



# CANARA COLLEGE

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003, D. K. District, Karnataka

Managed by Canara High School Association, Mangaluru  
Re-accredited by NAAC and Affiliated to Mangalore University



Sri Annumbal Subba Rao Pai  
Our Founder

## STAKEHOLDERS HANDBOOK ON CODE OF CONDUCT AND PROFESSIONAL ETHICS



First Edition 2020



## Our Inspiration

“A great Founder never leaves memories; rather leaves indelible footprints on our minds”



**Late Sri Ammembal Subba Rao Pai  
(1852-1909)**

**Founder - Canara Institutions**





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Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003  
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सत्यं वद धर्मं चर

Educating for Righteous Life

विद्या काम दुघा

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## Our Founder

*“A great Founder never leaves memories; rather leaves indelible footprints on our minds”*



Sri Ammembal Subba Rao Pai  
(1852 - 1909)

“He was a man, take him all in all, I shall not look upon his like again”. An institution grows in the shadow of the founder. It was on November 19, 1852 a legend christened Ammembal Subba Rao Pai was born at Mulky near Mangaluru. This star went ahead and created a universe of its own which emanates radiance in the form of talented individuals and shall continue to emanate this radiance for time immemorial.

As a boy, Subba Rao was known to be mischievous, mediocre in studies, fond of play, a ringleader among the boys. But he was deeply respectful towards his elders and his esteem for his father amounted to reverence.

A lawyer and a banker by profession, an educationist and social reformer by temperament, he was the foremost among the pre-independence luminaries who shaped the future of Dakshina Kannada District and of the GSB Community. His concern for social uplift gave birth in 1891 of the Canara High School, Mangaluru, the century old precursor to the conglomeration of Canara Educational Institutions of today; while his spirit of enterprise gave birth to yet another national institution, the Canara Bank, in 1906.

Sri Subba Rao's versatility was not confined to the legal profession alone. Along with his professional work in the mornings, the evenings were devoted to social work. He kept himself fully informed about the fast changing world. His zeal and love for mankind touched life at all points. He was deeply saddened at the lethargy of the people towards education and realized that there was no future for the people without widespread general and higher education in professional and technical courses. Because of his enormous efforts, our young men were seen holding high offices both in the Engineering and Medical services at then.

The seeds sown by our founder a century ago have grown into huge tree providing shelter to the society in terms of education, employment opportunities and financial support; thus contributing to the welfare, prosperity and progress of the society. A visionary far ahead of His times and life, Sri Ammembal Subba Rao departed to the heavenly abode on July 25, 1909. Though he shrugged off his mortal remains, he became a living soul and his philanthropic zeal continues to touch the lives of innumerable folks even today...

The Institution relentlessly draws enormous inspiration from its Founder who continues to be the beacon of all our endeavors to lead us on the path of righteousness.

## **Genesis**

### **History and Origin**

June 30, 1891, is a golden letter day in the history of Canara, because it was on this auspicious day that the seed of "CANARA", a great Educational Institution was sown by that great legendary soul, Sri Ammembal Subba Rao Pai who along with four visionaries accomplished this noble task. With a view to encouraging the education of girls, he started the Canara Girls High School, indeed a revolutionary step considering the prevalent values and attitude of the people towards girl's education at that time.

The decision to venture Canara College was in response to the growing demand for collegiate education at then from the old students and well-wishers of the Canara High School Association, and a general need to have an institution of higher learning which could impart the qualitative education at an affordable cost in Mangaluru. The encouraging support of the philanthropic public of Mangaluru soon resulted in the establishment of Canara College. The foundation stone of the College building was laid on July 12, 1972 by Dr. A.P. Pai, Senior Life Member of the College Committee. The College is indebted to its past President, the Late U. Gopalkrishna Nayak, who was instrumental in the edifice of the new buildings for the three High Schools, Junior College and the present First Grade College as well. The College building was declared open on July 04, 1973 by Mr. Holck Larsen, the then Chairman and Managing Director of Larsen & Toubro Ltd.

### **Milestones**

Milestones are significant events in the lifetime of every institution be it in terms of achievements or the number of years of existence. Canara has had many milestones to celebrate and also opportunities to introspect on the past. The rush for admissions in the college has induced the management to expand in different fields of studies. The Canara Group of Educational Institutions today with its fourteen institutions imparts education from Pre-Kindergarten (Pre-KG) to Post Graduation (PG) studies. As we progressively march ahead in this noble vision, we are glad to remark that Canara College is a name to reckon within the district of Dakshina Kannada as Canarites walk with heads held high and feet grounded firm on the sands of knowledge. Like a tree that depends on continuous supply of life from earth, the Institution has been sustained by its proud alumni associates, generation after generation and of course, by the Divine grace.

### **About the Institute**

Canara College with its noble vision to prepare educationally strong and culturally vibrant students is a prestigious institute for higher learning, well acclaimed to have its deep rooted existence since 1973 with its moral ideals, rich core values and fusion of cultural ethos; pioneered by a great legendary soul, Late Sri Ammembal Subba Rao Pai. It has a glorious history and legacy in the field of imparting value-based, character building education to its aspirants. True to its motto of “Educating for Righteous Life” and philosophy of commitment towards offering quality education at affordable cost, it is located centrally in the coastal educational hub of Mangaluru city. The institution is governed and managed by Canara High School Association, Mangaluru, reaccredited by NAAC and affiliated to Mangalore University.

It offers undergraduate programmes in Commerce (B.Com.), Bachelor of Commerce Professional with Coaching for CA and CS, Bachelor of Science [B.Sc. (PCM, PMC and BZC)], Bachelor of Computer Applications (BCA), Bachelor of Business Administration (BBA) and a post graduate programme in Commerce (M.Com.).

### **Governance of the Institution**

CANARA has had a major role to play in the making of Dakshina Kannada into one of the most educated districts in the country. The success of any institution depends largely upon its able governance and adept management. The CANARA edifice firmly stands on the founding principles of progressive leadership laid down by its legendary pioneer, a great visionary and a philanthropist, our revered founder Late Sri Ammembal Subba Rao Pai. Leaping forward with his noble ideals and philosophy, a galaxy of visionaries on the Governing Board of the Canara High School Association steer the Canara Group of Institutions and realize the dreams and seeds sown by our revered Founder.

## CANARITE IDEALS

### The Crest



To place before you the aims of your education in this temple of learning and the heights to which you must aspire and grow, you have the crest of the Institution.

The vision of our Pioneers was to provide complete education which would integrate the ancient Indian ethos with modern, scientific and technological forefront. The Vedic Mantra “Vidya Kamadugha” meaning “Vidya is a Kamadhenu”, which gives you whatever you desire was a crystallization of this ideal. This indeed led to the embracing of the recumbent Kamadhenu as pictured in the Puranas as the crest of the Institution. The Kamadhenu rests under the Kalpataru with all the signia of royalty like the crown, the elephant, and the umbrella as depicted in the tree. Its four legs symbolize the four Vedas, and it treats the four Purusharthas. Also seen in the crest is the citation from the Upanishad as uttered by the Guru to the departing shishya “Satyam Vada Dharmam Chara.” This instruction from the Guru provides a rule of conduct that even today cannot be improved upon.

### Motto

#### “Educating for Righteous Life”

Where there is education there is progress and upliftment. It is not necessary to take up severe penance in order to attain knowledge, but is enough if one performs his duties with utmost righteousness and dedication to God. With a motto of “Educating for Righteous Life”, every student who passes through the portals of this temple of learning must aspire to be the life-long learners with a blend of moral conduct so that it can enable them to win highest knowledge and thus lead a righteous life. Go forth, live according to this because nothing is supreme than the 'Law of Righteousness'. We hope your life measure up to the expectation of our crest and motto.

### Vision

“To be an institute of the highest repute and produce good educated citizens who shall strive and cater to the needs of mankind.”

### Mission

“We firmly believe in instilling life-long learning experience that enables a potential knowledge seeker to lead a righteous life by inculcating faith in divinity, infusing love for knowledge, thriving strength of mind, devoted to serve mankind, striving to self-control which are core to one's holistic transformation.”

“We affirm to create and sustain a learning environment which is value-centered, intellectually challenging, aesthetically inspiring and culturally vibrant.”



## **Core Values**

The institution strives upon instilling the following five (Pancha Sheela) core values in every canarite viz.,

1. Shraddha : Faith in Divinity
2. Jigyasa : Love for Knowledge
3. Shakti : Strength of Mind
4. Samyam : Self-Control
5. Seva Nishta : Service to Mankind

## **Philosophy**

“Commitment to quality education for all at affordable cost”

## **Quality Statement**

“Committed to innovate, inspire and impact in creating educationally empowered, culturally vibrant and globally competent humans who are able to lead a righteous life.”

## **Goals and Objectives**

1. To educate for righteous life.
2. To impart qualitative, value-based, and character-building education to its aspirants.
3. To instill in our students the qualities of self- discipline, commitment and integrity and make them worthy citizens of the nation.
4. To prepare our students for rich personal and professional lives coupled with positions of leadership, service and citizenship in a global context.

## **Credos**

Thus a Canarite,

- Cultivates a passion for life-long learning and an inspiring experience to lead a righteous life.
- Elicits persistent perseverance in pursuit of perfection and excellence in all spheres of life.
- Is committed to uphold moral, spiritual and ethical values and social responsibility as a responsible professional and worthy citizen.
- Is an effective problem solver who approaches the challenges with curiosity, critical thinking and creativity.
- Takes pride in being a proud Alumnus and cherishes the prolific learning experience in this Institution.

## Preface

**“A Code is more than just words on a page;  
rather it's a way of life for ones who live by it!”**

As responsible stakeholders of the educational system, we must be committed to doing what is right, just and honorable. We must set high standards for ourselves and aspire to meet them in all aspects of our lives and in service through our profession. This Handbook on Code of Conduct and Professional Ethics describes the expectations that we have for ourselves and for our fellow stakeholders in the community. It articulates the ideals to which we aspire as well as the behaviors that are obligatory in our professional and volunteer roles.

The purpose of this Code is to instill confidence by enabling each individual to become a better stakeholder. We do this by understanding of our roles, responsibilities, duties and appropriate behavior. We believe that we can advance in our endeavor by embracing this Code and affirm that it will assist us in making wise decisions, particularly when faced with difficult situations where we may be asked to compromise with our integrity or values. Our hope is that this Code will serve as a catalyst for others to study, deliberate, and seek due compliance for the same. Further, we also hope that this Code will ultimately lead us towards our prime concern for quality assurance, sustenance and improvement.

Many of the standards outlined on the following pages though familiar, yet they reflect the fundamental values of fairness and integrity that are a part of our daily lives. It is therefore our responsibility to conduct ourselves in an ethical manner and also to ensure the same from others too. The ultimate responsibility of maintaining our Code rests with each of us. As individuals of personal integrity, we can do no less than to behave in a way that will continue to bring acclaim to ourselves and our Institution too.

The Internal Quality Assurance Cell (IQAC) of the College is mindful that through this Stakeholders Handbook on Code of Conduct and Professional Ethics it will provide an ethical foundation along with explicit standards of conduct to be observed at all times, having regard to the broader context set out above. Through its adoption, the college will enhance and deepen the confidence and trust that stakeholders place on us.

With assurance for the best always,

**January 01, 2020**  
**Mangaluru**

**Dr. Premalatha V.**  
**Mr. Hardik P. Chauhan**  
IQAC Coordinators

**Dr. K. V. Malini**  
Principal

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## **Values and Code in Action**

### **The Goal of true Education**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism, peace and principles enunciated in the preamble of our constitution.

Higher education has to produce leaders of society and economy and enable them to achieve success in all spheres of their lives with a commitment to the aforesaid ideals. It should strive for continuous holistic academic excellence and progress thereon. Education, research and extension should be undertaken in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to global endeavor on societal needs.

### **Preamble**

High performing Institutions is not only about performance, goals and achievements. It is also about how we behave towards each other and the world around us. Hence, it all depends on how these values and principles are put into practice.

The term 'value' stands for 'efficacy'. Education is capable of developing individuality and worthiness. At all times, education has built on value-system, conducive to the development of physical, intellectual, moral life. It activates the latent capacities of the individual enabling him or her to recognize 'truth', 'duty' and 'goodness'.

### **Rationale**

Every one of us has a personal responsibility for making sound judgements, so that we carry out the work we do to the highest ethical standards. While it is impossible for this Code to describe every instance that may arise, the standards specified in this Code are guidelines that should govern our conduct at all times. Codes come in all shapes, sizes and levels of quality. Given the level of attention devoted to them, each code will have a varied impact on the Institution it serves. Hence, a quality Code of Conduct can certainly go a long way in improving Institution's success. Institutions that view a code merely as a way to communicate legal rules miss much of the value that a code can provide.

Good codes just do not grow on trees. As how a good yield requires sufficient nurturing, so does a code of conduct. It needs to be developed through a well-

rooted and effectively managed process. This can be accomplished through :

1. Code Publication
2. Code Orientation and Education
3. Code Reinforcement
4. Code Vigilance and Compliance
5. Code retorting to continuous improvement

### **Dimensions and Reflections of Institute's Code**

<b>Dimensions</b>	<b>Reflections</b>
Vision and Mission	The Institute's purpose
Core Values	The Institute's collective beliefs
Heritage	Where the Institute hails from
Philosophy	Reflect the Institute's culture
Priorities	Areas that are imperative and thrive Institution the most
Perspective	The Institute's point of view
Policies	Ways in which staff acts and responds to the situations
Practices	Reflect distinctiveness of the Institute
Style	The way in which Institution functions
Heroes	Individuals and their feats that others hold in high regard
Branding	How the Institute presents itself

### **Guiding Principles of Code of Conduct**

1. Act ethically with high integrity
2. Be fair, courteous and respectful to others
3. Manage responsibly
4. Protect and preserve Institute's resources
5. Promote a culture of compliance
6. Instill a system of responsibility, transparency and accountability
7. Preserve academic freedom and diligently perform to meet the responsibilities
8. Avoid conflicts of interest
9. Carefully manage public, private and confidential information
10. Promote health and safety in the workplace
11. Inculcate the system to practice what you preach

## **Significance of Code of Conduct**

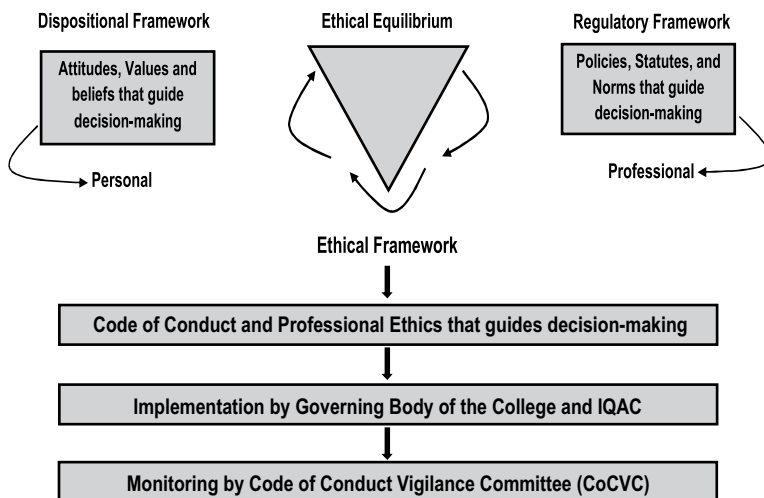
A quality, well-developed Code of Conduct enables an Institute to accomplish the following :

1. Articulates expectations by ushering clarity and transparency
2. Establishes commitment to professionalism
3. Provides staff with a roadmap and gears them for their daily work
4. Provides staff with comfort and confidence
5. Encourages staff to serve the Institute's aspirations
6. Prevents legal and regulatory violations
7. Fosters greater employee loyalty and retention
8. Strengthens professional relationships
9. Strengthens trust and respect for all the stakeholders
10. Builds a stronger reputation for Institute's integrity

## **Best Practices for making Code of Conduct and Professional Ethics Effective**

1. Root the codes into core values
2. Communicate and issue a copy to all staff
3. Read, understand and practice the code in your day-to-day conduct
4. Provide a way to report breaches in a confidential manner
5. Include ethical issues in professional development and training programmes
6. Set up a board committee to monitor the effectiveness of the code
7. Make copies of the code available to all the stakeholders possible
8. Make a named individual responsible for code implementation
9. Review the code in light of changing challenges
10. Make sure senior staff “walks the talk”

## Code of Conduct and Professional Ethics Framework



### Code of Conduct Statement

In every Canarite -

“Our ethical code seeks shared commitment to the highest standards of conduct by upholding its deep-rooted philosophy, ideals and Panchasheela core values; coupled with the highest virtues of moral values, ethics and integrity in all our endeavors, at all the times and thus live up to the code of righteousness.”

### Code of Conduct and different Stakeholders

1. Code of Conduct for Students
2. Code of Conduct for Parents / Guardians
3. Code of Conduct for Alumni Community
4. Code of Conduct for Teachers
5. Code of Conduct for Administrative and Support Staff
6. Code of Conduct for Principal
7. Code of Conduct for Governing Council

# **1. CODE OF CONDUCT FOR STUDENTS**

## **1.1. Special Advisory**

- 1.1.1. University education is a rare privilege and hence consider yourself to be fortunate and privileged to attain it. Further, it demands committed efforts, sincere hard work and determined dedication.
- 1.1.2. As an ideal student, it is your prime duty to maintain the highest standard of conduct and behavior.
- 1.1.3. Be courteous and considerate to others and adhere to all the rules and regulations of the college.
- 1.1.4. As a potential learner, you need to nurture your life through purposeful learning; striving for the intellectual transformation and groom to be a professional.
- 1.1.5. As a knowledge seeker, you must possess the preparedness, willingness and eagerness for continuous learning, be dynamic and optimistic with widened intellectual horizons.
- 1.1.6. Instill in you the spirit for striving potential excellence in all spheres of life and thus lead towards righteous life.
- 1.1.7. Make the right and good use of all the learning resources and facilities that are made available by the college.
- 1.1.8. As a student of this great noble institution, you must feel proud to be a 'Canarite', as it is your college and moreover a 'Temple of Learning'. Hence treat the college property with utmost care.
- 1.1.9. There is nothing that can substitute for self-discipline and a serious devotion to duty. The college expects its students to keep their vision high and solicit their co-operation to minimize the necessity of enforcing excessive rules and regulations. Thus, enable in efficient and smooth functioning of the system.
- 1.1.10. As a responsible social being, you must develop a spirit of respect and love for all that is good, noble and beautiful in life. Thus, be a partner in fostering peace and harmony in the college and society.
- 1.1.11. For your holistic growth and development, actively involve yourself by participating regularly in all the programmes of study; both in curricular and co-curricular / extra-curricular activities.
- 1.1.12. Try to develop a good faculty-student rapport. Feel free to consult your Academic Mentors who can guide, assist and help you in case of any difficulties or learning needs.



## 1.2. General Code of Conduct

As a responsible Canarite, it is the expectation that every student will conduct themselves in a manner that advances the collective well-being of all community members. This includes upholding conduct that maintains a safe, respectful and purposeful climate in which learning can flourish and all members of the community are treated with respect.

In addition to this, there are various other institutional policies, guidelines and regulations which are in force from time-to-time. With a view to ensure smooth functioning of the college, the students are expected to observe the general rules of discipline and are bound to abide by the regulations which the Management may frame from time-to-time and also those which are stated in the Student Handbook.

### 1.2.1. College Timings and Lecture Schedule :

1.2.1.1. Students are expected to adhere to the college timings and bear in mind the schedule of lecture sessions.

1.2.1.2. Note the schedule of bell timings :

<b>Forenoon</b>		
9:20 AM	First Bell	Students to enter into their respective classrooms
9:25 AM	Second Bell	Arrival of the teacher to the classroom
9:28 AM	Third Bell	College Prayer
9:30 AM	Fourth Bell	Commencement of the classes
<b>Afternoon</b>		
1:05 PM	First Bell	Students to enter into their respective classrooms
1:10 PM	Second Bell	Arrival of the teacher to the classroom
1:15 PM	Third Bell	Commencement of the classes

1.2.1.3. The schedule of lecture sessions are as follows :

<b>Schedule of Lecture Sessions</b>		
<b>Days</b>	<b>Forenoon</b>	<b>Afternoon</b>
Monday to Friday	9:30 AM to 12:25 PM	1:15 PM to 4:10 PM
Saturday	9:30 AM to 12:25 PM	

1.2.1.4. Habitually arriving late to the class will not be entertained and will be viewed seriously.

1.2.1.5. Students who depend upon public conveyance should start early so as to reach the college on time.

- 1.2.1.6. On the arrival of the teacher to the classroom, the students shall stand in respectful silence to receive them and take their seats when asked to do so.
- 1.2.1.7. The day shall begin with the College Prayer invoking the blessings of the Almighty. Hence, everyone must rise and pray devotedly. Also must respectfully remain standing for National Song, State Song and National Anthem when sung on the specified days.
- 1.2.1.8. When the attendance roll is called out, each student shall rise and answer to his / her name.
- 1.2.1.9. No student shall enter or leave the classroom or move away from one place to another without the permission of the faculty.
- 1.2.1.10. In the absence of classes, students shall not loiter in the campus. Instead they are expected to productively spend their leisure time in the College Library or Reading Room.
- 1.2.1.11. Students shall move from one classroom to another in an orderly and disciplined manner. All movements in the college must conform to the standard of academic decorum and dignity.

## **1.2.2. Dress Code :**

- 1.2.2.1. Students are expected to keep in mind the basic norms of modesty, decency and professional etiquette with regards to dress code. Hence, they shall strictly observe the uniform dress code prescribed by the college.
- 1.2.2.2. Students shall wear the prescribed college uniform on all the working days including the days of examination and national days. Non-compliance to the prescribed Dress code will attract strict disciplinary actions.
- 1.2.2.3. **Dress code for Boys**
  - Long hair / peculiar hairstyles are strictly prohibited.
  - With a view to promote professional grooming and etiquette, clean shaving is insisted upon.
  - Students are expected to wear formal shoes or sandals.
  - Tight fitting, altered, low waist pants are not permitted.
  - Wearing caps, scarves, single ear rings, head gears, bands or any such other fashion accessories are strictly not permitted.

#### **1.2.2.4. Dress code for Girls**

- Altering the uniform in any manner is not permitted.
- Attending classes with lipstick and colored hair is not permitted.
- Wearing head scarves is not permitted.
- Letting their hair loose is not permitted.

#### **1.2.2.5. Dress code for Laboratories**

The dress code shall be as specified by the Programme.

#### **1.2.2.6. Dress code on Special Days**

Students attending formal congregations, gatherings and special occasions of the college are expected to be decently dressed in accordance with the approved code of etiquette.

- Sports Day : College Uniform or track suit
- Fests / Special Occasions : As specified by the Faculty Conveners

#### **1.2.3. Identity Card :**

1.2.3.1. Photo Identity Card attested by the Principal will be issued to all the bonafide students of the college. It is mandatory for all the students to wear the Identity Card while they are on the campus and produce it whenever asked for, especially when dealing with the office and library.

1.2.3.2. In case a student loses the Identity Card, he / she may approach the concerned Academic Class Mentor and apply for a duplicate ID Card by making a payment of ₹ 250/- at the college Office.

#### **1.2.4. Attendance :**

1.2.4.1. Students are encouraged to make all efforts to attend all classes and arrive at each class on time. Hence, the college insists upon maintaining punctuality and regularity in attendance.

1.2.4.2. Attendance is taken every hour at the commencement of the class. Students habitually arriving late to the class will lose the attendance for the particular hour.

1.2.4.3. The college has Students' E-Attendance Monitoring System in place which keeps track on the day-to-day attendance record of every student. An hourly-wise absentee message is disseminated at the end of the day to the registered mobile number of parents / Guardian.

- 1.2.4.4. The Students' E-Monitoring Attendance Committee will periodically update the students and their parents / Guardian about shortage of attendance through their respective Academic Class Mentors. Hence, such students shall take note of the same and clear their doubts if any., with the concerned faculty.
- 1.2.4.5. No complaints or requests of attendance on any ground will be entertained after the closure of semester.
- 1.2.4.6. Attendance on the re-opening of the college after the vacations, Tests, Examinations, Viva-Voce, Industry / Field / Study Visits / Add-on / Certificate Courses, Association meetings, Co-curricular / Extra-curricular activities / special occasions, etc., is mandatory to all the students.
- 1.2.4.7. A candidate shall be considered to have satisfied the requirements of attendance for a semester if he / she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects.
- 1.2.4.8. A candidate who does not satisfy the minimum requirement of 75% of attendance even in one subject, he / she will not be permitted to take the whole University End Semester Examination and shall seek re-admission to that semester in the subsequent year.

**1.2.5. Leave / Absence :**

- 1.2.5.1. A student is required to seek the permission of the concerned authority for leave of absence. Unforeseen absence must be justified on return before entering to the class with a Leave Note (in the proforma that is appended at the end) duly signed by the parents.
- 1.2.5.2. Leave Note duly signed by the Parent / Guardian in the prescribed proforma shall be justified by the student between 9:00 to 9:15 AM with the all the concerned.
- 1.2.5.3. If the absence is only for one hour, the student will seek written permission from the concerned teacher.
- 1.2.5.4. If the absence is for more than one hour and up to two days, leave will be sanctioned by the concerned Academic Class Mentor only.
- 1.2.5.5. If the absence is for three days or more, such leave will be noted / sanctioned by the Principal. (Separate Application Form is available in the Office is to be used for the same.)

- 1.2.5.6. In case of absence or illness for more than two days, a Medical Certificate from a Registered Medical Practitioner approved by the college must be produced before the Principal. However, this does not entitle a student to obtain the attendance.
- 1.2.5.7. Under no circumstances medical certificates for earlier absence will be accepted at a later stage.
- 1.2.5.8. The Leave Notes should be produced in the prescribed forms that is available in the college office, to the Principal for absence for Tests and Examinations, absence on the re-opening day of the college and absence on the special occasions announced specifically by the Principal, like College Day, Annual Sports and Athletic Meet, etc...
- 1.2.5.9. Absence for Test / Examinations on medical grounds must be justified to the Principal by producing a Medical Certificate from a Registered Medical Practitioner approved by the college.
- 1.2.5.10. In all the cases, the Leave Note should be duly signed by the Parent / Guardian.
- 1.2.5.11. Whenever a student remains absent continuously for more than a week without any information or permission, it will be deemed that he / she has discontinued the studies and hence his / her name will be struck off from the rolls of the college.
- 1.2.5.12. The following are authorized to issue attendance certificates to the students for their participation in various co-curricular and extra-curricular activities :
  - i. Games and Sports : Physical Education Director
  - ii. NSS Activities : NSS Programme Officer
  - iii. Intra and Inter-collegiate Activities / Participation : Student Welfare Mentors / Conveners of respective CC / EC Associations / Principal.

## **1.2.6. Conduct and Behavior :**

- 1.2.6.1. Students are required and expected to conduct themselves in a mature and considerate manner and maintain civilized behavior both inside and outside the campus.
- 1.2.6.2. Students should conduct and express themselves in a way that is respectful to all individuals. This includes being humble, polite and kind enough while dealing with one another and faculty and staff in particular.

- 1.2.6.3. It is a good etiquette that the students respect the Principal, faculty and staff of the institution and greet on meeting them on the first occasion of the day.
- 1.2.6.4. Students should not enter into any kind of altercation with the faculty or staff members. Disobedience in this regard will be seriously dealt with.
- 1.2.6.5. With a view to improve the fluency in language, the students are expected to speak in English within the campus.
- 1.2.6.6. Be active and engaged on all courses, which include participating in classroom conversations and being respectful and attentive to those instructing.
- 1.2.6.7. Maintain academic integrity at all times.
- 1.2.6.8. Cultivate respectful, constructive and healthy dialogue at all times.
- 1.2.6.9. Have an open mind to new ways of thinking, working and learning and thereby contribute to you own educational experience.
- 1.2.6.10. Disrespect or discourtesy with the faculty and staff, habitual neglect of work, creating distractions or disturbance to the fellow mates, disrupting and obstructing the faculty in taking up the classes, irregularity in attendance, refusal to follow the directions of the instructor, obscenity in word or act are sufficient reasons for breach of conduct and will attract disciplinary actions for the same.
- 1.2.6.11. Students conduct and behavior, punctuality, attendance, progress and consistency will be taken into consideration while recommending them for awarding Merit / Proficiency, scholarships, concessions as well as for representing the college in co-curricular and extra-curricular activities.
- 1.2.6.12. Playing, hooting, whistling, producing unreasonable / peculiar noises or shouting inside the college building / classrooms / campus is strictly prohibited.
- 1.2.6.13. Boys and girls are expected to conduct themselves with a sense of dignity and maturity. They should observe norms of decency, propriety and mutual respect in their inter-relationships.
- 1.2.6.14. The college does not hold itself responsible for the conduct of the students outside the campus unless such a conduct arises out of his / her college life. However, the college takes cognizance of any serious misconduct of the students committed outside its campus which is likely to reflect upon the reputation of the college.

If any serious charges are fairly substantiated, the guilty shall be punished according to the gravity of offence, which can also lead to refusal of renewal of admissions to the subsequent year of study in the college.

**1.2.7. Discipline :**

- 1.2.7.1. Students are expected to adhere, be committed and maintain highest standards of discipline in the college.
- 1.2.7.2. Students must not join any club or society or make any engagement outside the college that would interfere with their studies and go against the spirit of the college without the permission of the Principal. Further, they are not allowed to play in any team against the college.
- 1.2.7.3. No student of the college shall take part in any campaign, demonstration, political agitation, protest, strike, hartal or satyagraha or associate with any group directed against the College, the University or the Government.
- 1.2.7.4. No meeting shall be convened, no person shall be invited by the students, no publication must be issued, no canvassing or mobilizing the students for any particular opinion / action will be allowed without the prior permission of the Principal.
- 1.2.7.5. Students shall not organize any activities, events or associate with any group concerned with college without the prior official permission of the Principal.
- 1.2.7.6. Students must not give College address for personal correspondence.
- 1.2.7.7. Educational / Study Tours / Industrial / Field Visits are to be organized with the prior permission of the Principal and staff members shall accompany such visits. For all such programmes written consent from the parent is mandatory.
- 1.2.7.8. Mass Bunking of classes and any other college activities or causing disruption in any manner in the functioning of the college will attract serious disciplinary actions against the defaulters.
- 1.2.7.9. Cake cutting or any other unauthorized celebrations are strictly prohibited inside the college campus.
- 1.2.7.10. Littering inside the college campus is strictly prohibited.
- 1.2.7.11. Use of explosives, spraying colors, bursting crackers or any such uncommon acts are strictly prohibited in the college campus.
- 1.2.7.12. Disrespect or disfiguring the college uniform in any form is a major act of indiscipline. Hence, it will be viewed very seriously.

- 1.2.7.13. Any attempt made to tarnish the name of any person / institution in any form on a social media (such as Whatsapp, Facebook, Instagram, Twitter, E-mail, SMS, etc.) that is intended to cause physical, social or emotional harm is a serious punishable offence under Cyber Crime. Defaulters will have to face legal consequences and dismissal.
- 1.2.7.14. Eating chewing gum inside the campus is considered as violation of discipline.
- 1.2.7.15. Students must refrain themselves from smoking, possession / use / consumption of tobacco in any form, alcohol and drugs. Further, any student who is found in contact with any of the above toxic substances or has appeared in consumption of the same, a serious disciplinary action will be taken against them which may also lead to suspension / dismissal.
- 1.2.7.16. College is a temple of learning, hence it will not entertain any religious affiliation to come in the way of institutional discipline and its functioning. Also it will strictly follow and adhere to the common college timings.
- 1.2.7.17. With a view to promote environment friendly concern, as far as possible, students are encouraged to make use of the public transportation for their conveyance.
- 1.2.7.18. Students coming to college by two wheeler should possess a valid license. They are expected to park their vehicles only in the parking lounge in an appropriate manner. Entry of four wheelers into the campus is strictly prohibited.
- 1.2.7.19. Sportively riding vehicles within the college premises is strictly prohibited. Further, with a view to avoid noise pollution and disturbance, the vehicle should possess efficient silencers.
- 1.2.7.20. Students who do not leave with their parents or guardian must live in the hostels or in lodging approved by the Principal.
- 1.2.7.21. The college property has to be treated and handled with utmost care and should not be damaged. Any negligent, accidental or willful damage to the college books, furniture, water, gas, laboratory apparatus, electrical installations or any other property of the college will be seriously viewed and have to be paid for to make good the loss. Restitution may be charged to the appropriate individual(s) known or connected with it and or equally from all the students in the class / college as the case may be. It may also warrant appropriate disciplinary actions. However, the decision of the Principal is final and binding in all these matters.



- 1.2.7.22. Students are strictly advised not to involve themselves in any kind of anti-social activities or activities causing endangerment, physical restraint, violence, assault, etc., which is likely to place oneself or another in risk of bodily harm, is subject to strict disciplinary action which may also lead to expulsion from the college.
- 1.2.7.23. Students must be extra conscious towards judiciously using the resources of the college. They must switch off the fans, lights, projector, etc., when not in use.
- 1.2.7.24. Students are advised to maintain the cleanliness of classroom and environmental awareness by keeping the campus clean, green and plastic free.
- 1.2.7.25. The unauthorized use of college property, including but not limited to college buildings, spaces and grounds; college documents and records; or college furnishings, equipment and materials, is a violation of College policy and is subject to disciplinary action.
- 1.2.7.26. The students are required to improve and maintain consistency in their performance in the University / College examinations to ensure their renewal of admission in the subsequent year.
- 1.2.7.27. The Principal and the Management reserves every power to rusticate a student from the college if the student is found guilty of any serious misconduct or breach of college rules and regulations or the presence of such student in the college disturbs the order and discipline.

### **1.2.8. Anti-Ragging :**

- 1.2.8.1. With a view to ensure ragging-free campus, Ragging is absolutely banned in and around the college campus.
- 1.2.8.2. As per the 3<sup>rd</sup> amendment in UGC Regulations on August 29, 2016 to expand the definition of Ragging includes the following :  
“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.”
- 1.2.8.3. The college educates the students enrolled in various programmes at the beginning of each academic year about the Anti-Ragging Policy and zero tolerance for ragging at the institute.

- 1.2.8.4. Note that Ragging is a cognizable criminal offence and those who indulge in it or encourage it will be handed over to the law.
- 1.2.8.5. In pursuant to the UGC Regulations, it is mandatory to submit an online undertaking in every academic year by each student and their parent / guardian to the effect that they are aware of the prohibition of ragging and the punishment prescribed both under penal laws as well as under these regulations.
- 1.2.8.6. The Anti-Ragging Squad duly appointed by the Principal has been constituted to keep close vigilance on the same.
- 1.2.8.7. The Anti-Ragging Committee / Cell shall examine all the complaints of anti-ragging and come out with recommendation based on the nature of the incident.
- 1.2.8.8. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24X7 Toll Free) or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in).

### **1.2.9. Conduct for Cellular Phones :**

- 1.2.9.1. With a view to maintain the sanctity and academic atmosphere on the campus, cellular phones are strictly forbidden inside the college campus. However, the college allows the students to carry cellular phones provided they are kept in switched off mode only.
- 1.2.9.2. Use of cellular phones inside the college campus is strictly forbidden. Even if it is found in silent or vibrating mode or used by any student, it will be confiscated. A fine of ₹ 500 will be imposed at the first instance and thereafter it will be progressively fined.
- 1.2.9.3. Confiscated cellular phones will not be returned until the end of the semester.
- 1.2.9.4. There can be surprise raids to classrooms by a squad appointed by the Principal to ensure its strict compliance.
- 1.2.9.5. Students are not supposed to play or listen music using mobile phones or any other electronic devices in the college campus.

### **1.2.10. Student Handbook and Calendar :**

- 1.2.10.1. Student Handbook and Academic Calendar of the college is an official document. Hence, it must be preserved, handled with utmost care and also be brought to the college every day without fail.
- 1.2.10.2. The Handbook must be produced to the Faculty / Staff / Principal whenever asked for.

- 1.2.10.3. Parents are advised to take note of the stated Code of Conduct for students in this Handbook and insist their ward to comply by the same.
- 1.2.10.4. Parents shall regularly check and authenticate the Leave Note appended to this Handbook at the end.
- 1.2.10.5. If a student loses the Handbook, he / she may apply for a new copy with the concerned Academic Class Mentor on making a payment of ₹ 250/- at the College Office.

#### **1.2.11. Fee Regulations :**

- 1.2.11.1. Every student shall be liable to pay the fees for the academic year in one installment within the specified due date.
- 1.2.11.2. If a student fails to pay the fees within the prescribed due date, he / she shall have to pay a fine at the rate of ₹ 10/- per day. Failure to pay the same within the last day for the fees collection with fine, the student's name shall be removed from the rolls. He / she will be re-admitted only after remitting the arrears including fines and the readmission fees.
- 1.2.11.3. If a student discontinues the college in midway of the academic year, he / she have no right to claim remission of any portion of any fees paid.
- 1.2.11.4. The prescribed fees may be paid by Cheque, Debit Card or drawing a Demand Draft in favor of "The Principal, Canara College, Mangaluru".
- 1.2.11.5. A receipt signed by the Principal or his authorized official shall be issued for all payments.

#### **1.2.12. Conduct related to use of College Library :**

The use of Library and Reading Room and its facilities are governed by the rules and regulations of the Library. The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible. Failure to observe its rules and regulations will lead to cancellation of the membership.

#### **1.2.13. Add-on / Certificate Courses :**

- 1.2.13.1. The college through its various Departments and Associations offers wide-range of Add-on / Certificate Courses that focus on employability, entrepreneurship and skill development and

Value-Added Courses imparting transferrable and life skills of the students.

- 1.2.13.2. These Courses aims to supplement the basic curriculum, widen the horizons of the students through interdisciplinary knowledge in their respective areas of interest and also prepare them for career prospects.
- 1.2.13.3. Hence, students are encouraged to enroll themselves, make use of the exclusive opportunity made available for them and take special interest about it.

#### **1.2.14. Participation in Extension Activities and Community Outreach Programmes :**

The greatness of any community is measured by the compassionate actions of its members towards others. True to the Institute's Vision, Mission and Panchasheela Core Values, it encourages the inclusive participation of its students and stakeholders in undertaking wide-range of extension activities for outreaching community in the immediate vicinity as well as at large.

#### **1.2.15. Code of Conduct for Examinations :**

Students are expected to observe the following Code of Conduct for Examinations :

- 1.2.15.1. Students are expected to arrive at least thirty minutes prior to the commencement of examination.
- 1.2.15.2. Students shall take the note of seating arrangements displayed on the notice board.
- 1.2.15.3. Students are advised to take their seats in the respective examination room according to the number allotted.
- 1.2.15.4. Students standing outside the exam room even after the bell rings, it will be considered as a violation of code of conduct.
- 1.2.15.5. Maintenance of absolute silence in the examination hall and compliance to the examination code of conduct is obligatory.
- 1.2.15.6. Students must have a valid student ID card to enter the test / exam hall. Forgetfulness is not an acceptable excuse.
- 1.2.15.7. Students shall possess Admission Ticket / Hall Ticket while appearing for the University examinations.
- 1.2.15.8. Arriving late for the tests / examinations will not be entertained.

Further, habitually arriving late will be seriously dealt with.

- 1.2.15.9. Entry to the examination hall after half an hour of the commencement of the examination is not permitted.
- 1.2.15.10. Students shall frisk and check their bench, desks, pockets, instrument box, etc., if any written materials are found, shall keep outside the examination hall.
- 1.2.15.11. Students are not permitted to have in their possession any unauthorized items such as cell phones, iPods, PDAs and other web-access devices during the examination excluding approved calculators.
- 1.2.15.12. All students are responsible for making themselves aware of the college examination regulations, the Student Code of Conduct and disciplinary procedures.
- 1.2.15.13. Talking, whispering, possession of any written materials, manuscripts, copying, helping to copy or any other suspicious behavior are considered as examination malpractice. Such cases will be strictly dealt with.
- 1.2.15.14. Students shall read carefully the instructions printed on the Answer booklet and question paper and work accordingly.
- 1.2.15.15. Students shall take utmost care to fill in the details on the front sheet of the answer booklet without making any errors.
- 1.2.15.16. Nothing except the register number of the students shall be written on the question paper. If so, it is treated as a case of malpractice.
- 1.2.15.17. On having completed answering the paper, students shall personally hand over their answer script to the room invigilators.
- 1.2.15.18. No candidate is permitted to go out of the examination hall temporarily on the plea of the call of nature, telephone calls, meeting someone urgently, etc... In exceptional cases, candidate may be permitted provided he / she is accompanied by an attendant.
- 1.2.15.19. The invigilator is authorized to verbally warn / move or confiscate students answer booklet if malpractices are noticed.
- 1.2.15.20. Any kind of argument with the invigilators is strictly prohibited.
- 1.2.15.21. Any case of malpractice booked will be dealt as per the code of conduct and procedure governing the same.
- 1.2.15.22. The tests / examinations are conducted for the betterment of students. Therefore, the students are strictly informed to consider each test / examination seriously.

## **2. CODE OF CONDUCT FOR PARENTS / GUARDIANS**

Parents / Guardians play an instrumental role in the educational life of their ward. Therefore, as a responsible and key stakeholder of the system, they are expected to partner with institution in its smooth and effective functioning. Your obligations and responsibilities can go a long way in serving your ward even better.

- 2.1. Parents / Guardians are reminded that they are not absolved of their responsibility once their ward is admitted to the college. Hence, you are required to co-operate with the college authorities in enforcing the discipline and regularity of study.
- 2.2. Parents / Guardians are expected to actively take participate in Parent Teachers' Meet and any other activities of the college as and when notified for.
- 2.3. Parents / Guardians are requested to be in regular touch and periodically meet the Academic Class Mentors or concerned faculty and seek necessary feedback about their ward's performance. Parents can meet the teachers between 3:15 - 4:30 PM only
- 2.4. Parents / Guardians are expected to teach their ward –
  - 2.4.1. How to think instead of what to think.
  - 2.4.2. That discussion is always better than argument. Because argument is to find out who is right; but discussion is to find out what is right.
  - 2.4.3. That education does not merely mean teaching students what they do not know; it means teaching them to behave in a way that is acceptable to the society.
  - 2.4.4. That what comes easy, will not last long. And what lasts long, will not come easy.
  - 2.4.5. That 'Success' comes before 'Work' only in the dictionary.
- 2.5. Parents / Guardians are expected to remember that –
  - 2.5.1. You educate your ward not to be rich, but to be happy, so that, when they grow up, they will know the value of things, not the price.
  - 2.5.2. Illiterate of this century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn.
  - 2.5.3. Spending fruitful time with your ward is more important than spending money on them.
  - 2.5.4. Developing the mind is important. But developing the conscience is the most precious gift parents can give to their children.
  - 2.5.5. The attitude you have as a parent is what your ward learn from more than what you tell them.
  - 2.5.6. They do not remember what you tried to teach them, they only remember what you are.

### **3. CODE OF CONDUCT FOR ALUMNI COMMUNITY**

Alumni are the brand ambassadors of the institution they graduated from. Institutions indeed declare the list of their notable alumni as a way of connecting their successes with what the college has provided them. Alumni community is not just for a mere nostalgia that they associate their alma-mater with, but it's much beyond that. To a large extent what alumni do with their lives define the stature of an institute. Therefore alumni constitutes to be a vital stakeholder for any institution.

- 3.1. As an alumni and representative of the institute, you must act as an ambassador in all that you do and strive for the greater glory of your alma-mater.
- 3.2. Do offer services in line with your members' needs.
- 3.3. Value and foster diversity and inclusivity.
- 3.4. As responsible stakeholder, always respond positively and favorably at the need and call of the institutions.
- 3.5. While engaged in any official capacity related to the Association, members are expected to uphold the highest standards of ethical and professional behavior and personal conduct at all time.
- 3.6. Promote and protect the best interests of the Office of Alumni Association and the Institute by carrying out volunteer responsibility in ethical, positive and informed manner.
- 3.7. Promote collaboration and mutual support through working together to achieve the goals through transparency, trust and positive mutual regard.
- 3.8. Provide and foster an open, courteous and respectful atmosphere for healthy discussion, disagreement and debate in all forms of communications.
- 3.9. Acknowledge and respect every fellow member and their contributions, talents, efforts and dignity.
- 3.10. Honor, respect and be fair toward every fellow members and refrain from all forms of harassment, intimidation and discrimination.
- 3.11. As an association of the alumni community, keep the members abreast with relevant information and timely updates.
- 3.12. Team up with highly motivated alumni volunteers to bring life to your existence and network for inclusive betterment.
- 3.13. Foster functional alumni engagement by actively involving your

members and provide them with wide opportunity to serve their alma-mater.

- 3.14. Comply with the bye-laws of your association; make sure its operations are consistent with them.
- 3.15. Avoid making use of your role and the forum for personal, professional, commercial and political gains.
- 3.16. Avoid placing your self-interest or any third-party self-interest above that of the institute in the scope of transacting any official business of the Office / Institution.
- 3.17. Build and effectively manage your alumni database.
- 3.18. Regularly plan and organize successful reunions.
- 3.19. Foster pride and a strong sense of belonging, tradition and attachment towards alma-mater.
- 3.20. Stay connected with the future generations by giving something back to your alma-mater. It is indeed a great way to keep the institute's legacy going.

#### **4. CODE OF CONDUCT FOR TEACHERS**

As per UGC guidelines whoever adopts teaching as a profession assumes the obligations to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his / her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. Teaching being the noble profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. A definitive code for this Institution encompasses the following :

##### **4.1. Professional Values and Integrity :**

Teachers should –

- 4.1.1. Adhere to a responsible pattern of conduct expected of them by the community.
- 4.1.2. Conform to the ethos of his profession and act in a dignified manner. A teacher should keep in mind that society has entrusted him with their children.



- 4.1.3. Manage their private affairs in a manner consistent with the dignity of the profession.
- 4.1.4. Seek to make continuous professional growth through study and research.
- 4.1.5. Express free and frank opinion by participation at professional meetings.
- 4.1.6. Maintain active membership of professional organizations and strive to improve education and profession through them.
- 4.1.7. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with the dedication.
- 4.1.8. Co-operate and assist in carrying out function relating to the educational responsibilities of the college and the university such as – assisting in appraising applications for admission, advising, and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- 4.1.9. Respect the confidentiality of all information of the Institute's affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- 4.1.10. Maintain ethical behavior in professional practice by accurately representing certifications, licenses and other qualifications.
- 4.1.11. Bear in mind that honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- 4.1.12. Evolve in developing latest curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- 4.1.13. Acquaint with new teaching strategies, recent methodologies and other applications from time to time. It may be conceded that learning has no end. Therefore, it is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community at large.
- 4.1.14. Participate in extension, co-curricular and extra-curricular activities including community service.

## **4.2. Professional Code of Conduct with Students :**

Teachers should –

- 4.2.1. Respect the right and dignity of the students in expressing his / her opinion.
- 4.2.2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social status and gender.
- 4.2.3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual need.
- 4.2.4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 4.2.5. Not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- 4.2.6. Inspire and ignite students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- 4.2.7. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- 4.2.8. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 4.2.9. Pay attention to only the attainment of the students in the assessment of merit.
- 4.2.10. Make themselves available to the students even beyond their class hours and help and guide students without any expectations.
- 4.2.11. Aid students to develop an understanding of our national heritage and national goals.
- 4.2.12. Refrain from inciting students against other students, colleagues or administration.

## **4.3. Professional Code of Conduct with Colleagues :**

Teachers should –

- 4.3.1. Treat other members of the profession in the same manner as they themselves wish to be treated.
- 4.3.2. Speak respectfully with other teachers and render assistance for professional betterment.
- 4.3.3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

- 4.3.4. Refrain from allowing consideration of caste, creed, religion, race or gender in their professional endeavor.

#### **4.4. Professional Code of Conduct with Authorities :**

Teachers should –

- 4.4.1. Discharge their professional responsibilities according to the existing service rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- 4.4.2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 4.4.3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- 4.4.4. Co-operate through their organizations in the formulation of policies of other institutions and accept offices.
- 4.4.5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- 4.4.6. Should adhere to the conditions of contract.
- 4.4.7. Give and expect due notice before a change of position is made.
- 4.4.8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **4.5. Professional Code of Conduct with Non-Teaching Staff :**

Teachers should –

- 4.5.1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- 4.5.2. Help in the function of joint staff councils covering both teachers and non-teaching staff.

#### **4.6. Professional Code of Conduct with Parents / Guardians :**

Teachers should try to see through teachers' bodies and organizations, that institutions maintain regular contact and interactions with the guardians, their students, send report of their performance to the guardians, whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **4.7. Professional Code of Conduct with Society :**

Teachers should –

- 4.7.1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being offered.
- 4.7.2. Work to improve education in the society and strengthen the community's moral and intellectual life.
- 4.7.3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the county as a whole.
- 4.7.4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- 4.7.5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic group but actively work for National Integration.

### **5. CODE OF CONDUCT FOR ADMINISTRATIVE AND SUPPORT STAFF**

The College has put forward its code of ethics for the Administrative and Support Staff along the following lines :

#### **5.1. Professional Conduct**

- 5.1.1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- 5.1.2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- 5.1.3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.

- 5.1.4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- 5.1.5. They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- 5.1.6. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

## **5.2. Workplace Conduct**

- 5.2.1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- 5.2.2. They should also be responsible for the proper use and maintenance of college equipments and furniture.
- 5.2.3. No support staff should be under the influence of drugs or alcohol during office hours.
- 5.2.4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- 5.2.5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- 5.2.6. The support staff should show no discrimination on basis of gender, caste or religion.

## **5.3. Professional Relationship**

- 5.3.1. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- 5.3.2. The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an institution depends upon mutual goodwill and trust.

- 5.3.3. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- 5.3.4. Ideally the Support Staff are the first to come into contact with the parents / guardians of students. They must bear in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.

## **6. CODE OF CONDUCT FOR PRINCIPAL**

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having faces of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As a full-time academic, administrative and executive Head of the Institution duly appointed by the Governing Body of the College, the Principal remains responsible to follow certain codes of professional ethics in his / her conduct.

- 6.1. As an ex-officio Member-Secretary of the Governing Council, he / she shall conduct the periodic meetings of the Governing Body, record the minutes and arrange for follow-up actions for the development of the Institution.
- 6.2. Ensure that the Bye-laws, Rules and Regulations of the Institution are duly observed and implemented.
- 6.3. Exercise general supervision and control over the affairs of the Institution and be responsible for the implementation of recommendations of the various committees of the Institution, in consultation with the IQAC.
- 6.4. Authorized to sign on all the official documents of the Institution as the Head of the Institution.
- 6.5. Implement the policies approved by the highest decision making body of the college and achieve coordination among various statutory committees and non-statutory bodies.
- 6.6. Provide inspirational, motivational and value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- 6.7. Endeavor to promote a work culture and ethics that brings out quality, professionalism, satisfaction and service to the nation and society.

- 6.8. Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- 6.9. Act as warden of the College's assets in managing the resources responsively, optimally, effectively and efficiently for providing a conducive teaching and learning environment.
- 6.10. Uphold and upkeep the ethos of inclusiveness in terms of imparting quality education in the institution.
- 6.11. Protect the collective interest of different sections of the institution so that each and every individual can perform freely and give their highest for the institution building.
- 6.12. Institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- 6.13. Uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- 6.14. Create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- 6.15. Maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- 6.16. Uphold, upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- 6.17. Promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus add to the societal dynamism and simile to essence-of-life.
- 6.18. Promote and involve in extension activities including the community outreach programmes.
- 6.19. Endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
- 6.20. Promote and maintain harmonious relationships of the College with

the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

- 6.21. Endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish and enhance their capabilities.
- 6.22. Be responsible for the formulation of strategic planning of the Institution and its expeditious implementation.
- 6.23. Shall collaborate with the Management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence.
- 6.24. Set priorities for short-term and long-term goals of the Institution and thus working collectively towards realizing the same.
- 6.25. Shall put best efforts to bring in adequate infrastructural and financial support for the College.
- 6.26. Persistently work for the common goal of providing quality education and guiding to enable the students to carve out promising career and lifelong learning.
- 6.27. Create an environment conducive for research oriented academic parleys and thus promote research activities in the institution thereby paving way for innovative thinking and ideas.
- 6.28. Shall ensure the existence of an academic environment within the college and should consistently endeavor for its enrichment by encouraging consultancy work culture so as to add further to the knowledge pool.
- 6.29. Should encourage and advise the faculty members to take up sponsored research projects from various funding agencies, publish research papers in the reputed journals, arrange for regular seminars and participate in seminars / symposiums / conferences / workshops.
- 6.30. Define and approve the Quality Policy, systems and procedures and ensure that the Quality Policy is thoroughly understood, properly implemented and well-maintained.
- 6.31. Shall ensure quality assurance, sustenance and improvement and he / she should be assisted by IQAC Coordinator(s).
- 6.32. Shall Standardize and streamline all the procedures to implement Quality Management System.



- 6.33. Shall respond positively to all queries on the operational effectiveness of the Quality Management System.
- 6.34. Make everything available for certification and surveillance audits.
- 6.35. Respond readily to all quality improvement programmes.
- 6.36. Authorized to take decision on all college related activities in consultation with the Correspondent through the Honorary Secretary.
- 6.37. Assist the Correspondent in the smooth administration of the Institution.
- 6.38. Authorized to nominate Coordinators, Conveners and other administrative functionaries to facilitate smooth administration in the Institution.
- 6.39. Responsible to explore the possibilities of introduction of new academic Programmes, Add-on and Certificate Courses from time-to-time.
- 6.40. Responsible for initiating the spirit of welfare by implementing various welfare measures for students and staff; thus building mutual confidence in them.
- 6.41. Identify and conduct of in-house programmes for the value addition of students, faculty members and staff.
- 6.42. Strive for consistent academic growth and holistic development of the Institute.
- 6.43. Coordinate and motivate the faculty, administrative and the supporting staff so as to play their respective roles more effectively.
- 6.44. Inculcate discipline, decency, decorum and dignity of among the students, faculty and staff.
- 6.45. Define the responsibility and authority of all teaching and non-teaching staff.
- 6.46. Shall convene regular meetings of the Heads of Departments to review the progress of the academic aspects and suggest effective measures to achieve desired academic outcome.
- 6.47. Initiate corrective measures to be carried out within the time limit.
- 6.48. Responsible for procurement activities for the various requirements of the Institution.
- 6.49. Responsible for student admission as per the norms in consultation with the Correspondent and Honorary Secretary.

- 6.50. Extend able guidance to work towards fulfilling the requirements to obtain accreditation for the College.
- 6.51. Adhere to the norms of affiliating University and other regulating Authorities.
- 6.52. Undertake training and appraising faculty members and manage curricular, co-curricular and extra-curricular activities.
- 6.53. Establish global contacts with industries, institutions, research and development organizations, leading to MoUs, collaborations, linkages and exchange programmes.
- 6.54. Appreciate the worthy task, by the students and staff synergy.
- 6.55. Shall extend support to bring out the natural talents of students and sharpen them.
- 6.56. Activate career guidance, training and placement services for the benefit of the students.
- 6.57. Shall promote industry-institute-interaction for better employability of the students.
- 6.58. Supervision and conduct of both internal and external examinations as Chief Superintendent.
- 6.59. Identify and recommend standardization of various activities through appropriate software and hardware.
- 6.60. Discharge any other responsibilities assigned by the Governing Body connected with the development of the Institution.

## **7. CODE OF CONDUCT FOR GOVERNING COUNCIL :**

The Governing Body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

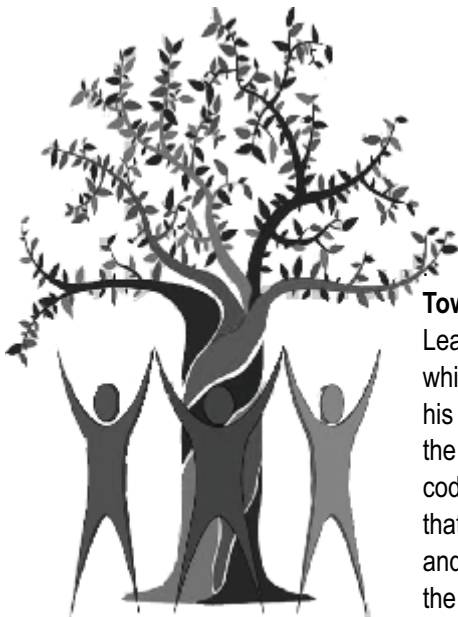
- 7.1. Develop a strategic perspective plan from time-to-time upon conducting a SWOC Analysis with the collective involvement of prime stakeholders of the Institution.
- 7.2. Approve and monitor the implementation of strategic perspective plan and assess the outcomes for continuous improvement.
- 7.3. Collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional Vision and Mission is achieved.
- 7.4. Act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of

stakeholders, including students, local communities, Government and others representing public interests.

- 7.5. Monitor institutional performance and quality assurance arrangements which ought be, appropriate and are benchmarked against other institutions.
- 7.6. Ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State Government and affiliating University.
- 7.7. Ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- 7.8. Actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- 7.9. Ensure the solvency of the Institution and safeguarding its assets.
- 7.10. Approve annual operating plans and budgets which should reflect the Institution's strategic plan.
- 7.11. Ensure that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements / contracts / memorandum.
- 7.12. Ensure that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels.
- 7.13. Receiving and approving annual accounts i.e., audited financial statements and periodically monitor the capital and operating expenses to ensure that the finances of the Institution is managed as per the approved plan and to approve genuine variations, if any.
- 7.14. Ensure that value for money is achieved through an open and transparent procurement policies and procedures without any barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.
- 7.15. Direct and oversee the Institutions arrangements for internal and external audit.
- 7.16. Responsible for recruitment and development of the employees of the Institution through well-defined policies and procedures and also monitor its processes and systems.

- 7.17. Responsible for infrastructure planning, set-up and maintenance to meet the objectives of the Institution.
- 7.18. Responsible for creating facilities and amenities for health and safety of the stakeholders on the Institution premises.
- 7.19. Evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institution.
- 7.20. Promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However, confidential matters pertaining to the Institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing Body before making them public.
- 7.21. Undertake a formal and rigorous performance evaluation on level of attainment of long-term strategic objectives and short-term key performance indicators periodically.
- 7.22. Demonstrate behavior consistent with legal, ethical and professional standards.

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**Towards a Better Tomorrow**

Lead man towards humility which will allow him to regulate his transient life along the lines of a more rigorous code of ethics that would inspire him to honor and revere God, nature and the sanctity of life!



# CANARA HIGH SCHOOL ASSOCIATION

A. S. R. P. Road, Dongerkery, Mangaluru – 575 003  
Dakshina Kannada District, Karnataka, India



## SERVICE RULES OF THE CANARA INSTITUTIONS, MANGALURU (Updated as on 18/01/2018)

### Chapter – I PRELIMINARY

#### Rule 1 : Short Title and Commencement

- 1.1. These rules shall be called “Service Rules” of the Canara Institutions, Mangaluru.
- 1.2. This shall come into force with effect from January 18, 2018.

#### Rule 2 : Applicability

These rules shall apply to all the employees of the Canara Institutions, hereafter known as CHSA.

#### Rule 3 : Definitions

- 3.1. “Governing Council” (GC) is the principal organ of Canara Institutions constituted as per the provisions of Canara High School Association (CHSA).
- 3.2. “Executive Committee” is the body which oversees day-to-day management of CHS and for that purpose frames the policy rules, regulations and instructions procedure and also provides approvals on all academic and administrative matters.
- 3.3. “President” means the President of the Governing Council who shall also be the President of Governing Body by virtue of the office held by him.
- 3.4. “Premises” means all departments, laboratories, equipments, offices, sections and other places, both outdoor and indoor, residential quarters, hostel buildings, cafeteria, messes and such other buildings, equipments and areas and precincts under the purview of Canara Institutions.
- 3.5. “Management” means the President / Secretary / Treasurer / Manager and any other person vested with the authority to enforce the service rules and regulations.

- 3.6. "Appointing Authority, Disciplinary Authority, Competent Authority" under these rules mean President, Secretary, Manager, Principal, as notified by the Order of the GC from time to time.
- 3.7. "Appellate Authority" means the President of GC or any person authorized by him.
- 3.8. "Selection Committee" means the authority nominated by the GC to recommend for recruitment / promotion / granting special increment on the basis of performance reports.
- 3.9. "Employer" means the Management of CHSA.
- 3.10. "Establishment" means Canara Institutions.
- 3.11. "Notice" means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by fixture or exhibited in the Notice Board or published in the News Papers for the purpose of these Rules.
- 3.12. "Salary" means all remunerations earned by way of Basic Salary and Dearness Allowance.
- 3.13. "Leave" means authorized absence with or without pay
- 3.14. "Absence from work" means unauthorized absence from work place, late attendance or leaving the place of work early without permission.
- 3.15. Wherever employee is referred as "he" it will also mean "she" as applicable.

#### **Rule 4: Service Rules**

The GC may modify, cancel, substitute or add to these Service Rules as and when need arises.

#### **Rule 5: Exercise of Powers**

The power granted by these Rules may be exercised by the GC through any person conferred with such authority.

#### **Rule 6: Duties of Employees**

The duties of an employee shall pertain to his work as per the terms of conditions of appointment and such other duties as may be assigned to him from time to time by the Management.

## **Rule 7 : Conduct of Employees**

It shall be the duty of every employee to conduct himself in both private and public life and in his relations with the students, co-employees, colleagues and fellow-citizens as to be worthy of the ideals of CHSA.

## **Rule 8 : Classification of Employees**

- 8.1. "Employee" shall be classified as :
  - a. Permanent
  - b. Probationer
  - c. Temporary
  - d. Trainee
  - e. Contract Employee
  - f. Casual employee
- 8.2. A "Permanent" employee means one who has been so appointed or has satisfactorily completed the specified period of probation or extended period of probation, and has been confirmed in writing by the Appointing Authority.
- 8.3. A "Probationer" means a person who is so appointed and has not been confirmed in writing by the Appointing Authority in the post in which he has been provisionally appointed. If a permanent employee is employed as a probationer in a new post, he may, at any time during probationary period, be reverted to his previous permanent post.  
**(Note :** A permanent employee on probation in the new or higher post will be deemed to be on probation for the limited purpose of his performance and suitability in the new or higher post. However, for all other purposes, he will be entitled to the benefits of a permanent employee.)
- 8.4. A "Temporary Employee" is an employee who is so engaged for work which is of an essentially temporary nature likely to last for a limited period. He will not have any right of employment, either to a permanent or to a temporary post which may arise in future.
- 8.5. A "Trainee" means a person who is so appointed and who will be provided training in the various areas stipulated. Stipend may or may not be given. Only on satisfactory completion of training, he may be employed depending upon availability of a vacancy.
- 8.6. A "Contract Employee" means a person appointed on contractual employment for a specified period.

- 8.7. A "Casual Employee" is one who is employed on a day-to-day basis for specific works of occasional or casual nature.  
(**Note** : Employees covered under Sub Rules 8.4, 8.5, 8.6, and 8.7 are not entitled to benefits provided to a permanent employee unless specifically provided in the letter of contract/ appointment/ engagement.)

### **Rule 9 : Appointments**

- 9.1. All appointments of employees shall be made in writing by the Appointing Authority so notified for different classes of employees.
- 9.2. The selection of candidates shall be made by the appropriate Selection Committee. The selected candidates may be offered employment by way of a letter of appointment/ engagement.
- 9.3. Candidates selected for employment shall furnish the Joining Report in the prescribed format. He shall also furnish evidence of Date of Birth / Proof of Age by any one of the following :
- a. Certified extract from Register of Births and Deaths
  - b. School Leaving Certificate / Matriculation Certificate
  - c. Any other document acceptable to the Management
- The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. The date of birth once furnished and accepted by the management and entered in the Service Register shall be firm and conclusive and under no circumstances the request for correction of the same will be entertained.
- 9.4. The Candidates selected for appointment shall also submit the photocopies of the following Certificates along with the originals for verification at the time of joining duty :
- a. Qualification
  - b. Experience
  - c. Relieving letter from previous Employer, if employed earlier.
- 9.5. It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.



- 9.6. During employment, the management may at any time require an employee to be examined by a Medical Officer of its hospital or Medical Examiner approved by the management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of other employees, staff, faculty, or students, the management may terminate his services.

#### **Rule 10 : Service Register**

A service register shall be maintained for every employee showing among other things, his permanent address, date of appointment, consolidated pay, scale of pay on which he was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments, dismissals etc. The register shall be opened immediately after the employee reports for duty and to be up dated periodically.

#### **Rule 11 : Identity Card / Badge**

- 11.1. Every employee shall be given an identity card / badge, appropriate to his classification, and he shall wear it while on duty and show it to the person authorized by the management as and when required. The said identity card/ badge shall carry the photograph and signature of the employee concerned. The identity card / badge shall be issued to the employees duly signed by the competent authority.
- 11.2. If the employee loses the identity card/ badge issued to him, the management shall provide him with another card/ badge on payment of a requisite fee.
- 11.3. When an employee ceases to be in employment, he shall surrender his identity card/ badge to the management before his dues are settled.

#### **Rule 12 : Attendance**

- 12.1. Every employee shall ordinarily be at work in his designated place / area during the time fixed and notified. He shall sign against his name in the attendance register or as per the system maintained either in the department or in a place decided by the management. The attendance

register may be substituted by Punch Card or any other device at the discretion of the management. The employee shall be present punctually at the specified time at his allotted place of work. If an employee does not report at his work place punctually, the word 'late' will be entered by the Head of the department / management against his name. Forfeiture of a day's casual leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or absence from the place of work without permission will entail disciplinary action.

- 12.2. Absence without prior sanction or for absence without valid reason, shall not be sanctioned as 'leave on loss of pay' but will be treated as 'un-authorized absence' and it will amount to break in service and such days will not be considered as 'service' for the purpose of gratuity or otherwise.

### **Rule 13 : Working Hours**

- 13.1. The working hours usually will be from 9:00 AM to 5:00 PM.
- 13.2. Employees shall be required to attend to any duties outside their regular hours of work and on Sundays and holidays, if required and if the exigencies of work so demand and such instructions shall be complied with. They are entitled for such work to compensatory "time off" at the discretion of the management.
- 13.2.1. Subject to provision of rules 13.1 and 13.2 above, all employees will be required to work 5½ days a week. The number of hours they have to work per day inclusive of time for meals, however will not be less than 7 hours.

## **CHAPTER II EMPLOYMENT : TERMS AND CONDITIONS**

### **Rule 14 :Recruitment / Appointment**

- 14.1. Recruitment of employees shall be made by the Appointing Authority on the basis of the selection made by the Selection Committee set up for the purpose.
- 14.2. Recruitment of employees shall be made through any one of the following sources :
- 14.2.1. Direct recruitment by calling for applications through advertisement in the press and also by calling for the list of eligible candidates from the

Employment Exchange.

14.2.2. Promotions :

- i. by seniority-cum-merit; or
- ii. by selection

14.2.3. By any other method as may be approved by the Appointing Authority.

### **Rule 15 : Probation**

15.1. All employees, irrespective of their cadre, may be appointed on probation for a specified period on their initial appointment. Similarly when permanent employees are promoted to higher grade/ post will be on probation for a minimum period of one year.

15.2. The probationary period may normally be extended by 6 months. If the employee does not come up to the desired level of efficiency even at the end of the extended period of probation, his appointment will be terminated or reverted back to the post held prior to promotion. An employee on probation cannot claim right of confirmation. His services during probation can be terminated any time without assigning any reasons at the discretion of the Management.

### **Rule 16 : Appraisals / Confidential Report**

16.1. Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of the 12 calendar months of completed service. This will normally be done by next senior person in hierarchy and reviewed by the Head of the institution. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

### **Rule 17 : Confirmation**

An employee on probation will be confirmed in service if his performance during the probationary period is satisfactory by a formal Order by the appointing authority.

### **Rule 18 : Increments**

18.1. An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service excluding the probationary period, provided that his performance and conduct are

- reported to be satisfactory as per Appraisal / Confidential Report.
- 18.2. Where an employee is appointed on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be granted at the end of every year at the sole discretion of the management, provided his performance and conduct are found satisfactory.
- 18.3. Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.
- 18.4. The annual increment may be withheld as a disciplinary measure by the management. The period for which the increment should be withheld will be decided by the competent authority.
- 18.5. Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withheld in future years. In the case the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01/01/1998 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01/01/1999 will be withheld for three months but the next increment which falls due on 01/01/2000 will be given to him with effect from 01/01/2000.
- 18.6. When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay, his increment will fall due after he completes one year of service in the higher scale of pay.
- 18.7. The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.
- 18.8. The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments will be regulated accordingly.

### **Rule 19 : Promotion**

- 19.1. Promotions will be regulated as per promotion policy. However no promotion can be claimed as a matter of right. The Management is under no obligation to promote any one from one post to another even

when an employee acquires the minimum qualification required for the higher post and vacancy exists.

- 19.2. An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

### **Rule 20 : Transfers**

- 20.1. All Non-teaching and administrative employees are liable to be transferred from one Canara Institution / Department to another Canara Institution / Department at the discretion of the management.
- 20.2. All employees are liable for being shifted from one department to other department, provided that the wages, grade, continuation of service and other conditions of service of the employee are not adversely affected by such transfer.

### **Rule 21 : Retirement**

- 21.1. Every member of the teaching and non-teaching staff of Canara Institutions will retire from service on completing 58 years of age.
- 21.2. The management may re-employ a retired employee who is medically fit and whose services are considered necessary and beneficial to the institution on fixed term contract.
- 21.3. In respect of an employee attaining the age of retirement on a day other than the first day of a month, he shall retire on the last day of that month.
- 21.3. An employee can seek voluntary retirement either after 25 years of qualifying service in Canara Institutions or after attaining 50 years of age. To avail this benefit the employee must give 3 months notice or 3 months pay in lieu thereof.
- 21.4. The management is at liberty to retire any employee, without assigning reasons, any time after 25 years of service in Canara Institutions or after 50 years of age, by giving 3 months notice or 3 months pay in lieu thereof.
- 21.5. In all normal cases, a retiring employee will be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for getting himself relieved from service. In such cases, the handing over charge, if any, must be done before the employee avails leave preparatory to retirement.

**Note :**

- i. In case where the date of retirement of an employee and the day/days preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hours of the last working day before the date of such retirement and may be allowed duty pay for the holiday(s).
- ii. Rule 21.5 shall not apply to cases of Voluntary retirement (Rule 21.3) or compulsory retirement (Rule 21.4)

**Rule 22 : Resignation / Termination of Service**

- 22.1. An employee desiring to resign must give notice of resignation in writing to the Head of the institution through proper channel. However, members of the teaching staff shall not ordinarily resign from their posts during the course of an academic year.
- 22.2. The following shall be the notice period for resignation :
  - a. A trainee employee shall give at least one week's notice or salary in lieu of notice, if the training period is more than six months.
  - b. A probationary employee shall give one month's (30 days) notice or salary in lieu of notice.
  - c. A contract employee shall give one month's (30 days) notice in lieu of notice.
  - d. A permanent employee shall give one months' (30 days) notice or salary in lieu of notice.
- 22.3. Till the resignation is submitted by an employee and is accepted by the management and relieving certificate / order is issued, he shall continue to be in service, unless any other instructions are given in writing by the management.
- 22.4. Resignation once submitted by an employee and accepted by the management cannot be withdrawn.
- 22.5. The shortfall in resignation notice given by a permanent employee may be adjusted towards his balance of earned leave at his credit.
- 22.6. The management may at its discretion relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.
- 22.7. Upon the acceptance of resignation through communication by the Management to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipments and other

properties held in his custody and surrender/vacate the quarters occupied by him and submit a No Due Certificate to that effect. The Management reserves the right to recover all such outstanding amounts and value of the property of Canara Institution from amounts due to the employee or in any other manner as the management deems fit.

- 22.8. After all the formalities as detailed in 22.7 are completed and the no due certificate is submitted by the employee, relieving order will be issued.
- 22.9. If an employee remains unauthorizedly absent without leave or prior permission in writing continuously for 30 days, the management may give him a notice at his last known address to report for duty within 30 days from the date of receipt of the notice, and to give satisfactory explanation for his absence. In case he fails to report for duty without valid explanations, he shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the management to take appropriate disciplinary action against the employee concerned for such absence.

### **CHAPTER III CONDUCT RULES**

#### **Rule 23 : Employees Obligation**

- 23.1. Every employee shall :
- 23.1.1. Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behavior of the employees.
- 23.1.2. Maintain at all times absolute dignity integrity and devotion to duty and loyalty to Canara Institution and shall do nothing that would or is likely to tarnish the image or reputation of Canara Institution or adversely affect its interests.
- 23.1.3. Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time-to time.
- 23.2. No employee shall :
- 23.2.1. Use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of Canara Institution.

- 23.2.2. Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in Canara Institution.
- 23.2.3. Misuse the amenities provided for him by Canara Institution to discharge his official duties.
- 23.2.4. Accept any gifts, presents, gratis, payments or other favors from students, suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests/ goodwill or reputation of Canara Institution.
- 23.2.5. Disclose / divulge or use any confidential information gained in the course of his employment in Canara Institution for personal gains / profit or advantage for himself or any other person.
- 23.2.6. Engage directly or indirectly in any trade or business or avocation or undertake any other employment.
- 23.3. No employee shall :
- a. Propagate / indulge in communal or sectarian activity.
  - b. Discriminate against person on the grounds of caste, creed, language, religion etc.
  - c. Indulge in or encourage any form of malpractice.
  - d. Accept private tuition.

#### **Rule 24 : Properties of Canara Institutions**

- 24.1. Every employee shall :  
Take due care of the property, materials, instruments, equipments, machines, furniture, cash etc. of Canara Institution entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned/ assessed value of such breakage, damage or loss from the employee.
- 24.2. Promptly report any occurrence or defect noticed which might endanger lives of persons in Canara Institution and might result in any damage to the property of Canara Institution or that of any others.
- 24.3. Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.



24.4. See that the stock procurement and stocking of materials, medicines etc. do not get out-dated. Periodical review shall be conducted to identify the materials / medicines nearing expiry date and the supervisor concerned/the management has to be appraised and appropriate action is to be taken in consultation with the management. Great care must be exercised to avoid unnecessary inventory holdings.

**Rule 25 : Unauthorized possession of goods, etc.**

An employee found in unauthorized possession of any goods, equipments, implements, articles, materials etc. which are in use in Canara Institution or kept in stock in Canara Institution and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attract disciplinary action as well as any other action as deemed fit by the management.

**Rule 26 : Unauthorized persons in the premises**

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave Canara Institution premises forthwith unless required to stay back by the management. Such employees shall not enter Canara Institution premises without permission.

**Rule 27 : Possession / Consumption of intoxicating drinks and narcotics**

Employee shall not possess or be under the influence of intoxicating drinks / drugs while on duty.

**Rule 28 : Participation in politics and elections**

28.1. No employee shall :

- a. Without prior intimation in writing, by the management, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

- b. Canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.

**Rule 29 : Demonstration and Strikes**

No employee shall organize or participate in any demonstration in the premises of Canara Institution which is prejudicial to the interests of Canara Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

**Rule 30 : Connection with Press, Radio and Television**

No employee shall, except with the prior permission of management or in the bona-fide discharge of his duties, participate in a Radio / TV Broadcast, give speech to public or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Canara Institution or detrimental to the image/ interests of Canara Institution.

**Rule 31 : Criticism of Management**

No employee shall criticize the management either in the press or over the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

**Rule 32 : Unauthorized communication of information**

No employee shall, except in accordance with any general or special order of Canara Institution, or in the bona-fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person.

**Rule 33 : Unauthorized publication of official documents**

No employee, while in service of Canara Institution or after retirement, resignation, dismissal or discharge, shall make public or publish any

documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from Canara Institution.

**Rule 34 : Invention and Patents**

No employee of Canara Institution shall, without the prior consent of the Management, either during his service in Canara Institution or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in Canara Institution.

**Rule 35 : Violation of Statutory and University Rules and Guidelines**

All employees of Canara Institution shall ensure compliance with the rules, regulations and guidelines of duties issued by the statutory bodies like the Department of Education, Government of Karnataka, The University or any Authorities from time-to-time.

**Rule 36 : General**

36.1.1. Canara Institution shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of Canara Institution.

36.1.2. Employee shall deposit any lost and found / unclaimed articles in the premises of Canara Institution with appropriate authority.

**CHAPTER IV  
MISCONDUCT**

**Rule 37 : Interpretation**

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of Canara Institution, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. Any act of omission / commission / indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of Canara Institution or any act or conduct unbecoming of an employee of Canara Institution.

### **Rule 38 : Acts of Misconduct**

- 38.1. Acts of omission and commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.
- 38.2. Following is an illustrative list of acts of omission and commission and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.
  - 38.2.1. Willful insubordination or disobedience of any lawful and reasonable order of the superior.
  - 38.2.2. Commission of any acts subversive of discipline or good behavior.
  - 38.2.3. Participation in any strike / demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitational activities.
  - 38.2.4. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of Canara Institution.
  - 38.2.5. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
  - 38.2.6. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
  - 38.2.7. Absence without leave.
  - 38.2.8. Habitual late attendance or habitually leaving work before time or absence from place of work.
  - 38.2.9. Loitering while on duty.
  - 38.2.10. Negligence or neglect of work.
  - 38.2.11. Accepting service for any consideration inside or outside the College without the approval of the Management.
  - 38.2.12. Drunkenness, fighting, riotous, disorderly or indecent behaviour in Canara Institution premises and public places, affecting the reputation of Canara Institution.
  - 38.2.13. Giving false evidence or statement in any domestic enquiry held by Canara Institution or in a case conducted in a Court of Law in which Canara Institution is a party.
  - 38.2.14. Travelling or carrying unauthorized passengers, materials in any of Canara Institution vehicles without valid authority.
  - 38.2.15. Collection or canvassing for collection of any money for any purpose within Canara Institution premises without prior permission.
  - 38.2.16. Smoking in the office, or in any other place where smoking is specially prohibited.

- 38.2.17. Sleeping while on duty.
- 38.2.18. Distribution or exhibiting inside Canara Institution premises hand-bills, pamphlets or posters without written prior permission of the management.
- 38.2.19. Attending or holding any unauthorized meeting within Canara Institution premises.
- 38.2.20. Unauthorized disclosure of information about the business or affairs of Canara Institution.
- 38.2.21. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within Canara Institution premises.
- 38.2.22. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
- 38.2.23. Making false statements on matters germane to his employment in Canara Institution or willful suppression of facts at the time of employment or during the course of service in Canara Institution.
- 38.2.24. Threatening, intimidation, coercion, assaulting, quarreling with any person in the premises of Canara Institution.
- 38.2.25. Use of foul or abusive language or misbehavior with any officer, employee, student, or visitors within Canara Institution premises.
- 38.2.26. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- 38.2.27. Participation in any activity prejudicial to the interests of Canara Institution.
- 38.2.28. Using Canara Institution facilities unauthorizedly for personal gains.
- 38.2.29. Not allowing Canara Institution employees / Officers / superiors either to enter or come out of the premises or causing ingress or egress of the material or equipments of Canara Institution.
- 38.2.30. Punching of attendance card or forging the signature of another employee in the attendance register.
- 38.2.31. Tampering with any of the records of Canara Institution.
- 38.2.32. Slowdown in performance of work or instigating to slow-down or adopting work to rule practices.
- 38.2.33. Acts of immorality or involving moral turpitude within the premises of Canara Institution or outside.
- 38.2.34. Unauthorized occupation / illegal or immoral use of Canara Institution premises

- 38.2.35. Not wearing specified uniform while on duty.
- 38.2.36. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by management.
- 38.2.37. Possession of unlicensed weapons, dangerous or illicit drugs.
- 38.2.38. Sexual harassment of co-employees, students, and or any other persons who would be involved with Canara Institution including such unwelcome sexually determined behavior (whether directly or by implication) such as -
  - a. Physical contact or advances
  - b. A demand or request for sexual favors
  - c. Sexually colored remarks
  - d. Showing pornography
  - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**Rule 39 : Procedure for enquiries and punishment**

- 39.1. The management shall be authorized to delegate the powers to any member of the management for the purpose of administering these service rules or for ordering an enquiry and awarding punishment.
- 39.2. Any employee found to commit any act of misconducts shall be served with a charge sheet clearly stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges leveled against him in an enquiry conducted by an Enquiry Officer duly appointed by the management for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce documents and witnesses in support of his defense and cross-examine the witnesses on whose evidence the charges are based. The employee concerned, if he so desires, shall be allowed to be defended by a co-employee of Canara Institution. The statements of the management and the employee and the evidence lead by either side shall be recorded by the Enquiry Officer. If the employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The Enquiry Officer shall submit his findings to the management based on the evidence recorded and documents produced during the enquiry.
- 39.3. An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of

suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

- 39.4. If an employee is held guilty of misconduct as a result of the enquiry and punishments awarded to him, the employee shall not be entitled to any salary/ wages during the period of his suspension.
- 39.5. If, as a result of the enquiry, an employee is found not guilty of misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- 39.6. An employee found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.
- 39.7. While awarding punishment under these Service Rules, the management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.
- 39.8. In case of dismissal, the employee may appeal within 30 days of receipt of such Order to the Appellate Authority whose decision will be final.

#### **Rule 40 : Penalties**

Any of the following penalties may be imposed for good and sufficient reasons on an employee of Canara Institution by the Management.

##### **40.1. Minor Penalties :**

- a. Written warning or caution
- b. Censure
- c. Withholding / stoppage of increment with or without cumulative effect.
- d. Withholding of promotion.
- e. Recovery from pay the amount as may be due on account, of any pecuniary loss caused to Canara Institution by negligence or breach of orders.

f. Fines, not exceeding an amount equivalent to 7 days salary.

**40.2. Major Penalties :**

- a. Suspension without salary and allowance for a period up to 30 days.
- b. Demotion to a lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the management or permanent reduction in rank.
- c. Discharge / removal / dismissal / compulsory retirement from service.

**Rule 41 : Suspension Pending Enquiry**

41.1. Any officer empowered with such powers may place under suspension, pending enquiry, an employee of Canara Institution who is alleged to have committed any acts of misconduct.

41.2. An employee of Canara Institution who is detained in police custody whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Management or any other Officer empowered by it and shall remain under suspension until further orders of revoking or continuing the order of suspension.

41.3 Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him, shall be entitled to subsistence allowance:

- a. At the rate of 50% of the pay which the employee was entitled to immediately preceding the date of such suspension, for first 90 days of suspension, and
- b. At the rate of 75% of such pay for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee.

41.4. If on enquiry the employee is found guilty of the charges and one or more penalties are imposed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence already paid to him will not be recovered.



## **CHAPTER V MISCELLANEOUS**

### **Rule 42 : Uniforms**

- 42.1. Wherever it is desirable in the interest of service, the Management may prescribe a uniform, for any category of employees.
- 42.2. The management reserves the right to decide as to the category or number of employees to be provided with uniforms, and this will not entitle the other categories of employees right to claim uniform or allowance in lieu of uniform.
- 42.3. The management can, at its discretion, discontinue giving uniforms and the employees thus deprived off, shall have no claim against the management regarding the same. The type of uniform to be prescribed shall be at the discretion of the management. Once the management provides the uniform, it shall be the duty of the employees to wear the same while on duty.

### **Rule 43 : Accommodation**

There is no obligation on the part of the management to provide accommodation to the employees. Consequently no employee can claim accommodation as a matter of right.

### **Rule 44 : Service Certificate**

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the services of Canara Institution provided all the formalities of clearance and settlement of dues have been completed. Such a Certificate shall be valid only if it is issued and signed by the Appointing Authority.

### **Rule 45 : Serving of Notice**

- 45.1. Every employee shall intimate the change of his postal address for communication to his head of the Department / Office within 7 days of the change and also his leave address whenever he proceeds on leave.
- 45.2. Orders, notices and /or other service communications issued under these Rules will be communicated to the employee either in person when he is personally available or by post to the last known address of the employee. In case of necessity the Management may also service the Order / Notice by publication in a local newspaper.

**Rule 46 : Condonation of delay**

For good and sufficient reasons, the authority competent to pass an order may, extend the time specified for anything required to be done or condone the delay.

**Rule 47 : Modification of Rules**

Management reserves the right to relax / modify / substitute any of the Service Rules.

**Rule 48 : Interpretation**

If any question/ difference of opinion arise relating to the interpretation of these Rules, it shall be referred to the President, whose decision thereon shall be final and binding.

**CHAPTER VI  
GRATUITY**

**Rule 49 : Payment of Gratuity**

As per Rules laid down in "Canara Institution Employees Group Gratuity Scheme" Master Policy agreement with the Life Insurance Corporation of India, Mangaluru.

**CHAPTER VII  
PROVIDENT FUND**

**Rule 50 : Employees Provident Fund**

As per provisions of the Government of India, Employees Provident Funds and Miscellaneous Act, 1952.

**CHAPTER VIII  
ESI SCHEME**

**Rule 51 : ESI Scheme of Inida**

As per the provisions of the Government of India, Implementation of Employees State Insurance Scheme to Canara Institutions under ESI Act 1948 .

## **CANARA HIGH SCHOOL ASSOCIATION EMPLOYEES LEAVE RULES 2002**

**[Applicable to all Management employees who do not come under  
Salary Grant in-aid by the Government]**

**(Amendment in leave pattern with effect from January 2018)**

1. Newly appointed staff obtains 10 casual leave during probationary period. It is applicable from the date of appointment till the end of the academic year.
2. After confirmation, each teaching staff obtains 06 Casual Leave, 10 Earned Leave and 06 Medical Leave yearly. Non-teaching staff obtains 06 Casual Leave, 20 Earned Leave and 6 Medical Leave yearly.

### **Medical Leave**

- If the leave is not availed during the year, it lapses automatically.
- This leave is sanctioned only on producing the medical certificate by the Doctor.
- After availing medical leave while reporting to duty, it is obligatory to produce medical certificate of fitness.
- Eligibility to avail the said leave is subject to this leave at credit.
- Leave for a day or two is to be intimated to the Heads and application of Medical Leave to be given compulsorily.

### **Earned Leave**

- This leave can be availed only after the completion of probationary period.
- Less than 6 Earned Leaves may be sanctioned by the Correspondent, more than 6 Earned Leaves need sanction from the Hon. Secretary.
- Earned Leaves cannot be clubbed with Casual Leaves.
- This leave can be clubbed with the Medical Leave.
- This leave can also be clubbed with the Loss of Pay (LoP) Leave
- There are two blocks in a year to avail this leave.
  - i. First Block : 1<sup>st</sup> June to 30<sup>th</sup> November
  - ii. Second Block : 1<sup>st</sup> December to 31<sup>st</sup> May
- Teaching staff can avail 05 Earned Leaves and Non-teaching staff can avail 10 Earned Leaves during First Block and the same pattern can be followed in the Second Block.
- If the leave is not availed during the year, it lapses automatically.

### **Casual Leave**

- This leave can be consumed only after sanction.
- Casual Leave should be applied for 3 days in advance.

## **Maternity Leave**

- After confirmation of the post, 6 months of Maternity Leave can be availed only twice during the entire service period.
- This leave is availed only for the first and second child.
- The sanction of leave is subject to production of medical certificate.
- After the completion of leave, it is obligatory to produce a Fitness Certificate certified by the doctor.

## **Loss of Pay Leave**

- This leave can be availed when no other leave is in credit. The maximum number of days to avail this leave is 120 days only.
- This leave can be adjusted to any other kind of leave except Casual Leave.
- Loss of Pay Leave is sanctioned by the Hon. Secretary.
- Application of Loss of Pay leave from Staff should be forwarded by the Heads of the Institutions duly verifying the reason for leave with remarks and is duly signed by the Correspondent of the Institution. Heads of Institutions should properly verify and ensure that staffs should have more than 80% Attendance. If it is not followed Heads of the Institutions will be solely responsible for any future actions by the Management.

### **Note :**

1. Teaching / Non-Teaching Staffs should not claim any of the above leave as their right to avail the leave. Leave can be availed only on need and only if it is sanctioned by the appropriate authority.
2. Management can interfere in the matters pertaining to availing / rejecting leave or informing the staff to report for duty during the leave period. Management keeps every right to call back any teaching / non-teaching staffs for duty despite they are on Leave period if their services are required urgently for the Institutions and even cancel the leave and inform them to report for duty.
3. Cancellation of Leave by the Management and reporting to duty by the staff is only in case of necessity. Management need not give the reason for cancellation of leave and necessity of reporting for duty to the staff. Management reserves the right to take action against the staff member if they have not reported.

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**Sd/-**

**Hon. Secretary**

Canara High School Association

## **Embracing Values and Codes into practice**

1. Doing the right thing, even when nobody asks or oversees your tasks.
2. Being vigilant and attentive to your surroundings.
3. Thinking about the tasks you are doing, the risks involved and how to minimize them.
4. Taking ownership and believing responsibility is more than just doing the tasks that are assigned to you.
5. Demonstrating genuine care for the well-being of the Institution, your colleagues and stakeholders at large.
6. Engaging your team and acting as a role model. People are often influenced by positive examples.
7. If you are a superior / leader, you have a double responsibility. Consider your own tasks and those of your team.
8. Stimulate healthy discussions on the Code and make sure you and your team understand what the Institution expects you to believe and practice.
9. We also have a duty to treat others as we would expect to be treated ourselves.
10. Always be transparent, clear and straightforward in your words and actions.
11. Be honest, truthful and sincere in the way you communicate.
12. Be fair, just and considerate towards others. Treat each other with dignity and respect.
13. You must always know the difference between what you have a right to do and what is right to do. Hence, try to do the right thing, no matter how difficult that may be.
14. Life is all about making right choices. Always do your best to make the right ones, and always do your best to learn from the wrong ones.
15. As higher we climb in the ladder of success, the more humbly we should walk.
16. Always foster good company because bad company corrupts good morals.
17. The truth of your character is expressed through the choice of your actions. Hence, be wise in your choices.
18. Always be more concerned with your character than your reputation; because your character is what you really are, while reputation is merely what others think you are.

19. There is no higher value in our society than integrity. Hence, always rise with high integrity.
20. Do everything you have to do, but not with greed, not with lust, not with envy but with passion, love, compassion, humility and utmost devotion.
21. Do your duty without thinking about its result. Your time will teach you everything. Just don't forget to learn from it.
22. It's not too hard to make decisions once you know what your values are.
23. Remember upon the right conduct of each depends the fate of all.
24. A reputation for a thousand years may depend upon the conduct of a single moment.
25. If you look to lead, invest at least 40% of your time managing yourself – your ethics, character, principles, purpose, motivation and conduct. Invest at least 30% managing those with authority over you; 15% managing your peers. The rest will be taken care if above fall in place.
26. Whosoever desires constant success must change his conduct with the times.
27. A person's ethics and character are not tested in good times. It is only in bad times that a person shows how steadfast he is to his dharma.
28. Always do what is right, not what is easy.
29. What your thoughts; they lead to attitudes.  
 Watch your attitudes; they lead to words.  
 Watch your words; they lead to actions.  
 Watch your actions; they lead to habits.  
 Watch your habits; they lead to your character.  
 Ultimately it determines your destiny.
30. Do all the good you can...  
 By all the means you can...  
 In all the ways you can...  
 In all the places you can...  
 At all the times you can...  
 To all the people you can...  
 As long as ever you can...  
 By doing so you are indeed making a huge difference.



## The Foundation of Truth and Sincerity



A rare glimpse of Mahatma Gandhiji laying the foundation stone at Canara Institution



# CANARA

GROUP OF EDUCATIONAL INSTITUTIONS  
MANAGED BY CANARA HIGH SCHOOL ASSOCIATION

Canara High School, Dongerkery	1891
Canara High School, Urwa	1944
Canara Kannada Higher Primary School	1944
Canara Nursery School	1947
Canara English Higher Primary School	1970
Canara Pre-University College	1972
Canara College	1973
Canara Balawadi	1978
Canara English Higher Primary School, Urwa	1989
Canara Nursery School, Urwa	1991
Canara Tennis Academy	1997
Canara Engineering College	2001
Canara Montessori	2009
Canara High School - CBSE	2009
Canara Evening College	2014

