

CODE OF CONDUCT FOR STUDENTS

1. Students must attend classes regularly.
2. 75% attendance is compulsory for all the subjects (Both Theory Practicals) Students with less than 75% attendance will not be eligible to appear for the End Semester Examination. If a candidate represents the institution/State/Nation in Sports/NCC/NSS/Cultural or any officially sponsored activities he /she may be permitted to claim attendance for actual number of days participated, based on the authentic certificate of participation and recommendation of the Principal.
3. During free time, they are advised to make use of the facilities like library, indoor games, or seek academic assistance from teachers.
4. No student should be found loitering in the quadrangle.
5. I.D. Cards must be produced whenever asked for by any of the college authorities.
6. Visitors (parents, friends, etc) may contact the college office for any assistance. Such visitors shall not go to the classrooms for any purpose or be found in the quadrangle unauthorisedly. The authorities reserve the right of interrogating or taking suitable action against such persons.
7. Students should take their work seriously and respect fellow classmates and teachers and maintain utmost discipline to keep up the dignity and fair name of the institution.
8. No student is permitted to act indecently or involve in any unruly activity with his or her fellow students.
9. If a student is found indulging in any act of indifference he/she may be terminated from the college.
10. Students are allowed to meet the Principal between 3 and 5 p.m.
11. **RAGGING IS STRICTLY PROHIBITED. STUDENTS FOUND INDULGING IN RAGGING WILL BE EXPELLED FROM THE COLLEGE.**
12. In case there are occasions for any complaint students may feel free to express the same with the authorities directly in person. They are not to seek help on such matters from their fellow classmates or senior students.
13. **Students are strictly warned not to meddle with electrical installations or carelessly handle instruments supplied for work. Life is precious and so must be guarded.**
14. Scribbling on walls, desks, or defacing the building is reprehensible and will attract punishment.
15. Vehicle parking in front of the main gate is prohibited. The Scooter stand must be used to park vehicles to avoid unnecessary problems.
16. Students should attend the College prayer everyday without fail.
17. Students are advised to look into the notice board regularly for important announcements.
18. **Use of Mobile Phone in the College is strictly prohibited.** It will be confiscated if any one is found to be possessing it.
19. Attending functions like Independence Day, Republic Day, Gandhi Jayanthi, College Day, etc., and lectures of the Bangalore Science Forum, Bangalore Social Sciences Forum, Sahitya Vedike and other functions of the College is mandatory.
20. In all matters the decision of the Principal is final & binding.

The National Education Society of Karnataka (Regd.), Bangalore

RULES & BYE-LAWS

Revised Bye-Laws approved by the Governing Council at its meeting held on 22-3-1997 to come into force with immediate effect.

Definitions

1.

- (a) **Society** : means The National Education Society of Karnataka (Regd.), Basavanagudi, Bangalore – 560 004.
- (b) **Appointing Authority** : means the Secretary of the Society.
- (c) **Disciplinary Authority** : means the Governing Council for taking disciplinary action against any member of the teaching and non-teaching staff.
- (d) **Gender** : words importing masculine gender shall include feminine gender also.
- (e) **Governing Council** : means the Governing Body as constituted from time to time under the Rules of the Society.
- (f) **Government** : means the Government of Karnataka unless expressed otherwise.
- (g) **Head of the Institution** : Means the Headmaster or the Principal of the Institution as the case may be under the control of the Society.
- (h) **Managing Committee** : means the Committee constituted by the Governing Council for each institution under the Rules of the Society in conformity with the rules framed by the Government and / or the University.
- (i) **University** : The word University refers to the University of Bangalore.

Institutions

2. The Society shall run

- (i) The National High School, Basavanagudi, Bangalore – 560 004.
- (ii) The National Higher Primary School, Basavanagudi, Bangalore – 560 004,
- (iii) The National College, Basavanagudi, Bangalore – 560 004,
- (iv) Dr. H. Narasimhaiah National High School, Hosur,
- (v) Ashwathaiah Esthuri Sanjeevamma National College, Gauribidanur,
- (vi) The National College, Jayanagar, Bangalore – 560 082,
- (vii) The National College, Bagepalli,
- (viii) Mahatma Gandhi National High School, Mudiyanur,
- (ix) The National High School, Yeldur,
- (x) Yadalam Adilakshamma Subbaiah Setty National Higher Primary School, Subramanyapura,
- (xi) Yadalam Adilakshamma Subbaiah Setty National High School, Subramanyapura,

And such other institutions as maybe started by the Governing Council according to the provisions of the Rules.

Special Features

3. Special features of the institutions of the society are, celebrating National events, conducting periodical lectures and discourses, organising community service and helping poor students, encouraging organised work on the part of students, conducting experiments in improving educational methods such as seminars, short term courses of training of teachers, symposia, starting vocational courses with a view to giving work-oriented bias to the educational

system, conducting short term orientation courses for students who enter collegiate education, encouraging Sanskrit and Hindi, introducing short term courses or periodical classes in moral and health education with the help of outside organisations and persons, if necessary, promoting cultural activities and giving special attention to the development of Kannada.

Managing Committee

4. The Managing Committee of each institution will be mainly concerned with the academic work of the institution inclusive of co-curricular activities.
5. There shall be a Working Committee consisting of the heads of all the institutions of the Society and the secretaries of the College/Teachers' Councils of the institutions. The president and the secretary of the Society shall be the chairman and secretary respectively of this committee. The vice-president and the treasurer of the Society shall be ex-officio members.
6. The Working Committee shall deal with the following matters:
 - (a) Co-ordination of the activities of the institutions of the society.
 - (b) Welfare activities
 - (c) Moral and Health Education
 - (d) Administration of Staff Welfare Fund
 - (e) Any other matter of common interest.

Administration

7. The Head of each institution shall be appointed by the Governing Council in accordance with the Rules and Regulations framed from time to time by the University, the Department of Public Instruction or the Department of Collegiate Education.
8. The general administration of each institution shall vest in the head of the institution who will act under the direction of the Governing Council.
9. The Head of each institution shall be responsible for the general discipline of the institution and of the staff and for maintaining a high standard of efficiency.
10. The Head of each institution shall be incharge of the building or portions of the building and the sports grounds assigned to the institution, shall regulate the distribution of rooms, and bring to the notice of the Secretary of the society repairs or improvements needed. He may with the approval of the Secretary of the Society, permit on payment of charges, use of the building by outside parties, generally for Educational or Cultural purposes, without detriment to the work of the institution. The President / Secretary of the Society shall have the discretion to reduce or waive the charges in special cases for reasons, which shall be duly recorded.

Admissions

11. Admissions will be made by the Heads of the Institutions according to the directions given by the President and the Secretary of the Society based on the guidelines of the Governing Council.

College / Teachers' Council

12. There shall be a College / Teachers' Council for each institution consisting of the permanent members of the teaching staff with the head of the institution as Chairman.

The head of the institution shall nominate a permanent member of the teaching staff as the Secretary of the College / Teachers' Council.

At the commencement of every academic year the College / Teachers' Council shall elect one of its members to serve on the Managing Committee of the Institution for that year.

The College / Teachers' Council shall meet atleast once in a quarter of a year. It will be an advisory body and shall deal with such matters as maybe referred to it for opinion by the Head of the Institution or any other academic matter raised by the members with the permission of the Head of the Institution.

The Secretary of the College / Teachers' Council shall maintain a record of the proceedings of every College / Teachers' Council meeting duly signed by the Head of the Institution concerned.

Standing Council

13. There shall be a Standing Council for each of the College of the Society consisting of the Heads of Departments with the Principal as Chairman. The Secretary of the College Council shall be the Secretary of the standing Council. This Council shall discuss and decide, subject to departmental or University Rules and Regulations, plan of work and time-table, preparation of Budget and such other subjects as may be referred to it by the Principal. The Secretary of the council shall maintain a record of the proceedings of the meetings of the standing council.

In the case of High Schools and the Primary Schools, the Teachers' Council shall deal with plan of work, time-table and preparation of the Budget and such other matters.

Appointing Authority

14. All appointment order, including those for filling temporary vacancies, in respect of appointments in the Society and its institutions, shall be issued by the secretary of the Society, who is the appointing authority.

Aided Appointments

15. All sanctioned posts of both teaching and non-teaching staff, receiving aid from the University or Government shall be filled according to the rules of recruitment prescribed by the University or the department. The minimum qualification for each post shall be in accordance with University or Departmental rules.

16. The strength and scales of pay of such (aided) members of the staff, both teaching and non-teaching (superintendents, clerks, peons etc.) shall be those fixed by the Department and shall be in accordance with Government rules.

17. The appointments of members of the aided teaching staff shall be made by the appointing authority on the recommendations of the selection committee constituted as per the regulations of the Department or the University as the case may be.

18. Each incumbent appointed as stated above (to a teaching or a non-teaching post) shall be on probation for a period of one year, after satisfactory completion of which he shall be confirmed, provided (i) the concerned college is admitted to the privileges of the University or recognition is granted to the concerned institution by the Government and (ii) the post is permanent. The probationary period may be extended, if necessary, by another year and if

the incumbent's work is still found not satisfactory, his services may be terminated after giving him a month's notice or a month's salary in lieu thereof.

19. On confirmation, every member of the staff shall enter into an agreement in the prescribed form to serve the institution, in conformity with the rules and regulations laid down by the University or the Education department as the case may be.
20. Selections for appointment to temporary vacancies, required to be filled up in view of exigencies of service, may be made by the head of the institution with the approval of the secretary and the president of the Society.
21. Temporary appointments may be terminated without any reasons being assigned.
22. A member of the staff desirous of applying for an appointment elsewhere shall submit his application through the Head of the institution. The Head of the institution shall transmit the application to the authority concerned after obtaining permission from the Secretary / President and the matter shall be reported to the Governing Council.
23. No member of the staff (aided) shall leave service without giving three month's notice if he is permanent or one month's notice if he is temporary or on probation provided always that in case the member does not give the requisite notice, he may be required to pay an amount not exceeding the salary (i.e. pay and allowances) for the period of notice it being understood that the period of notice will commence from the date of receipt of notice.
24. The age of retirement of members of the staff (aided) shall be those prescribed by the Government. Notwithstanding these rules the Governing Council may grant extensions of service in individual cases with the approval of the Education Department.

Discipline and Control rules

25. (a) Matters of service, discipline and control in respect of aided employees shall be governed by the rules in force as prescribed by the Government of Karnataka.

(b) If the services of any member of the staff is terminated for reasons like reduction in strength of staff or closure of department, one month's notice or three months' notice shall be given according as the incumbent is temporary or permanent.

Staff Attendance

26. Every member of the staff shall invariably be present on the re-opening day and on the last working day.
27. (i) The members of the staff of all the institutions, except as otherwise provided for, shall be present in the premises during the working hours of the institution.

(ii) An attendance register shall be maintained in every institution and the members of the staff shall initial their attendance therein, soon after they come to the institution. Those not coming in time shall be marked by a cross by the head of the institution and for each of three such crosses against a staff member he shall forfeit a day's casual leave in conforming with departmental rules.

(iii) Late attendance, for valid reasons, may be permitted by heads of institutions at their discretion, if there is no dislocation of work thereby, such a concession shall not exceed three times in a month.

- (iv) Permission for late attendance in the case of heads of institutions shall be granted by the secretary of the society.

Leave

- 28. The grant of different kinds of leave to the members of the staff (aided) of all the institutions of the Society shall be regulated by the provisions of the University and government rules.
- 29. All leave other than study leave shall be granted by the head of the institution. No leave shall be granted in order to enable an employee to take up another appointment, in case of heads of institutions leave shall be sanctioned by the secretary of the society.
- 30. Study leave to teaching staff (aided) for acquiring higher qualifications may be granted by the Governing Council as per Government rules.

Duties and code of conduct of staff members

- 31 (i) The members of the staff of all the institutions, except otherwise provided for, shall be whole-time employees and shall devote their entire time to the work of the institution in which they are employed, unless otherwise permitted by the Society.
- (ii) Every member of the teaching staff is required to take full and effective part in all extra-curricular activities as may be assigned to him and he shall not engage himself in any other work of an honorary or remunerative nature without the written permission of the Governing Council.
- (iii) Members of the staff may be permitted to take up other work of an educational character provided that such work does not interfere with their primary duty to the institution to which they belong and that it is understood that they do so in their individual capacity.
- (iv) Departmental and University rules shall be adhered to regarding private tuitions.
- (v) Literary activities and publication of books dealing with education and academic subjects shall be encouraged.
- (vi) No member of the staff shall engage in political agitation directed against the authority of the Government or in any agitation or movement, which is or may be accompanied or result in ill feeling between different sections of the community or create ill feeling against the management.
- (vii) **Unauthorized communication of information:** No employee shall except in accordance with any, general or special order of the Governing Council or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official documents or any part thereof or information relating to the affairs of the Society and its institutions to any employee or any other person to whom he is not authorized to communicate such documents or information.
- (viii) No member of the staff shall address any communication directly to the Secretary, other office-bearers of the Society or any member of the Managing Committee or any member of the Governing Council or to the Government. If any representation has to be made to the Managing Committee or the Governing Council or the Education Department invariably such application shall pass through the Head of the Department and the Head of the Institution who will forward the same with their remarks to the Secretary, of the Society.
- (ix) **Consumption of intoxicating Drinks and Drugs:** An employee of National Education Society, shall-

- (a) Strictly abide by law relating to intoxicating drink or drugs in force in any area in which he may happen to be for the time being;
- (b) Take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;
- (c) Not appear in a public place in a stage of intoxication;
- (d) Not habitually use any intoxicating drink or drug in excess.

Unaided Appointments

- 32. The Society may make appointments to both teaching and non-teaching staff wherever necessity arises, by providing its own pay scales and grades for these posts which do not receive University grants or do not come under the grant-in-aid code.
- 33. In the case of such unaided staff, the Governing Council shall prescribe in each case, the scale of pay, designation, service conditions and quantum of work and may revise or review the same at its discretion.
- 34. All such appointees shall form a separate cadre and shall have no right to be reckoned against any vacancy in a corresponding post governed by the grant-in-aid code.
- 35. The provisions of the Employees Provident Fund Act shall be applicable to such unaided members of the staff.
- 36. Matters of service, discipline and control in respect of unaided members of the staff shall be decided by the Governing Council, which shall be the final authority in such matters.
- 37. All bye-laws relating to members of the staff, except those which are exclusively applicable only to aided members of the staff, shall be applicable to unaided members of the staff also, subject to the interpretation of the Governing Council, where any question of applicability arises.
- 38. The work performed by non-teaching staff (unaided) may be entrusted, with the approval of the Governing Council, to agencies which undertake such work on a contractual basis.

Powers and Duties of Heads of Institutions

- 39. (a) The Head of the institution shall be responsible for the efficient management, maintenance of discipline and internal administration of his institution and for the effective conduct of the curricular and extra-curricular activities relating to his institution.
- (b) It shall be his duty to enforce prescribed courses of study for various classes, allocating teaching work among the staff, preparing time tables and conducting periodical tests and examinations etc. he will also attend to work relating to promotion of students to higher classes, organize physical exercise and games and supervise the teaching work and also exercise general control over the work of the staff and to see that the prescribed work for each term is finished in time for each class. He should also exercise control over and regulate the work of clerks, librarians and other staff under his charge.
- (c) He shall be the custodian of, all the cash, records, furniture, library books and other equipment articles belonging to the Institution.
- (d) He must maintain all the accounts and other registers prescribed by the Department of Public Instruction or Collegiate Education in good and up to date condition and carry on correspondence on all routine matters with the department of Public Instruction or Collegiate Education or the University / UGC relating to this Institution.
- (e) He shall ensure that bills for all the grants due from the departments of Public Instruction or Collegiate Education or the University /UGC, as the case may be, are preferred in time, and amount realized are credited to account opened in banks. All fees and other subscriptions due from students should be collected on the due dates and credited to proper accounts without allowing them to fall in to arrears.

- (f) He shall see that the annual budget relating to the Institution is prepared in consultation with the standing council and managing committee and sent to the office of the Society well in time, not later than the 15th February of each year together with an administration report with regard to the working of his Institution for the year to be presented to the Governing Council.
- (g) The Head of the Institution is permitted to close the Institution in any case of special urgency or importance for one day at a time Whenever he exercises this power he shall report to the Secretary the circumstances that necessitated the closing of the Institution.
- (h) The Head of the Institution shall arrange for working on holidays to make good any shortfall in the prescribed number of working days in a year.
- (i) The Head of the Institution shall have the power to punish a student by way of warning, imposition of fine or suspension, for misbehavior or indiscipline. He shall not expel a student from the institution without the consent of the Governing Council.
- (j) The Head of the Institution shall not permit the members of the staff or students to collect, public donations, sponsorships etc. from any source without the written approval of the secretary of the Society.
- (k) The Head of the Institution shall submit accounts in respect of any public collections of money inclusive of those collected for class socials, class trips, seminars, cultural activities, sports, sponsorships etc, to the secretary of the Society.

Duties of Heads of Departments of the Colleges of the Society

- 40. (a) The Head of the Department shall work under the control of and be responsible to the Head of the Institution.
- (b) It shall be the duty of the Head of the Department to maintain the highest standard possible in the work of the Department.
- (c) It shall be the duty of the teaching staff to co-operate with the Head of the Departments and work under his directives to carry out the duties, curricular as well as co-curricular, assigned to them. All communications from them to the Principal, including application for sanction of leave, deputation facility, promotion, or for a post shall be made through the Head of the Department and it shall be his duty to forward them to the Principal with his comments, if any. The teaching staff can, however, send an advance copy of their application simultaneously to the Principal.
- (d) The Head of the Department shall send an annual report to the Principal on the work carried out by the Staff on probation or who are holding a temporary appointment in his Department. This report shall be based on all aspects relevant to the consideration of the issue of confirmation of the service of the concerned staff. He shall guide such staff as are not confirmed yet and it shall also be his responsibility to review their work from time to time so that the non-confirmed staff may have the opportunity of knowing his critical views, if any, and offer their explanations when necessary.
- (e) He shall also, if necessary, report to the Principal any acts of non-cooperation and dereliction of duty on the part of his colleagues in the department. This will be in addition to the confidential reports separately prescribed.
- (f) The Head of the Department shall be responsible for the smooth and efficient functioning of the Department. He shall arrange for stock verification of the Department as and when

the Principal desires and at least once a year. He shall also co-operate with the principal in the stock verification of the books of Library.

(g) The Head of the Department shall maintain minutes of meetings of the Department.

Correspondence

41. All correspondence between the Society and the Institutions shall be carried on by the Heads of Institutions. All correspondence between the Department of Public Instruction, Directorate of Collegiate Education or the University / UGC, as the case may be, shall be carried on by the Heads of Institutions with a copy to the secretary of the Society. However, where financial and policy matters are involved prior approval of the secretary of the Society shall be obtained. Each institution shall have a register of files that are maintained by it and this should be serially numbered and kept up to date. A copy of lists of files should be sent to the Secretary, of the Society periodically.

All inward and outward letters should be registered in 'From' and 'To' registers respectively and references of very urgent nature should be disposed of, immediately and others within a week from the date of the receipt. In the cases where replies are not received, timely reminders should be sent and the matter pursued till it is cleared. Pending lists should be prepared at the end of every month given details therein of the references kept pending and giving reasons as to why they could not be disposed of and submitted to the Secretary by the Heads of Institutions at the end of every month.

A calendar of returns to be periodically sent to the department or the University / UGC as the case may be, shall be maintained in every institution with due dates noted therein and the due dates should be strictly adhered to in sending such returns.

Confidential Reports

42. Confidential Report in the prescribed form shall be maintained for every member of the staff to record the personal assessment of the Heads of Institutions regarding the performance of the staff, their character and conduct and this shall invariably be referred to at the time of sanction of annual increments / promotions. Remarks in the reports should be recorded once a year and also at the time of transfer. The Rules in this behalf shall be those applicable to Government employees. The appeal against adverse remarks made in the confidential reports shall be made to the Governing Council, whose decision shall be final. All confidential reports shall be sent to the Society before the end of March every year.

Service Registers

43 (a) Service Register shall be maintained in respect of every member of the staff, teaching and non-teaching, permanent or temporary employed for more than one year and all particulars affecting the employee's service conditions such as qualification, date of appointment, scale of pay, subsequent promotions, or reductions, increments, leave taken, if any, shall be recorded therein under the authentication of the Head of the Institution. Every employee shall keep an authenticated copy of his Service register.

(b) Annual increments as they accrue shall be sanctioned as per rules in force.

Stock Ledger and Verification of Stock

44. The detailed account maintained for the stores purchased by each institution in the form of Ledger and entries made therein shall be attested by the Head of the Institution, who shall be responsible to see that the stock and accounts of articles purchased are maintained upto date. An issue register for the issue of stocks shall be maintained in the prescribed form.

45. Stock registers and issue registers of stationery shall be maintained in the prescribed forms. The stock shall be checked by the head of the institution at the end of each term.
46. Heads of institutions are personally responsible to see that security, either in cash or in the form of sureties is invariably secured from the concerned employees. It shall be ensured that the security so furnished is valid and is sufficient to cover the risk involved.
47. Arrangements for the annual verification of stock of furniture, library books and other articles of equipment, belonging to each institution and office shall be made by the head of the institution.

This shall be periodically checked by the committee appointed for the purpose with reference to the stock registers maintained by each institution and the result of such verification recorded in the concerned register under the signatures of the committee members appointed for the purpose. Discrepancies, if any, shall be brought to the notice of the head of the institution and grave irregularities to the notice of the Governing Council.

Execution of work including repairs

48. No work, original or repairs shall be undertaken for execution unless a detailed estimate for the same is prepared.

Minor works either original or repairs may be carried out under the directions of an Engineer or Technical person appointed by the society.

The procedure, for calling for quotations or tenders by the Secretary of the Society under the powers delegated to him or for execution of work or for purchase of materials which is in vogue in the Government Departments, should be generally followed. The lowest quotation should generally be accepted but where it is not in the interest of the Institutions to accept the lowest quotation, reasons for accepting higher tenders or quotations should be specifically recorded with the signature of the authority competent to accept the tender or quotation. However, the Management has the right to accept or reject any tender or quotation without assigning any reasons.

All purchases or execution work shall be approved by the Secretary. The measurement of work done shall be recorded from time to time and accounts shall be prepared ordinarily once in a month, and shall be scrutinized by the account section of the office of the Society. The payments of such bills passed shall be made by the Secretary.

Staff Welfare Fund

49. The Governing Council may constitute a Staff Welfare Fund with contributions from the members of the teaching and non-teaching staff and a matching contribution from the Society funds for the welfare of the staff of the Society and its institutions, such as medical relief, incentives for academic excellence etc., Donations may also be collected from well-wishers and by conducting cultural programmes. Guidelines on this behalf may be framed by the Governing Council.

Finance

50. In all matters relating to finance the Governing Council shall be the supreme authority. No expenditure shall be incurred unless provision for the same has been made in the budget as approved by the Governing Council and a specific sanction has been obtained from the President / Secretary of the Society. All contributions, donations and income from the Society

shall be credited to a separate account in the name of the National Education Society of Karnataka and the Society is competent to utilize it for purposes beneficial to its institutions.

The National College Boys' Hostel, Basavanagudi

51. **Object:** The object of the Hostel is to provide residential accommodation to students of the National College, Basavanagudi, and the National college of Jayanagar. However, the students of the National High School, Basavanagudi, may also be accommodated as far as possible. The hostel shall serve as a home wherein the boarders will be encouraged to live together in an atmosphere of friendship and co-operation and manage their own affairs under proper guidance and supervision.

52. Management:

- (a) The Management of the Hostel shall best in a committee consisting of the Principal of the National College, Basavanagudi, Ex-office, and six other members nominated by Governing Council.
- (b) The Principal of the National College, Basavanagudi shall be the President of the Committee.
- (c) The Committee shall appoint from among its members, a Secretary, who shall also be the warden of the Hostel.
- (d) The Committee shall have authority to appoint any other office-bearer as and when necessary subject to the approval of the Governing Council of the National Education Society of Karnataka.
- (e) The Committee shall be competent to frame rules for the internal working of the Hostel, subject to the approval of the Governing Council of the National Education Society of Karnataka.

53. Admission:

- (a) Admission to the Hostel will be open to the students of National Colleges in Bangalore and to the extent of available vacancies, to the students of the National High School, Basavanagudi. In special cases in the interest of the proper administration of the Hostel or in the interest of the Society, accommodation may be given to any member of the Governing Council or any member of the National College, Basavanagudi, in exceptional cases.
- (b) An admission fee as fixed by the committee shall be collected from each boarder on first admission. A caution equivalent to one month's average charges will be collected each year at the commencement and refunded at the end of the year after adjusting dues, if any.
- (c) Students of all communities are eligible for admission.

54. Finance:

- (a) Admission fees, hostel bills, income from rent and donations specially received, shall form the Hostel Fund.
- (b) The current working funds of the Hostel shall be held in S.B. / Current account in a scheduled Bank or Banks approved by the Governing Council in the name of 'The National Education Society of Karnataka'. The National College hostel and the Principal shall operate the account.
- (c) Other funds shall be held in the name of the National Education Society of Karnataka and invested as directed by the Governing Council from time to time.
- (d) The Warden shall be responsible for the proper maintenance of the Hostel Account and stock registers and shall be in charge the Hostel Building subject to the control of the Committee.
- (e) A monthly statement of accounts shall be submitted to the Governing Council after approval by the Hostel Committee.

55. General:

- (a) Boarders shall be required to pay for boarding, lighting, water charges, maintenance charges and rent generally.
- (b) A report on the working of the Hostel shall be submitted to the Governing Council periodically not less than once a year.

Aswathaiah Esthuri Sanjeevamma National College Boys' Hostel, Gauribidanur.

56. Object: The object of Ashwathaiah Esthuri Sanjeevamma National College Boys Hostel is to provide residential accommodation under the auspices of the National Education Society of Karnataka to students of Ashwathaiah Esthuri Sanjeevamma National College and be a home wherein the boarders will be encouraged to live together in an atmosphere of friendship and co-operation and manage their own affairs under proper guidance and supervision.

57. Management: The management of Ashwathaiah Esthuri Sanjeevamma National College Boy's Hostel shall vest in a Committee consisting of the Principal of Ashwathaiah Esthuri Sanjeevamma National College as Chairman, three staff members of Ashwathaiah Esthuri Sanjeevamma National College and two members of the Managing Committee of Ashwathaiah Esthuri Sanjeevamma National College, Gauribidanur to be nominated by the Governing Council of the National Education Society of Karnataka (Regd.) Bangalore – 4.

There shall be a Warden who shall be a whole time employee of the teaching staff of Ashwathaiah Esthuri Sanjeevamma National College, Gauribidanur, to be nominated by the Principal and who shall act as convener of the Aswathiah Esthuri Sanjeevamma National College, Boys' Hostel committee.

58. Admission:

- (a) Admission to the Ashwathiah Esthuri Sanjeevamma National College Boys Hostel will open to the students of Ashwathaiah Esthuri Sanjeevamma National College, Gauribidanur.
- (b) Accommodation for ten students in the Ashwathiah Esthuri Sanjeevamma National College Boys' Hostel each year shall be given at the discretion of Sri Esthuri Ashwathaiah, the Author of "Sanjeevamma Esthuri Ashwathaiah Trust" or his successors in office.
- (c) The members of the staff of Ashwthaiah Esthuri Sanjeevamma National College, Gauribidanur may make use of some reasonable portion of the accommodation in the Ashwathaiah Esthuri Sanjeevamma National College Boys' Hostel with the approval of the Governing Council.
- (d) An admission fee as fixed by the committee collected from each boarder on first admission. A caution money equivalent to one month's average charges will be collected each year at the commencement and refunded at the end after adjusting the dues.

59. Finance

- (a) Admission fees, hostel bills, income from rent and donations specially received shall form the Ashwathaiah Esthuri Sanjeevamma National College Boys' Hostel Fund.
- (b) The current working funds of the Aswathaiah Esthuri Sanjeevamma National College Boys' Hostel shall be held in a current / S.B. account in a scheduled Bank or Banks approved by the Governing Council in the name of "The National Education Society of Karnataka – Ashwathaiah Esthuri Sanjeevamma National College Boys' Hostel and the Chairman of the Hostel Committee shall operate the account.
- (c) Other funds shall be held in the name of the National Education Society of Karnataka (Regd.), and invested as directed by the Governing Council from time to time.
- (d) The Warden shall be responsible for the correct maintenance of Ashwathaiah Esthuri Sanjeevamma National College Boys' Hostel Account and stock registers and the charge of

the Ashwathaiah Esthuri Sanjeevamma National College Boys Hostel building subject to the control of the Committee.

60. General :

- (a) Boarders shall be required to pay for the boarding, lighting, water charges, maintenance charges and rent generally.
- (b) A report of the working of Ashwathaiah Esthuri Sanjeevamma National College Boys' Hostel shall be submitted to the Governing Council periodically not less than once a year.
- (c) In respect of both these Hostels, the Hostel Committee have the powers to expel or suspend or punish any boarder for misconduct or indiscipline.

61. Bangalore Lalitha Kala Parishat (BLKP)

The Bangalore Lalitha Kala Parishat was started to promote cultural activities. The affairs of BLKP will be managed by the managing committee specially constituted by the Governing Council.

62. Membership of the Society.

Donations from members of A, B and C classes shall be payable on admission. Members of A and B classes may pay their donations in installments to be completed within a year. Members of C class shall however pay their donation lumpsum only. No part of the donation or subscription previously paid shall be refunded on any account. The Governing Council shall have the right to admit or reject any application for any class of membership without assigning any reasons.

63. General:

The Governing Council may frame rules under these bye-laws governing the service conditions, conduct of employees, Classification, Control and Appeal rules, confidential reports, probation and temporary services and such other matters as may be necessary in connection with the management of the institutions of the National Education Society, which can be amended from time to time.

Rules framed by the Governing Council for the Conduct of elections to be held by the General Body of the National Education Society of Karnataka (Regd), Bangalore.

(Approved by the Governing Council under Rule 25 read with Rule 5 of the Rules of the National Education Society of Karnataka (Regd), Bangalore – 4 and brought into force with immediate effect by a resolution passed at the meeting of the Governing Council held on 22-3-1997 in the National College, Basavanagudi, Bangalore – 4).

1. These Rules are applicable for the conduct of elections of ten Members, of the National Education Society of Karnataka (Regd), Bangalore, other than members of the staff of any institution of the Society.
2. The Electoral Roll for the election of the aforesaid ten members shall be lists of members of A, B, C, D and E. Classes as defined in Rule 4 under Membership of the Rules of the National Education Society of Karnataka (Regd), Bangalore – 4.
The lists of such members shall be as they stand on the date of notice inviting nominations for the election.
3. The Calendar of events for the election shall be fixed by the Governing Council and notified to the members accordingly.

4. Only members of A, B, C, D and E, classes whose names have already been registered prior to the date of issue of notice calling for nominations shall be eligible to vote. All classes of members other than the members of the staff of any institution of the Society, registered prior to the issue of the notice shall be eligible to stand for election.
5. A member desirous of standing for election to the Governing Council should intimate his candidature to the Secretary of the Society in the prescribed form and each such nominee shall be proposed by one of the members of the Society and seconded by another member of the Society.
6. The application for nomination shall reach the office of the Secretary, National Education Society of Karnataka (Regd.), Bangalore – 4 at least ten clear days before the date fixed for election. Retiring members of the Governing Council are eligible for re-election and they should follow the same procedure.
7. The President or in his absence the Vice-President shall before the date fixed for the receipt of nomination papers appoint two scrutineers for scrutinizing the nomination papers received by the Secretary.
8. Soon after the date fixed for the receipt of nomination papers the scrutineers shall meet at the place and hour previously intimated to them by the Secretary and shall with the assistance of the Secretary scrutinize the nomination papers that have been received and make a report to the President.
9. If a candidate nominated for election desires to withdraw his candidature, he should intimate his intention in writing to the Secretary of the Society at least seven days before the date fixed for holding the election.
10. A list of the names of candidates accepted as valid shall be prepared and notified by the Secretary of the Society in the office Notice Board seven days before the date of the election.
11. If the number of valid candidates is greater than the number to be elected, elections shall be held by ballot.
12. The appointment of two more scrutineers shall be made by the President at the General Meeting and they shall be assisted by the Secretary and members of the staff in the conduct of the election.
13. If two or more candidates are found to have received an equal number of votes, such election shall be decided by the casting of lots.
14. The President on the report of the scrutineers shall declare the result of the election.
15. The scrutineers shall thereafter place in separate sealed covers the invalid and valid voting papers received in respect of the election and shall superscribe their signatures on the outside of these covers and mention the number of voting papers enclosed in each cover.
16. The sealed covers containing the valid and invalid voting papers shall be preserved in the office of the Secretary of the National Education Society of Karnataka (Regd), Bangalore – 4 for a period of three months after the date of voting and shall thereafter be destroyed by the Governing Council at their meeting.
17. In case of difference of opinion among the scrutineers regarding any matter pertaining to the election, the same shall be referred to the President of the Society of the meeting whose decisions shall be final.
