Kaveramma	Sri. V.S.Ajay Kumar
Smt. T.K.Latha	Miss K S Devamma	Smt. Nayana Thammaiah
Sri Somnath Dhule		Sri. M.A.Kushalappa
4. Parent Teachers	5. Alumni Association	6. Examination
Smt M D Reshma (Convenor)	Smt. S.M.Rajani (Convenor)	Miss M C Seema (Convenor)
Smt K K Chithravathy	Smt N P Reetha	Sri A R Praveen Kumar
Smt K Prakruthi Aiyappa	Smt C C Ponnamma	Miss K S Devamma
Sri K A Kushalappa	Sri K N Murali	Smt A k Krithi
Smt K A Kavitha		Smt Rini Chinnappa
Sri V S Charankumar		
7. Career Guidance & Placement	8. Attendance / Remedial Class	9. Sports / Sports Prize
Sri. U.T.Pemmaiah (Convenor)	Smt C T Kavya (Convenor)	sri M T Santhosh
Sri. K.G.Muddappa	miss M C Seema	Sri M A Kushalappa
Sri. V.S.Ajay Kumar	Smt M T Kruthika	Sri V S Charankumar
Smt. Nayana Thammaiah	miss K K Bojamma	Smt K Prakruthi Aiyappa
smt C P Sujaya	Smt M C Bhavya	
Dr C M Revathy	Smt K S Pooja	
10. Prize - Endowment	11. Literary & Other Comp and Prize	12. Cultural / ECA
Smt . P.C.Meenaxi (Convenor)	smt S M Rajini(convenor)	Smt K A Kaveramma (Convenor)
Smt. K.K.Chitravathy	Smt Rini Chinnappa	Smt K S Pooja
Miss. K.S.Devamma	Sri K N Murali	Miss M C Seema
	Smt K A Kaveramma	Miss Pavithra G
	Smt M t Kruthika	Sri Charankumar
13. Magazine	14. Science Association	15. SC/ST Cell
Dr C M Revathy (convenor)	Smt M T Kruthika (Convenor)	Prof. R.Tippeswamy (Convenor)
Sri. V.S.Ajay Kumar	Miss. K.S.Devamma	Sri. A.R.Praveen Kumar
Smt K S Pooja	Miss. K.Prakruthi Aiyappa	Miss K V Suman
Sri Praveen Kumar	Smt A K Krithi	Sri V S Charankumar
Smt B M Bhagya	Sri S A Thirthesh	
16. Grievance Redressel Cell	17. Quiz	18.Elocution
Smt K A Kavitha(Convenor)	Sri K G Muddappa(Convenor)	Smt K T Seethamma(Convenor)
Sri C M Kirana	Sri A M Ponnappa	Smt P P Savitha
Smt I D Lepakshi	Miss M C Seema	Dr C M Revathy
Smt P R Nithya	Smt I D Lepakshi	Smt B M Bhagya
Miss Pavithra G	Smt N K Seethamma	

19. Health Club	20. Anti-drug / ragging	
Smt M C Bhavya (Convenor)	Smt K K Chithravathy (Convenor)	21. Election
Miss K K Bojamma	Smt N P Reetha	Sri V S Ajay Kumar (Convenor)
Miss Akshatha C	Sri C M Kirana	Smt Nayana Thammaiah
	Sri M N Vanith Kumar	Smt P P Savitha
	Sri M A Kushalappa	Smt S M Rajini
	Smt I D Lepakshi	Smt P R Nithya
22. NSS	23. Library Attendance	24. NCC
Sri. M.N.Vanith Kumar (Convenor)	Smt. T.K.Latha (Convenor)	Smt. I.D.Lepakshi (Convenor)
Smt. N.P.Reetha	Smt. P.R.Nithya	Sri. M.R.Mohammad Akram
Sri V S Charankumar	Smt. H.G.Nirmala	
Miss Akshatha C	Sri S A Thirthesh	
25. Counselling	26. Nature Club	27. Women's Association
Sri. V.S.Ajay Kumar (Convenor)	Smt N K Seethamma Convenor)	Smt. Nayana Thammaiah (Convenor)
Smt. K.A.Kaveramma	Smt K S Pooja	Smt. C.T.Kavya
Smt. P.R.Nitya	Sri A R Praveen Kumar	Miss K S Devamma
Smt Prakruthi Aiyappa	Sri V S Charankumar	Smt Rini Chinnappa
Smt. A.K.Krithi		
28. Rangers & Rovers	29. Red Cross	30. Human Rights
Sri. U.T.Pemmaiah - Officer	Sri. M.A.Kushalappa (Convenor)	Smt. K.T.Seethamma (Convenor)
Sri. A.R.Praveen Kumar	Smt. K.A.Kaveramma	Smt. C.T.Kavya
Miss. M.C.Seema	Smt C C Ponnamma	Sri. M.N.Vanith Kumar
Sri S A Thirthesh	Sri V S Charankumar	
31. Humanities Association	32. Library Advisory Committee	33. Campus News Letter
Smt.P.P Savitha	Smt. T.K.Latha (Convenor)	Smt.C.P.Sujaya (Convenor)
Sri.C.M.Kirana	Smt. H.G.Nirmala	Dr.C.M.Revathy
Smt.P.P Savitha	Dr.C.M.Revathy	Sri.A.M.Ponnappa
Smt.K.Prakruthi Aiyappa	Smt.K.K.,Chithravathy	Sri.M.A.Kushalappa
Smt.A.K.Krithi	Smt.N.P.Reetha	
	Smt.C.P.Sujaya	
	Smt.M.D.Reshma	
34. Garden Committee	35. Research Committee	36. Excursion Committee
Smt. K.A.Kaveramma (Convenor)	Dr. C.M.Revathy (Convenor)	Sri. C.M.Kirana (Convenor)
Smt.B.M.Bhagya	Miss .M.C Seema	Sri.M.A.Kushalappa
Smt.I.D.Lepakshi	Smt.C.T.Kavya	Miss K.V.Suman
	Smt.M.D.Reshma	Miss M.C Seema
37. Town Patrolling	38. Anti Women Harassment Cell	39. Website Committee
Sri. A.M.Ponnappa	Smt.K.T Seethamma	Sri. U.T.Pemmaiah (Convenor)
Sri.M.A Kushalappa	Smt. K A Kavitha	Sri. A.M.Ponnappa
Sri.C.M Kirana	Smt S.M Rajani	Smt.C.P.Sujaya
Sri. V.S Charan Kumar		Sri.S.A Thirthesh
Sri. Parveen Kumar		Miss . K.V Suman
		Sri.M.A.Kushalappa
		Smt.K.T Seethamma
		Smt.Nayana Thammaiah
		Smt. K.K.Chithravathy

Cauvery College , Gonikoppal
List of Various Committees 2021-22

1. Advisory	2. IQAC Core	3. Disciplinary
Dr. Revathi C.M (Convenor)	Prof M.S. Bharathi (Co-ordinator)	Sri C.M.Kiran (Convenor)
Pro.M.S. Bharathi	Smt.K.K. Chithravathi	Smt.K.K. Chithravathi
Smt .C.P. Sujaya	Smt C.P. Sujaya	Sri V.S. Ajay Kumar
Smt.K.K. Chithravathi	Dr. Revathi C.M	Smt N.P.Reetha
Sri V.S. Ajay Kumar	Sri A.M. Ponnappa	Sri U.T. Pemmaiah
Smt.M.D.Reshma	Sri C.M.Kiran	Dr. Nayana Thammiah
Smt.P.P.Savitha	Sri V.S. Ajay Kumar	Sri M.A. Kushalappa
Sri M.N. Vanith Kumar	Miss K.S. Devamma	
Sri U.T. Pemmaiah		
Miss K.S. Devamma		
Sri M.T. Santhosh		
Smt T.K. Latha		
Sri. Somnath Dhule		
4. Parent Teachers	5. Alumni Association	6. Examination
Smt N.P.Reetha	Smt S.M. Rajani (Convenor)	Sri V.S. Ajay Kumar (Convenor)
Smt.M.D.Reshma	Smt.K.K. Chithravathi	Miss K.S. Devamma
Smt K.A.Kavitha	Smt N.P.Reetha	Smt. Helen
Smt K Prakruthi Aiyappa	Smt. C.C. Ponnamma	Smt. Rini Chinappa
Sri M.A. Kushalappa	Sri M.A. Kushalappa	Smt A.K. Krithi
Miss.K.K.Bojamma		
7. Career Guidance & Placement	8. Attendance / Remedial Class	9. Sports / Sports Prize
Sri. K.G. Muddappa	Smt. C.T. Kavya (Convenor)	Sri M.T. Santhosh(Convenor)
Sri U.T. Pemmaiah(Convenor)	Miss . M.C. Seema	Sri M.A. Kushalappa
Smt. K.S. Pooja	Miss.K.K.Bojamma	Sri Sukesh K.B
Sri V.S. Ajay Kumar	Mrs B.R. Neema	Smt K Prakruthi Aiyappa
Smt.B.M. Bhagya	Smt. K.A. Kaveramma	Smt. K.S.Pooja
Dr. Revathi C.M	Miss Krithika A.P	
10. Prize - Endowment	11. Literary & Other Comp and Prize	12. Cultural / ECA
Smt P C Meenaxi (Convenor)	Smt C P Sujaaya (Convenor)	Smt K K Chithravathy (Convenor)
Miss M C Seema	Smt M T Kruthika	Smt K A Kaveramma
Miss K S Devamma	Smt Rini Chinnappa	Smt K S Pooja
Miss Priyanka	Miss K V Suman	Smt G T Rohini
	Sri S A Thirthesh	Smt A K Krithi
	Smt Sharmila N J	Pallavi
13. Magazine	14. Science Association	15. SC/ST Cell
Prof.R Tippleswamy (Convenor)	Smt M T Krithika (Convenor)	Prof R Tippleswamy (Convenor)
Sri Sukesh K B	Miss K S Devamma	Miss Rajeshwari M
Dr. Nayana Thammaiah	Miss Krithika A P	Smt G T Rohini
Smt P P Savitha	Smt Sharmila N J	Miss Akshatha C
Smt K T Seethamma	Smt K Prakruthi Aiyappa	
Smt B M Bhagya		
Miss. KK Bojamma		
Smt. M T Krithika		
Smt. Neema BR		

16. Grievance Redressel Cell	17. Quiz	18. Elocution
Smt C P Sujaya (Convenor)	Sri K G Muddappa (Convenor)	Smt K T Seethamma (Convenor)
Smt I D Lepakshi	Smt K S Pooja	Smt P P Savitha
Smt P R Nithya	Miss K K Bojamma	Smt M D Reshma
Sri C M Kiran	Smt C C Ponnamma	Smt Rini Chinnappa
	Smt Helan K B	Dechamma
19. Health Club	20. Anti-drug / ragging	21. Election
Smt M C Bhavya (Convener)	Smt. N P Reetha (Convenor)	Sri. CM Kiran (Convenor)
Miss K K Bojamma	Smt. Sharmila NJ	Dr Nayana Thammaiah
Miss Akshatha C	Sri M N Vanithkumar	Smt P P Savitha
Miss. Priyanka MG	Sri M A Kushalappa	Smt S M Rajani
	Smt I D Lepakshi	Smt P R Nithya
	Sri C M Kiran	
22. NSS	23. Library Attendance	24. NCC
Sri M N Va nithkumar (Convenor)	Smt T K Latha (Convenor)	Smt I D Lepakshi
Smt N P Reetha	Smt P R Nithya	Sri M R Mohammad Akram
Miss Akshatha C	Smt H G Nirmala	
Sri Suresh K B	Sri S A Thirthesh	
25. Counselling	26. Nature Club	27. Women's Association
Smt K A Kaveramma (Convenor)	Smt C T Kavya (Convenor)	Smt Nayana Thammaiah (Convenor)
Sri V S Ajaykumar	Smt. Neema BR	Smt C T Kavya
Smt K S Pooja	Smt. Helan KB	Miss Rajeshwari M
Smt. PR Nithya	Miss Kruthika AP	Smt Rini Chinnappa
Smt. AK Krithi		Pallavi
		Miss Akshatha C
28. Rangers & Rovers	29. Red Cross	30. Human Rights
Miss M C Seema (Officer)	Sri M A Kushalappa (Convenor)	Smt K T Seethamma(Convenor)
Sri S A Thirthesh	Smt C C Ponnamma	Smt C T Kavya
Miss K K Bojamma	Sri Suresh K B	Sri M N Vanith Kumar
	Smt. K A Kaveramma	
31. Humanities Association	32. Library Advisory Committee	33. Campus News Letter
Smt M D Reshma (Convenor)	Smt T K Latha (Convenor)	Sri A M Ponnappa (Convenor)
Smt I D Lepakshi	Smt H G Nirmala	Smt C P Sujaya
Sri Suresh K B	Dr C.M Revathi	Dr C M Revathi
Miss M C Seema	Smt K K Chithravathy	Sri M A Kushalappa
Smt K T Seethamma	Smt C P Sujaya	Miss K K Bojamma
	Smt Nayana Thammaiah	
34. Garden Committee	35. Rresearch Committee	36. Excursion Committee
Smt I D Lepakshi (Convenor)	Dr C M Revathi (Convenor)	Sri C M Kiran (Convenor)
Smt K A Kaveramma	Smt Nayana Thammaiah	Sri M A Kushalappa
Smt B M Bhagya	Miss M C Seema	Miss K V Suman
Miss Akshatha C	Smt C T Kavya	Sri M N Vanith Kumar
Dechamma	Smt M D Reshma	
	Sri M N Vanith Kumar	

37.Town Patrolling	38.Anti Women Harassment Cell	39.Website Committee
Sri V S Ajay Kumar(Convenor)	Smt S M Rajani (Convenor)	Sri U T Pemmaiah (Convenor)
Sri M A Kushalappa	Smt K T Seethamma	Sri A M Ponnappa
Sri C M Kiran	Smt K A Kavitha	Smt C P Sujaya
Sri Sukesh K B	Miss Krithika A P	Sri S A Thirthesh
		Smt K K Chithravathy
		Dr. Nayana Thammaiah
		KT Seethamma
		Miss K.S. Devamma
40.Minority	41.Internal Complaint Committee	42.OBC Cell
Prof.R. Thippeswamy (Convenor)	Smt Reetha N P (Convenor)	Smt P R Nithya
Sri. M.N. Vanith Kumar	Smt K A Kavitha	
Miss Akshatha C	Smt Kavya C T	
		(Prof.M.B.Kaverappa)