



**SHRI DHARMASTHALA MANJUNATHESHWARA
COLLEGE OF BUSINESS MANAGEMENT
MANGALURU**

NAAC Re-Accredited with 'A' Grade(2010)

Email : sdmcbm@sdmcbm.ac.in

Tel-no : 0824-2494186

Website : www.sdm.ac.in



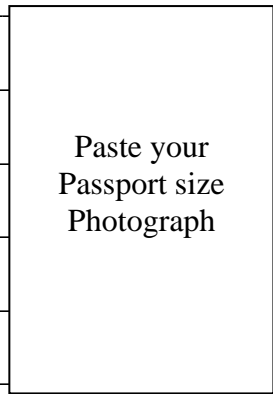
Calendar 2017-18

Sponsored By

SRI DHARMASTHALA MANJUNATHESHWARA EDUCATIONAL SOCIETY(R), UJIRE (D.K)

PERSONAL MEMORANDA

Name of the Student : _____
Class and Section : _____
Age and Date of Birth : _____
EC & CC opted for : _____
Hobbies & Interest : _____
Blood Group : _____



Any Award, Prize won
In the Collegiate level : _____

Father's Name
and Occupation : _____

Mother's Name
And Occupation : _____

Address, Phone No. : _____
(During the term)

E-mail ID

Address, Parents Phone No.

(During the Vacation)

Any other information : _____

PERSONAL MEMORANDA

Name of the Student : _____

Class and Section : _____

Age and Date of Birth : _____

EC & CC opted for : _____

Hobbies & Interest : _____

Blood Group : _____

Any Award, Prize won
In the Collegiate level : _____

Father's Name
and Occupation :

Mother's Name
And Occupation :

Address, Phone No. :

(During the term)

E-mail ID

Address, Parents Phone No.

(During the Vacation)

Any other information :

UNDERTAKING BY STUDENTS AND PARENTS

I, Mr. /Miss. _____(I / II / III Year) student of SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT, MANGALORE bearing the Register No. _____ for the academic year _____, hereby promise that I will abide by the following rules.

1. I will be regular and punctual to all the classes (theory and practical). I am fully aware that attendance less than 75% in any of the subjects will make me lose one year.
2. I will wear uniform and formal dress as per the dress code prescribed by the college.
3. I will not bring Mobile Phone to the college premises as per the notification of the Mangalore University.
4. As per the rules of the college I will not bring four wheelers inside the college campus.
5. I will pay on time tuition fees, examination fees and any other fees specified by the management and university.
6. I will not indulge in any activities inside and outside the college premises which would cause harm to the college, individuals and other parties.
7. I will be disciplined and will show respectful behaviour in the classroom, college campus and outside.
8. I will show my progress card to my parents/ guardian and will get their signature and I will return it to the college on time.
9. If my attendance and performance is found to be unsatisfactory, I will inform my parents/ guardian to meet the concerned lecturers at the specified time (3:00 – 4:00 P.M).

ACKNOWLEDGEMENT

I hereby undertake that I will strictly follow the above terms & conditions. I also undertake that if I fail to comply with these terms; I will be liable to suitable action as per College Rules and Law.

Signature of the Student

Signature of Parent/Guardian
Name & Address with Phone Number

LIST OF FACULTIES IN UNDER GRADUATE COURSES DURING 2014-15

| | |
|---|-----------------------|
| Mrs. Aruna P.Kamath, M.A. (Eco.) | Principal |
| Dr. Muralidhar Rao K.S., M.B.A., M.Phil., Ph.D | Vice - Principal |
| Mr. Arun Sequeira., MCA, M. phil, PGDBM Asst. Professor | NAAC Co-ordinator/ |
| Mrs. Smitha, M.Com., M.Phil. Professor | Dean– BBM /Asst. |
| Mrs. Divya Uchil, M.C.A., M.Phil. Professor | Dean – BCA / Asst. |
| Mr. Thrishanth Kumar, M.Com., M.Phil., M.B.A.,NET,(Ph.D) Professor | Dean – BA(HRD) /Asst. |
| Mrs. Manju, M.Com., B.ED., M.Phil., M.B.A. Professor | Dean – BCOM /Asst. |
| Mrs. Shashikala Shetty., MCA, PGDBM, B.Ed /Asst. Professor | IQAC Co-ordinator |

DEPARTMENT OF FINANCIAL MANAGEMENT

| | |
|-----------------------------------|--------------------------|
| Mrs. Smitha , M.Com, M.Phil. | Dean/ Asst. Professor |
| Mrs. Gayathri k., M.Com., M.Phil. | HOD/ Asst. Professor |
| Ms.Sowmya Hegde, M.Com., M.B.A. | Lecturer Asst. Professor |
| Mr. Deviprasad, M.com , NET | Lecturer Asst. Professor |
| Mr. Gururaj. M.com | Lecturer Asst. Professor |

DEPARTMENT OF MARKETINTG MANAGEMENT

| | |
|--|--------------------------|
| Mrs. Kavitha Prabhu, M.Com., M.Phil., M.B.A Professor | HOD/ Lecturer Asst. |
| Mrs. Shwetha Y., M.Com. | Lecturer Asst. Professor |
| Mrs. Deepa G. Shenoy, M.Com., M.Phil. | Lecturer Asst. Professor |
| Mrs. Rashmi. T., M.B.A. | Lecturer Asst. Professor |

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

| | |
|---|--------------------------|
| Mr. Thrishanth Kumar, M.Com., M.Phil., M.B.A., NET,(Ph.D) | Dean /Asst. Professor |
| Mrs. Anasuya, M.Com., M.Sc(IT) Professor | HOD/ Lecturer Asst. |
| Ms. Preethika Dharmapal, M.H.R.D., M.B.A. | Lecturer Asst. Professor |

DEPARTMENT OF COMMERCE

| | |
|--|--------------------------|
| Mrs. Manju, M.Com., B.ED., M.Phil., M.B.A. | Dean /Asst. Professor |
| Mr. Thilakraj G., M.Com., M.B.A., NET Professor | HOD/ Lecturer Asst. |
| Mrs.Veena D. Kotian, M.Com., M.B.A. | Lecturer Asst. Professor |

DEPARTMENT OF ECONOMICS

| | |
|--|--------------------------|
| Prof. Aruna P Kamath, M.A(Eco) Professor | Principal/Lecturer Asst. |
| Mrs. Shashikala K.G., M.A. (Eco.), M.B.A. Professor | HOD/Lecturer Asst. |
| Mr. Prasanna Kumar, M.A. (Eco.), M.B.A., SLET | Lecturer Asst. Professor |

DEPARTMENT OF BUSINESS LAW

| | |
|--|---------------------------|
| Mrs. Supriha A., M.B.A. | HOD/ Asst. Professor |
| Miss. Parinita Salian, M.com, MBA, NET | Asst. Professor |
| Mrs. Kavitha K., LL.M. | Part Time Asst. Professor |

DEPARTMENT OF COMPUTER APPLICATION

| | |
|---|-----------------------|
| Mrs. Divya Uchil, MC.A., M.Phil. | Dean / Asst.Professor |
| Mr. Arun F Sequeira, M.C.A., M.Phil., PGDBM | HOD /Asst. Professor |
| Mrs. Shashikala Shetty, M.C.A., PGDBM, B.Ed | Asst. Professor |
| Mrs. Deepa D Hegde, M.Sc.(Software) | Asst. Professor |
| Mrs. Sowmya Jyothi, M.C.A., PGDBM | Asst. Professor |
| Mrs. Shashiprabha, M.Sc.(IT), PGDBM, MBA | Asst. Professor |
| Mrs. Reshmi, M.C.A., M.B.A. | Asst. Professor |

DEPARTMENT OF KANNADA

| | |
|--|---------------------|
| Mrs. Jeevitha, M.A.(Kan), M.Phil., PGDBM | HOD/Asst. Professor |
| Mrs. Renuthakshi K., M.A.(Kan), NET | Asst. Professor |

DEPARTMENT OF ENGLISH

| | |
|--|---------------------|
| Mr.Ashwin Mendonca, M.A.(Eng), M.Phil., PGDBM, NET, (Ph.D) | HOD/Asst. Professor |
| Mrs. Madhumathi J.Raja, M.A. (Eng), B.Ed., M.B.A. | Asst. Professor |

DEPARTMENT OF HINDI

| | |
|--|----------------------|
| Mrs. Jyothi, M.A. (Hin.),M.Phil., (Ph.D) | HOD/ Asst. Professor |
|--|----------------------|

Mrs. Shalini Devadiga, M.A. (Hin.)

Asst. Professor

RESEARCH CELL

Mr. Thrishanth Kumar, M.Com., M.Phil., M.B.A., NET,(Ph.D)

Mrs. Smitha, M.Com., M.Phil.

Mrs. Kavitha Prabhu, M.Com., M.Phil., M.B.A

Mrs.Veena D. Kotian, M.Com., M.B.A.

Ms.Sowmya Hegde, M.Com., M.B.A.

Mr. Prasanna Kumar T., M.A. (Eco.), M.B.A., SLET

ENTREPRENEURSHIP DEVELOPMENT CELL

Mrs. Supritha A., M. B.A

Ms. Parinitha Saliain, M.com, M.B.A, NET

DEPARTMENT OF PHYSICAL EDUCATION

Mr. Bharath Kumar Jain, M.P.Ed.
Instructor

Physical Culture

DEPARTMENT OF LIBRARY

Mr.Muralidhar Hegde

Librarian

NON-TEACHING STAFF

Mr. Shekar Madival, B.A.

Superintendent

Mrs. Usha Kiran K.N., B.A.

S. D. A.

Mr. Rajatha Kumar, B.A.

S. D.A.

Mrs. Merceline D'Souza

C.C.T.

Mr. Nagaraja P.B.

Lib.Asst.

Mrs. Ramya Jinesh, B.A., B.L.I.Sc.

Com.Op./Typist

Mr.Vishwanatha Naika, B.A.

Office Asst.

Mr. Adarsh D.Devadiga, B.B.M.

Office Asst.

Mrs. Geetha, B.Sc., PGDCA

Clerk

Mrs. Yashaswini, B.A.

Clerk

Mr. Nithin Kumar, B.A.

Clerk

Mrs. Neetha Rani, B.C.A., M.Sc.(IT)

Lab Instructor

| | |
|-------------------------|--------------------|
| Mr. Jai Kumar P. | Attender |
| Mr. Janardhana Naika | Attender |
| Mr. Annu Gowda M. | Peon |
| Mr. Devaraja Hegde B.N. | Peon |
| Mr. Vasantha Kumar K. | Peon |
| Mr. Poornaprakash | Computer Lab Asst. |
| Mr. Yogish A. | Attender |
| Mr. Haneesh Moily | Attender |
| Mr. Sharavan Kumar | Attender |
| Mr. Rohith | Attender |
| Mr. Anand | Attender |
| Mr. Prashanth | Library Security |

DETAILS OF COMMITTEES & INCHARGE

COMMITTEES

CO-ORDINATORS

| | | |
|--|---|--|
| <p>IQAC</p> | <p>Chairperson : Co-ordinators :</p> <p style="text-align: center;">Members :</p> | <p>Mrs. Aruna P Kamath. Dr. Muralidhar Rao Mrs. Shashikala Shetty</p> <p>Mrs. Divya Uchil Mrs. Smitha Mr. Thrishanth Kumar Mrs. Manju Mrs. Jeevitha D.</p> |
| <p>NAAC</p> | <p>Co-ordinators :</p> | <p>Mr. Muralidhar Rao Mr. Arun F Sequeira</p> |
| <p>Academic Planning & Assessment Committee HOD's</p> | <p>BBM</p> <p>BCA</p> | <p>Mrs. Smitha</p> <p>Mrs. Divya Uchil</p> |

| | |
|--|--|
| BA (HRD) | Mr. Thrishanth Kumar |
| BCOM | Mrs. Manju |
| Admission | Mrs. Smitha Mrs. Divya Uchil Mr. Thrishanth Kumar Mrs. Manju Mr. Devi prasad Mr. Gururaj |
| Internal Tests | Mr. Gururaj Mrs. Reshmi Mrs. Jeevitha D. Mrs. Deepashree G. Shenoy |
| Time Table | Dr. Muralidhar Rao Mr. Thrishanth Kumar Mrs. Smitha Mrs. Manju Mrs. Divya Uchil Mr. Arun F Sequeira |
| Academic Linkages, Prospectus & Calender | Mrs. Manju Mr. Thrishanth Kumar Mrs. Deepa Hegde |
| Career Guidance Cell | Mr. Thrishanth Kumar Mrs. Sowmya Jyothi Mrs. Anasuya Mr. Prasanna Kumar T. |

| | |
|--|---|
| Documentation Committee Press Publicity | Mrs. Madhumathi J Raja Mrs. Shashiprabha Mrs. Reshmi B R Ms. Parinitha |
| UGC Related Matters | All Dean's |
| Human Right Cell | Mr. Thilakraj G. |
| Student Grievance Redressal Cell & Student Counselling Cell | Mr. Thrishanth Kumar Mrs. Madhumathi J Raja Mrs. Shashikala Shetty All Staff Advisors |
| Disciplinary Committee & Anti Ragging | Mr. Muralidhar Rao Mrs. Smitha Mr. Thrishanth Kumar Mrs. Divya Uchil Mrs. Manju Mr. Bharath Kumar Jain |
| Women's Cell | Mrs. Jyothi Mrs. Smitha Mrs. Shashikala Shetty Mrs. Ushakiran K N Mrs. Yashaswini |
| EC / CC Co-ordination Committee | Mrs. Jeevitha D. |

| | |
|--|---|
| STUDENT COUNCIL / STUDENT WELFARE | Mrs. Gayatri K Mrs. Divya Uchil |
| SYNERGY | Mr. Ashwim Mendonca Dr. Muralidhra Rao |
| SYGMA | Mrs. Deepa Hegde Mrs. Shashiprabha |
| GENESIS | Mrs. Anasuya Miss. Parinita |

| | |
|---|--|
| FONDOS (Finance) | Mr. Gururaj |
| VENTA (Marketing) | Mrs. Deepashree Shenoy |
| RESOURCE HUB (HR) | Mrs. Prethika |
| COMERICO (Commerce) | Mr. Thilakraj G. |
| SCAN (Computer Application) | Mrs. Deepa hegde |
| KALA VAIBHAV (Fine arts) | Mrs. Jyothi Mrs. Shalini |
| MAGAZINE | |
| LITERARY ASSOCIATION | |
| <ul style="list-style-type: none"> • CROWN OF WISDOM(English) | Mr. Ashwin Mendonca Mrs. Madhumathi J.Raja |
| <ul style="list-style-type: none"> • VIKSANA(Kannada) | Mrs. Renuthakshi Mrs. Jeevitha D. |
| <ul style="list-style-type: none"> • SPHURAN(Hindi) | Mrs. Jyothi Mrs. Shailini |
| TALENT HUNT (Fest Forum) | Mrs. Manju Mr. Arun F. Sequeira |
| SPORTS AND ATHLETICS CLUB | Mr. Bharath Kumar Jain |
| EXTENSION ACTIVITY | Mr. Thilakraj G. |
| <ul style="list-style-type: none"> • NSS | Mr Devi Prasad Mrs. Kavitha Prabhu |
| <ul style="list-style-type: none"> • Youth Cross | Mr. Prasanna Kumar Mr. Renuthakshi |
| <ul style="list-style-type: none"> • Rovers and Rangers | Mr. Thilakraj G. Mrs. Jyothi |
| Staff Welfare | Mrs. Madhumathi J Raja Mrs. Shashikala Shetty |
| Associates PTA | Mr. Thrishanth Kumar All Class Advisors |
| Alumni Association | Mrs. Supritha Mrs. Veena D. Kotian Mrs. Shwetha Y. |

| SHORT TERM COURSES | | |
|---------------------------|------------------------------|--|
| CLASS | FIELDS | LECTURERS |
| I BBA 'A' | Value Education | Mrs. Madhumathi J. Raja |
| I BBA 'B' | Hindi | Mrs. Shalini Devadiga |
| | Kannada | Mrs. Renuthakshi |
| I BBA 'C' | Value Education | Miss. Parinitha Salian |
| I BCA 'A' | Basics of Management | Mrs. Anasuya |
| I BCA 'B' | | Mrs. Veena D. Kotian |
| I BA (HRD) | Hindi | Mrs. Jyothi |
| | Kannada | Mrs. Jeevitha D. |
| I BCOM | Tally | Mr. Gururaj |
| II BBM A, B & C | Tourism | Mrs. Deepa G. Shneoy Mrs. Supritha Mrs. Kavitha Prabhu |
| II BA(HRD) | Jounalism | Mrs. Shwetha Y. |
| II BCA A & B | Marketing Skills | Ms. Sowmya Hegde |
| | | Mrs. Manju |
| II BCOM | Entrepreneurship Development | Mr. Prasanna Kumar T. |
| III BBM A, B & C | Research Methodology | Mrs Gayathri k Mrs Rashmi Mrs. Smitha |
| III BCA A & B | Personality Developmeny | Mr. Thrishanth Kumar |
| | | Mrs. Preethika |
| III BA(HRD) | Income Tax | Mr. Thilakraj G. |
| III BCOM | | |
| For All (Optional) | Web Designing | Mrs. Reshmi B.R |
| | Consumer Protection | Mr. Deviprasad |

ACADEMIC ADVISORS

| | |
|--------------------|---------------------------------|
| I BBA 'A' | Mrs.Supritha |
| I BBA 'B' | Mrs. Shashikala K.G |
| I BBA 'C' | Mrs. Madhumathi Raja |
| I BCOM | Mr. Prasanna Kumar |
| I BA(HRD) | Mrs. Anasuya |
| I BCA 'A' | Mrs. Reshmi B.R |
| I BCA 'B' | Mrs. Divya Uchil |
| II BBA 'A' | Ms. Sowmya Hegde |
| II BBA 'B' | Ms. Parinita |
| II BBA 'C' | Mrs. Deepashree G shenoy |
| II B.com | Mr. Thilak Raj |
| II BA(HRD) | Mrs. Kavitha Prabhu |
| II BCA 'A' | Mrs. Deepa D Hegde |
| II BCA 'B' | Mrs. Shashikala Shetty |
| III BBA 'A' | Mr. Gururaj |
| III BBA 'B' | Mr Devi Prasad |
| III BBA 'C' | Mrs. Preethika |
| III B.com | Mrs. Veena D. Kotian |
| III BA(HRD) | Mrs. Gayathri |
| III BCA 'A' | Mrs. Sowmya Jyoti |
| III BCA 'B' | Mr. Arun F Sequiera |

SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS
MANAGEMENT, MANGALORE .

INTRODUCTION

S.D.M. College of Business Management is a unique, dynamic and professional management education institution established in the year 1978. The college is affiliated to Mangalore University and offers Bachelors Degree in Business Administration, Bachelors of Computer Applications, Bachelors Degree in Human Resource Development and Bachelors of Commerce. The College is housed in a magnificent building situated at Kodialbail, Mangalore.

MANAGEMENT

The College is sponsored and managed by Shri Dharmasthala Manjunatheshwara Educational Society@ Ujire, of which great visionary Padmabhushan Dr. D.Veerendra Heggade is the President. SDME Society provides all the necessary facilities for the creation of excellent educational atmosphere.

AIMS AND OBJECTIVES

1. To enrich the quality of life of the students through character building by creating and sustaining the urge to learn for life.
2. To foster the development of Professional Management which is the backbone of the Industry and Service sector.
3. To empower the students to become honest and optimistic entrepreneurs who will uphold right social values and prosper in the society.
4. To Impart basic knowledge of functional aspects of Management namely Finance, Marketing, Human Resource Management to make them employable.
5. To develop self confidence to lead and motivate through practical training and exposure to Business and Industry.
6. To prepare young men and women with a sense of patriotism and modern outlook.

-----VISION-----

Develop competencies of people to meet the challenges of Business, industry and service sector. Empower them with requisite skills to be globally acceptable Business leaders. Provide world class professional management education to the people at reasonable cost, spread Indian ethos spirituality to sustain, survive and succeed in Business & industry.

-----MISSION-----

Bring professionalism in all spheres of life. Enrich the quality of life by creating and sustaining the urge to continuous learning for life. Encourage competitive spirit for organization excellence by leveraging intellectual human capital. Instill

entrepreneurial qualities with right moral, social values and prosper, enhance the quality of life of individual by encouraging to believe in personal integrity, hard-work & honesty in public life. Develop leadership, entrepreneurship quality among the people with patriotism, modern outlook and positive attitude towards life. Develop self confidence to lead, motivate people through case study, practical training and exposure to global business & industry.

In order to enrich the quality of education and improve the managerial skills, the Management, Principal and the Faculty of SDMCBM have planned to provide the following value additions to the degree programmes of Mangalore University.

In order to enrich the quality of education and improve the managerial skills, the Management, Principal and the Faculty of SDMCBM have planned to provide the following value additions to the degree programmes of Mangalore University.

A student passing out of SDMCBM acquires the following qualifications:

- **Concerned Degree from Mangalore University.**
- **Certificate from the respective corporate / Industry.**
- **Yoga and meditation.**
- **Opportunity of Industry Institution Interaction.**
- **Skill development through participation in various management tests at regional / state / national level.**

SCHEDULE OF THE COURSE

TITLE OF THE B.B.A. COURSE: The course shall be Bachelor of Business Administration.

TITLE OF THE B.C.A COURSE: The course shall be Bachelor of Computer Application.

TITLE OF THE B.A (HRD) COURSE: The course shall be Bachelor of Arts (Human Resource Development).

TITLE OF THE B.COM COURSE: The course shall be Bachelor of Commerce

DURATION OF THE COURSE: BCA / B.B.A. / B.A(HRD)/B.Com course is spread over a period of six semesters of sixteen weeks each i.e. three academic years.

MEDIUM OF INSTRUCTION: The medium of instruction and examination shall be in English.

SUBJECTS OF STUDY- B.B.A COURSE

| <u>I SEMESTER - CREDIT BASED</u> | <u>II SEMESTER - CREDIT BASED</u> | <u>III SEMESTER - CREDIT BASED</u> |
|--------------------------------------|---|------------------------------------|
| English | English | Business |
| Mathematics | | |
| Kannada/Hindi | Kannada/Hindi | Commercial |
| Law | | |
| Principles of Economics | Managerial Economics | Business |
| Economics | | |
| Principles of Management | Business Environment and Entrepreneurship | Marketing |
| Management | | |
| Accounting –I | Accounting - II | Income Tax |
| Business Organisation | Managerial Communication | Corporate |
| Accounting -I | | |
| Indian Constitution | Human Rights, Gender Equity & Environmental Studies | |
| EC and CC | EC and CC | EC and CC |
| <u>IV SEMESTER - CREDIT BASED</u> | <u>V SEMESTER - CREDIT BASED</u> | <u>VI SEMESTER - CREDIT BASED</u> |
| Business Statistics | Organisational Behaviour | Company Law |
| Modern Banking Management | Project Management | Investment |
| Management | | |
| Fundamentals of Financial Management | Export Management | Cost and |
| Management Accounting | | |
| Computer Application in Management | Cost Accounting | Auditing/Project |
| Work | | |
| Human Resource Management | Financial Management-I | Financial |
| Management - II | | |
| Corporate Accounting – II | Marketing Management-I | Marketing |
| Management-II | | |
| EC and CC | Human Resource Management-I | Human |
| Resource Management - II | | |

SUBJECTS OF STUDY - B.C.A COURSE

| <u>I SEMESTER - CREDIT BASED</u> | <u>II SEMESTER - CREDIT BASED</u> | <u>III SEMESTER - CREDIT BASED</u> |
|--|---|------------------------------------|
| English | English | Basic |
| Mathematics | | |
| Kannada / Hindi | Kannada/Hindi | Micro |
| Processors | | |
| Programming Language 'C' | Basics of Networking | Data |
| Structures | | |
| Fundamentals of Information Technology | Object Oriented Programming using C++ | Operating |
| System | | |
| Computer Organisation | Database Concepts & Oracle | Data Mining |
| Lab Based on Prog. Lang C | Lab Based on C++ | Lab Based on |
| Micro Processors | | |
| Lab Based on FIT | Lab Based on Oracle | Lab Based on |
| DS and OS | | |
| Indian Constitution | Human Rights, Gender Equity & Environmental Studies | |
| EC and CC | EC and CC | EC and CC |

**IV SEMESTER - CREDIT BASED
- CREDIT BASED**

Computer Graphics & Multimedia
Visual Basic .NET Programming
Principles of TCP/IP
Ecommerce
System Analysis and Design
Lab Based on CG
Lab Based on VB.NET

V SEMESTER - CREDIT BASED

Software Engineering
Linux Environment
Web Development in .NET
Java Programming
Distributed Computing
Management Information System
Lab Based on W.T
Lab Based on Java and DC

VI SEMESTER

Project Work

ELECTIVES: B.B.A.COURSE: A Student is required to opt one elective in the III year. The Paper-1 of these electives shall be studied in the V Semester and Paper II shall be studied in the VI Semester.

**The following are the electives: Financial Management Paper 1 & II
Human Resource Management Paper I & II**

ELECTIVES: B.C.A COURSE: A student is required to opt one electives each in the IV and V semester. The following are the electives.

The IVth semester electives are:
Vth semester

The following are the electives in the

- i. Computer Oriented Numerical Analysis
- ii. Computer Oriented Statistical Method Systems
- iii. System Analysis & Design

- i. Artificial Intelligence
- ii. Management Information Systems
- iii. LAMP Technology

SUBJECT OF STUDY - B.A (HRD) COURSE

I SEMESTER - CREDIT BASED

English
Kannada/Hindi
Principles and Practice of Management
Computer Applications
Business and Society
Individual Development
Indian Constitution
Environmental Studies
EC & CC

II SEMESTER - CREDIT BASED

English
Kannada/Hindi
Business Economics
Basics of Marketing
Dynamics of Human Behaviour
Professional Skill Development
Human Rights, Gender Equity &
EC & CC

**III SEMESTER - CREDIT BASED
BASED**

English
Kannada/Hindi
Basic Accounting
Organisational Behaviour
Human Resource Research and Development Methodologies of NGOs
Human Resource Management
Corporate Policies
EC & CC

IV SEMESTER - CREDIT

English
Kannada/Hindi
Financial Management
Employees Relations
Administration & Management
Strategic Management &
EC & CC

V SEMESTER - CREDIT BASED

Strategic Human Resource Management
 Principles of Training and Development
 Development
 Business law
 Management of Change
 Corporate Communications and Public Relations
 Business Ethics and Corporate Governance
 Field Study - Education/NGOs/Corporate Management
 and Allied Topics

SUBJECT OF STUDY – BCOM COURSE**VI SEMESTER - CREDIT BASED**

Management Information Systems
 Trends in Human Resource
 Organizational Development and
 Labour legislations
 Field Study Corporate - HR Topics
 Global Human Resource Management

I SEMESTER - CREDIT BASED

English
 Kannada / Hindi
 Business Economics
 & Finance-I
 Financial Accounting-I
 Accounting-III
 Principles of Management
 Management Accounting-I
 Business Statistics & Mathematics
 Indian Constitution
 I
 Management - I
 EC and CC

II SEMESTER - CREDIT BASED

English
 Kannada / Hindi
 Money and Public Finance
 Financial Accounting - II
 Modern Banking
 Business Statistics & Mathematics
 Human Rights, Gender Equity
 & Environmental Studies
 EC & CC

III SEMESTER -

English
 Kannada / Hindi
 International Trade
 Financial
 Cost &
 Elective-I –
 Business Taxation-
 Human Resource
 EC & CC

IV SEMESTER - CREDIT BASED

English
 Corporate Law
 Kannada / Hindi
 International Trade & Finance-II
 Management – II
 Financial Accounting-IV
 Accounting VI
 Cost & Management Accounting-II
 Accounting – IV
 Elective-II
 Business Taxation – II
 Taxation - IV
 Human Resource Management - II
 Resource Management-IV
 EC and CC

V SEMESTER CREDIT BASED

Business Law
 Modern Marketing
 Financial Management-I
 Financial Accounting-V
 Cost & Management Accounting-III
 Elective-III
 Business Taxation - III
 Human Resource Management – III

VI SEMESTER

Indian
 Auditing
 Financial
 Financial
 Cost & Mgt.
 Elective-IV
 Business
 Human

PROJECT WORK: B.B.A. COURSE

A student can take project work in lieu of Auditing in the VI semester:

Such report shall carry 120 marks of which 30 shall be awarded on the basis of the performance of the Student at the viva voce conducted on the project by a panel of experts.

PROJECT WORK: B.C.A COURSE

During VI Semester a candidate shall undergo practical training and shall take up a project in an Industry/College/R&D Organization recognized by Mangalore University. The candidate shall be guided by an external supervisor from the Industry/College/R&D organization designated by the University. In addition an internal member of the college will also be associated with the project as internal supervisor. At the end of the VIth semester the candidate shall submit to the college 3 copies of the dissertation on the project work duly certified by the external supervisor.

PROJECT WORK: B.A (HRD) DEGREE COURSE

Students of B.A (HRD) degree course have project work as one of their subjects in V & VI Semesters.

Project Report shall carry 150 marks. The student is guided by one of the lecturers who are nominated by the Principal. Project work can be taken on any theme within the frame work of the syllabus. The selection of the project is done in consultation with the guide and the institution of study.

HOURS OF LECTURE PER WEEK

All papers shall be studied for four hours per week as per the scheme. **In addition to the regular classes students shall participate in seminars, group discussions, factory visits, guest lectures and other personality development programmes.**

ATTENDANCE

a) All candidates shall be considered to have satisfied the requirement of attendance for a semester, if he/she attends not less than 75 percent of the number of classes actually held. At the end if the students whose attendance is 60 percent and above but below 75 percent may be condoned by the syndicate on the specific recommendation of the Principal on payment of condonation fees as prescribed by the University.

b) A candidate who does not satisfy the requirements of attendance even in one subject shall not be permitted to take the whole University examinations of that semester and shall repeat all the subjects of the semester as a regular student to the subsequent semester.

EXAMINATION:

SCHEME OF EXAMINATION – BBA/B.COM COURSE

At the end of each semester the Mangalore University conducts the examination. Each examination shall be held for duration of 3 hours, consisting of 80 marks and 120 marks for the Core subjects in III and IV Semester and all subjects of III year.

SCHEME OF EXAMINATION - BCA COURSE

At the end of each semester the Mangalore University conducts the examination. Each examination shall be held for duration of 3 hours, consisting of 80 marks and 100 marks in I, II, III, IV and V semester.

INTERNAL ASSESSMENT – BBA/B.COM EXAMINATION

Internal assessment marks shall be **20 per subject of which 10 shall be allotted on the basis of student's performance in two internal tests and the remaining 10 marks shall be on the basis of viva - voce, assignment and seminars.** [Total marks therefore, shall be 100 per paper, 80 theory and 20 internal assessment. For Core Subject in III & IV Semester and all subjects of III year, total marks shall be 150 of which 120 theory and 30 internal assessment].

INTERNAL ASSESSMENT - BCA EXAMINATION

Internal assessment mark shall be 20 per subject of which 15 shall be allotted on the basis of student's performance in two internal tests and the remaining 5 marks shall be on the basis of viva-voce, assignment and seminars. (Total marks therefore, shall be 100 per paper, 80 theory and 20 internal assessment) for I, II, III and IV semesters.

FOR V SEMESTER

Internal assessment mark shall be 25 per subject of which 20 shall be allotted on the basis of student's performance in two internal tests and the remaining 5 marks shall be on the basis of viva-voce, assignment and seminars. (Total marks therefore, shall be 125 per paper, 100 theory and 25 internal assessment).

FOR VI SEMESTER

Internal assessment marks shall be 160 per Project and will be allotted on the basis of student's performance in two internal tests, (Total marks therefore, shall be 800 per Project Work, 640 for the University Examination viva, dissertation and 160 internal assessment) for VI semester.

SCHEME OF EXAMINATION B.A. (HRD) EXAMINATION

At the end of each Semester Mangalore University conducts the examination. Each examination shall be held for duration of 3 hours, consisting of 100 marks and 120 marks for the V & VI semester.

INTERNAL ASSESSMENT - B.A. (HRD) COURSE

The internal assessment marks shall be 25 per subject which shall be allotted on the basis of two tests. viva, assignment, class participation and seminars. However in V & VI semester internal assessment marks shall be 30 per subject.

If a candidate is absent for any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test. This shall be the decision of the Principal.

APPEARANCE FOR THE EXAMINATION

A candidate shall register for all the subjects of a semester when he/she appears for the examination for the first time.

MANGALORE UNIVERSITY GUIDELINES FOR THE EVALUATION OF EXTRA AND CO-CURRICULAR ACTIVITIES.

As per the **Credit Based Semester System** introduced by the University, 50 marks in each semester are allotted by the university to the extra and co-curricular activities. According to which the students will be evaluated in extra and co-curricular activities in the first four semesters of the course.

According to Credit Based Semester System, One credit is allotted for 50 marks. As per that subjects having 100 marks are given 2 Credits, Subjects having 150 marks are allotted 3 Credits. It is compulsory for the students to give their preference to one of the following activities based on which they will be evaluated.

1. Sports 2. NSS 3. Extra-curricular activities

In order to provide ample opportunities to the students, various associations and clubs conduct different activities in which the students have to participate.

EXAMINATION FEES: A student shall pay the required examination fee as prescribed by the university.

STANDARD OF PASS:

MINIMUM FOR A PASS

a) No candidate shall be declared to have passed in any subject unless he obtains not less than 35% marks in written examination and 35% marks in the aggregate of written examination and internal assessment put together, and 40% in the aggregate of each semester. He must also get 35% in the Project work, 35% in viva -voce and 40% in aggregate. However if a candidate has to get through the examination in any paper, he has to obtain 40% marks in written examination and internal assessment put together in the paper.

b) A candidate who fails in any of the subject shall take the examination only in the failed subject at a subsequent examination and he must obtain the minimum for the pass in that subject as stated in Para (a) above.

c) A candidate who fails in a lower semester examination may go to the higher semester.

However

d) The candidates who have completed their studies but have not passed the prescribed examinations shall be given a maximum **period of two years from the date of completion of the course to complete the programme.**

e) **The maximum period for completing a programme (excluding internship) shall be double the duration stipulated for the programme reckoned from the year of admission (including the year of admission) to the programme. However, in the case of a one year programme, the maximum period for completing it shall be three years from the year of admission.**

The term 'completing a programme' means passing all the prescribed examination of the programme to become eligible for the degree/ diploma. No candidate shall be permitted to appear for the examinations after the prescribed maximum period for completing the programme.

Candidates who are debarred from appearing for the University Examinations for a specified period shall be allowed a maximum period of two years to complete the programme from the date up to which they are debarred or a maximum period of double the duration stipulated for the programme reckoned from the year of admission to the programme whichever is later. However,

candidates who - commit malpractice in their last permissible attempt shall not be given any further chance to appear for the examination.

CLASSIFICATION OF CANDIDATES

- a) No Class shall be declared for the examination of the first five semesters.
- b) Class shall be declared at the end of VI Semester on the basis of the aggregate marks obtained at the first, second, third, fourth, fifth and sixth semester examinations. Further, only those candidates who pass in all the subjects shall be eligible for first class or second class provided the candidate pass the fifth and sixth semesters in the first attempt. All other successful candidates are eligible only for pass class. However, if a candidate rejects his results for improvement shall be considered as first attempt.

PERCENTAGE OF MARKS FOR DECLARING CLASSES

| | | |
|------------------------------|---|--|
| First Class with Distinction | : | Not less than 70% of the aggregate Marks |
| First Class | : | Not less than 60% of the aggregate Marks |
| Second Class | : | Not less than 50% of the aggregate Marks |
| Third Class | : | Not less than 40% of the aggregate Marks |

COLLEGE TIMINGS: 9.00 a.m. to 5.00 p.m.

REJECTION OF RESULTS

- a) A candidate may be permitted to reject the result of the whole examination of any semester within 30 days after the publication of his result or 10 days from the date of dispatch of his marks card by the Registrar (Evaluation) to the college, whichever is later. Paper - wise Subject - wise rejection of result shall not be permitted.
- b) The rejection shall be exercised only once in each semester and the rejection once exercised cannot be revoked.
- c) Application for rejection along with the payment of the prescribed fee shall be submitted to the Registrar (Evaluation) through the College together with the original statement of marks.
- d) A candidate who rejects the results is eligible for only class and not for ranking. He shall appear for the examination in the immediately following academic year.

COLLEGE FEES

The fee paid on admission will not be refunded and a student is liable to pay the fees for the entire semester if his/her name is on the roll during any part of the semester. The academic year is divided into two semesters. The fees due in each semester should be paid in one installment.

Each Semester's fees or an installment thereof should be paid on or before the last date prescribed for, by the Principal. Penal fee of Rs. 10-00 per day will be levied for late payments. If any student fails to pay the fees within 7 days from the last date, her

/his name will be removed from the rolls of the College and this causes loss of attendance.

ISSUE OF CERTIFICATES

1. All the applications for certificates must be made to the Principal in writing and must contain the following particulars
 - a) The student's full name
 - b) The date of joining the College and the class in which the student was originally admitted.
 - c) The language under Part I & subjects under Part II
 - d) The University Examination passed with Register Number and the Year of passing.
2. Application for certificate shall be made at least two days in advance.
3. Certificate must be taken from the office in person. No certificates or marks cards will be handed over to other persons without a letter of authorization. If they have to be sent by post, a self addressed registered cover must be left at the office.
4. A fee of Rs.50/-is charged for the issue of a Transfer Certificate and Rs. 100/- each for all other Certificates like Age Certificate, No Due Certificate, etc.
5. Certificates will be issued only on payment of all dues to the college. Full term fees shall be paid if the student has attended class on any day during the term.
6. The transfer and other certificates in the case of a student who withdraws from the college at the end of the First year will be issued only after the declaration of the result of the examinations, as per the Mangalore University regulations.
7. Conduct certificate is issued only when a student withdraws from the college. The Principal may refuse to issue the conduct certificate to any student whose conduct in his opinion has not been satisfactory.

ATTENDANCE

1. Attendance will be taken every hour at the commencement of the class. Students coming late to the class will lose attendance for the particular hour.
2. No student shall all be absent from the class without applying for leave. The application for leave should be countersigned by the parent or guardian.
3. When prior permission for absence could not be obtained, the application for leave shall be submitted on return, before entering the class (on the calendar itself).
4. In case of leave for illness for more than five days, the Principal may demand production of a Medical Certificate from a Registered Medical Practitioner approved by the College.
5. Absence without leave from class tests, University Examination and at the reopening of the class after the holidays will be seriously viewed.
6. Students should get a minimum attendance of 75 percent of the classes conducted in each subject failing which they will not be promoted to the higher class.

COLLEGE ASSOCIATION AND DEVELOPMENT SCHEME

1. For the proper development of personality the college provides to its students many opportunities to participate in the various co-curricular activities including sports and games.

2. The programmes of various associations are held on all days in the evening. Attendance to these programmes is compulsory.

3. The following associations are run under the guidance of Principal and the members of staffs. Students will be responsible for organizing co-curricular activities in the college.

- | | |
|------------------------------|-------------------------------------|
| a) Students Council | b) The Literary Association |
| c) The Fine Arts Association | d) The Athletic/ Sports Association |
| e) Finance Association | f) N.S.S. |
| g) HRD Association | h) SCAN Association |
| i) Rovers & Rangers | j) Red Cross |

The Association will meet at regular intervals to chalk out the programmes.

PLAN & ACTION

STUDENT COUNCIL

Motto: **Working together works.**

Plan of action: Council will act like student quality assurance cell. It will be instrumental in enhancing the quality of education by developing quality culture among students.

Activities proposed eventually

- Value education programme to all classes.
- Observation and celebration of significant days.
- Leadership training programme.
- Observation and celebration of significant days.
- Brainstorming session to students about quality enhancement.

FONDOS (Finance)

Motto: **"To enhance the financial analysis skills of the students."**

The following activities are planned for this academic year

- Inauguration and orientation
- Money Talk: Pick and speak competition composing topics like financial involvement, terms and definitions.
- An Argument: Debate on a given common topic prior to the competition.

- Bid and Win: Written Quiz competition.
- The Analyst: solving a given financial case.
- Financial Crossword
- Make my portfolio.
- Audit: Balance sheet rectification.
- Black And White: Tax Evasion.

Extension activities:-

- Awareness to the students of high school about opening up of bank account.
- Provide basic information to P.U.C students on the working of stock market.
- Providing information and awareness to students on how to identify legitimacy of currency notes.
- Conducting Quiz competition to high school students.
- Awareness about educational loan to P.U.C students.
- Guest lecture on financial aspects by resource persons.

Venue for the activities: Room No- 203

VENTA (Marketing)

Motto: "To create awareness among the students about various dimensions of marketing."

The following activities are planned for this academic year

- | | |
|--------------------------------|--|
| • Inauguration and orientation | • SWOT analysis of marketing environment |
| • Brand wars | • Product launch |
| • Flash marketing | • Mad ad Competition |
| • Inter class marketing quiz | • Marketing treasure hunt |
| • Slogan writing competition | • Jingle writing |
| • Logo designing | • Hard sale |
| | • Best tie up. |

Extension activities:-

- Visiting the marketing department of various organizations.

- Interview the marketing professionals and preparing a report on it.

Venue for the activities: Room No. 202

RESOURCE HUB (Human Resource Development)

Motto: "Motivating the student to develop and improve the level of performance and enhances the spirit of team work."

The following activities are planned for this academic year

- Inauguration and orientation
- Save your shame.
- Character showdown competition.
- Mock interview.
- Guest lectures on HR.
- Collage making,
- Radio tantra.
- Face off.
- Allegation Competition.
- First impression.
- Paper presentation.
- Flip side competition.
- Networking

Extension activities:

- Visiting school & conducting personality development programmes.

Venue for the activities: Room No, 204

COMMERCE ASSOCIATION (COMERCIO)

Motto : To Inculcate financial independence among the students

- Inauguration and orientation
- Commerce Chronicle- Daily news letter's carrying current information relates to business and finance
- Conduct Colloquium
- Debate on current issues
- Campus Quiz
- Mock Press
- Guest lecture on information system audit
- Paper presentation
- Guest lecture on relevance of retail banking services

- Meet the C.E.O
- Collage

BUSINESS LAW

Plan of Action

- Creating awareness about consumer protection Act
- Organizing seminar on Law related topic
- Conducting guest lecture
- Conducting Paper presentation Competition
- Organizing business Law and Quiz
- Conducting pick and speak competition

SCAN (Computer Applications)

Motto: "Empower the students to excel in the field of technology and improve their computing skills to enable them to face the competitive world."

The following activities are planned for this academic year

- | | |
|--------------------------------|------------------------|
| • Inauguration and orientation | • Treasure Hunt |
| • Quick Hands | • Paint Brush |
| • Tagger | • Toggle-Toggle |
| • Captcha Cracker | • IT Collage |
| • Power Point Presentation | • Memory Test |
| • Gaming | • IT Quiz |
| • Web Designing | • Guess the part |
| • Excel | • Coding and Debugging |

Extension activities:

- Student Internet World to high school students.
- Computer literacy to primary students of Govt/aided schools.
- Organizing short term computer course to college students.

Venue for the activities : Room No. 208 and LAB

LITERARY

Motto: "To sharpen the linguistic skills & to bring out the hidden talents/creativity of the students."

The following activities are planned for this academic year

- Inauguration and orientation
- Tom, dick & Harry.
- Pictionary Competition.
- Literary Quiz.
- Kannada Debate.
- Pick & speak competition.
- Find the objects.
- Kannada Bhavagita.
- Essay writing competition- (English, Hindi, Kannada),
- Patriotic Song Competition- (English, Hindi, Kannada).
- Elocution competition- (English, Hindi, Kannada).
- Poem writing competition (English, Hindi, Kannada).
- Story writing competition (English, Hindi, Kannada).
- Slogan writing competition (English, Hindi, Kannada).
- English Debate.
- Innovative signature competition.
- Skit.

Extension activities:

The above activities are implemented through Allegory (English), Vikasana (Kannada) and Spuran (Hindi) associations.

Venue for the activities: Room No. 302 (English), 303 (Kannada), 304 (Hindi)

KALA VAIBHAV (Fine Arts)

Motto: "Art is much less important than life, but what a poor life without it."

The following activities are planned for this academic year

- Inauguration and orientation
- College Anthem competition
- Singing.
- Painting.
- Dancing.
- Mehendi.
- Variety competition.
- Collage.
- Rangoli.
- Flower arrangement.
- Mime.
- Nail art.

Extension activities:

Organizing training in various forms of fine arts in schools.

Venue for the activities: Room No. 205

Take care of the minutes and the hours will take care of themselves, Lord Chesterfield

SPORTS & ATHLETIC ASSOCIATION (Sports)

Motto: "To enhance Physical, Mental and Spiritual development of the student."

The following activities are planned for this academic year

- Interclass Foot Ball Chess
- Interclass Chess
- Inter Collegiate Chess
- Interclass Kabaddi Ball
- Interclass Volley Ball
- Interclass Volley
- Interclass Cricket
- Interclass Cricket
- Inter Collegiate Cricket
- Interclass Throw Ball
- Inter Collegiate competitions as sanctioned by University.

Extension activities:-

- In association with Kasturba Medical College, our college students will be participating in the world heart day Marathon event.
- Coaching to school children.

NSS

Motto: "NOT ME BUT YOU."

NSS Comprises of various clubs like

- Energy Club
- Blood Donors Club
- Legal Cell
- Anti-Drug Cell
- Campus Maintenance Club
- Red Ribbon Club

The following activities are planned for this academic year

- Inauguration and orientation
- One Day Camp - Mangala Joythi.
- Guest Lecturer-Personality Development & Public Speaking [1st year].
- Vanamahostava.
- Awamess Programme - On Dengue and Malaria.
- One Day Camp – Govanithashram .
- Blood Grouping.
- Street play.
- Guest Lecturer-Rain Water Harvesting.
- Orphanage Visit.
- One Day Camp.
- Awamess Programme - Road Safety.
- Sadhbhavana day celebration.
- Anti-atomic/Hiroshima Day(6th Aug) .
- Campus Cleaning.
- NSS Day celebration.
- Guest Lecturer for Girls Students (Women empowerment/ Regarding health).

- Certificate course on yoga and meditation.
- Annual Camp.
- Awareness Programme.
- Blood Donation,
- Street Play.
- Essay and Slogan writing competition.
- Socio-Economic Survey.
- Beach Cleaning,
- Guest Lecturers on Food, Health and Nutrition.
- Guest Lecturer on Ecological Balance.

Extension activities:

- School Adoption
- Helping hands.
- Identifying NGO working for child welfare.

REDCROSS

Motto: "To promote the humanitarian values, which encourage respect for other human beings and willingness and to work together and thereby solution to problems."

The following activities are planned for this academic year

- Inauguration and orientation
- First aid training programme.
- One day camp.
- Disaster management training programme.
- Street plays.

FEST FORUM (Talent Hunt)

Motto: "To provide platform for every student to bring out in himself the best of what he can be."

The following activities are planned for this academic year

- Conducting inter-class fest for first years.
- Organizing Genesis.

Extension activities:

Providing necessary guidance, help to first year students of other college to enable them to take part in Genesis.

ROVERS AND RANGERS

Motto: NOT 'I' BUT "WE"

The following activities are planned for this academic year

- Orientation
- Inauguration

- Uniform distributors to School Children at Varkadi
- Inter Collegiate Leadership Camp
- Eye testing and Medical camp at Someshwar
- One day camp at Someshwar
- Independence Day celebration
- Tree Plantation
- Training Government School children at Varkadi
- One day camp at Gandhi Park
- Street Play at Railway Station
- Sharadha Pooja at Library
- Blood grouping & Donation Camp at Neham Nagara
- Annual 7days Training Camp
- Beach Cleaning Camp
- Visit to Jail
- Visit to Old Age Home
- Trucking Camp
- Street Play at KSRTC Bus Stand
- Guest Lecture
- Blood grouping & Donation Camp at College
- Street Play at State Bank
- Valedictory

PLACEMENT CELL

The Placement Cell plays a very important and key role in counseling and guiding the students for their successful career placement which is a crucial interface between the stages of completion of academic programme of the students and their entry into the suitable employment. This cell also coordinates various activities related to the career of the students along with the industrial training.

The following activities are planned for this academic year

- Inviting various corporate houses and Non Government Organisations (NGOs) regularly for campus recruitment to conduct various tests and group discussions.
- To provide guidance to students in career planning, resume preparation, to prepare for an interview, to improve their communication skills, employability skills, tips for group discussion, and how to prepare for competitive examinations.
- Enhancing Industry - Institute Interaction activities.
- Organising industrial visits for students and faculty to various industries and institutions as recommended by the college.
- Organising behavioural training programmes to bring about an overall development, improve self- esteem and confidence level, develop better presentation skills, learn to communicate well and participation in GDs, Mock personal interviews, etc.

LIBRARY

COLLEGE LIBRARY

1. The Library will remain open on all working days from 8.00 a.m. to 6.00 p.m.
2. Students may take two books at a time, one for general and another for external reading.
3. The students will have to apply for books before 12.15 p.m. on the day prescribed and will be issued at 4 p.m. The application will be treated as cancelled if the book is not taken before the close of the library on that day.
4. 15 days time is allowed for the borrowed books after which a fine at the rate of Re.1.50 per book per day will be collected.
5. A book may however be renewed for a further period of 15 days. The book may be returned in such a case as the procedure laid down /under Rule 3 may again be adopted, for renewal.
6. No book will further be issued to any student unless he returns the previous one.
7. Sub-lending of books is strictly prohibited
8. Any damage done to the books in the custody of the borrower will have to be paid for and if the book is lost the cost of the same must be paid.
9. Strict silence should be maintained in the Library.
10. Helmets and books should be kept on the shelf.
11. Students are requested to bring the identity card issued from this college daily.
12. Newspapers and magazines in the Magazines section should be properly placed after reading.
13. Entry to the reference section is strictly on production of Identity Card.
14. Discussion or murmuring is strictly prohibited in the reference section.
15. The Librarian is authorized to withdraw the library facilities, if the rules are not adhered to.
16. Admission to library will be strictly on production of Identity Card issued to the students.
17. The books issued against a condition other than Library ticket should be returned within prescribed time without delay. A fine of Rs.1.50 per day will be collected on overdue books.

DISCIPLINARY RULES AND REGULATIONS

1. Students are required to maintain the highest standard of behaviour and discipline both inside and outside the college.
2. The students are required to improve & maintain consistency in their performance in the University/ college examinations to join each semester of the course.

3. They shall strictly observe the disciplinary rules framed by the college or which may be dealt by the Principal in the manner he considered fit and his decision will be final in such matters.
4. Every student is expected to salute the members of the staff when he/she meets them on the first occasion of the day.
5. When the first bell rings, students shall assemble in the rooms and wait silently for the lecturer. When the lecturer enters the class room students shall rise and remain standing till they are asked to sit.
6. No students shall enter the class or leave the class without the permission of the lecturer,
7. Students having no classes, shall not loiter in the corridor but are expected to spend the time in the library.
8. Every class in-charge and academic advisor keeps a close watch on the student's attendance, progress and conduct.
9. Irregular attendance indifference with regard to class work and examination, discourtesy towards the teachers, insubordination, obscenity in word and act., willful damage of College property, antisocial activities etc., are liable for disciplinary action which includes expulsion from the college.
10. Attendance to the college functions. Association Meeting, College Assembly, Seminar, Group discussion. Industrial visit, Viva Voce etc. is obligatory to all the students.
11. The College property shall be handled with care and should not be damaged. In case of damage of any building, furniture, apparatus or any other property of the College the damages will be charged to the students.
12. Students who do not live with their parents or guardian, must live in the hostels or in lodging approved by the Principal.
13. Without permission of the Principal students shall not organise any activities or associate with any group concerned with College.
14. No Meeting shall be convened, no person shall be invited by students, no publication shall be Issued, and no canvassing or mobilizing the students for any particular opinion or action will be allowed without the permission of the Principal.
15. The Principal shall have the power to rusticate any student from the college if student is guilty of serious misconduct or the student's presence in the college is injurious to the order and discipline.
16. All classes shall begin with a silent prayer.
17. Late comers can enter the class only if permitted by the Lecturer. They may be marked present by him / her at the end hour only if there is sufficient reason for being late.
18. During class to move away from one's place or to leave the room the Lecturers permission is needed.

19. Books Magazines, newspapers, pagers, mobile phones etc., not approved by the Principal, are not allowed to be brought to the college.

20. Every student should possess an Identity Card issued by the College which should be produced whenever asked for specially when dealing with the office.

21. Books, Umbrellas etc. should have name or mark by which the owner can be easily known. All stray or unclaimed property should be brought to the Principals Office.

22. The College has built up tradition of a homely informal atmosphere of freedom with responsibility, a class teacher pupil relationship, treating one another with love and respect. We have proud alumni who have set very good tradition. However, we lay down some norms of general conduct.

23. There is nothing that can substitute for self -discipline and a serious devotion to duty. a spirit of respect and love for all that is good. noble and beautiful In life. The college expects students to keep their vision high and solicit the co-operation of parents to minimize the necessity of enforcing rules and regulations.

24. Students are expected to be simple and modest in their dress and refrain from the use of tobacco, alcohol and drugs.

25. Students may not give the college address for any personal correspondence. The college will not be held responsible for the loss of any letter, whatever be the nature of the correspondence.

26. The students are expected to treat the college as their own and to cooperate in its efficient and smooth running.

27. Dress Code:

| | | |
|---------------------|-------------------|-----------------|
| For Ist and II year | Monday to Friday | - Uniform |
| For III Year | Monday | - White Uniform |
| | Tuesday to Friday | - Uniform |
| I, II and III Year | Saturday | - Formal Dress |

Rest of the days boys will be in formal shirts and pants & girls will be in salwar kameez with sleeves.

T-shirts of any type & low waist pants are not allowed. In case the students do not follow the dress code they will be penalized with a fine of Rs.100/-.

28. Mobile phones are totally banned inside the premises. In case any student is found with the usage of mobile phones inside the premises, mobile phones will be ceased by the authorities, and only after collecting fine of Rs. 500/- in the first instance and thereafter Rs. 1000/-, it will be given back to the students.

29. No Parking facilities for 4 wheelers,

SCHOLARSHIPS & FEE CONCESSIONS:

Scholarships and fee concession are available to students according to Govt. Rules. All scholarships and fees concession are subject to satisfactory progress, good conduct and attendance. Some of the scholarships and concession are:

- a) Government of India Scholarship. Scholarships for backward class students.
- b) Educational concession to the children/ dependents of service personnel (Army, Navy, and Air force)
- c) Fee concession to the students of Scheduled Caste, Scheduled Tribes, Backward Tribes and other lower income groups (income below Rs. 44,500/- per year)

PARENT-TEACHERS ASSOCIATION:

Parents play a decisive role in the development of students in their formative years. The college has a Parent-Teachers Association working towards this end which expects whole hearted co-operation from parents.

Regular meeting of parents and teachers are organised during the year which the parents are required to attend without fail.

CORRESPONDENCE

All Correspondence should be addressed to:

The Principal
Shri Dharmasthala Maujunatheshwara College of Business Management,
Kodialbail, MANGALORE - 575 003.
Phone :2494186.

JUNE - 2016

JULY-2016

| Date | Days | Particulars | Date | Days | Particulars |
|------|------------|--------------------|------|------------|-------------------------------------|
| 1 | WED | | 1 | FRI | Commencement of classes |
| 2 | THU | | 2 | SAT | |
| 3 | FRI | | 3 | SUN | <i>H</i> |
| 4 | SAT | | 4 | MON | |
| 5 | SUN | <i>H</i> | 5 | TUE | |
| 6 | MON | | 6 | WED | H – Ramzan |
| 7 | TUE | | 7 | THU | |
| 8 | WED | | 8 | FRI | |
| 9 | THU | | 9 | SAT | |
| 10 | FRI | | 10 | SUN | <i>H</i> |
| 11 | SAT | | 11 | MON | |
| 12 | SUN | <i>H</i> | 12 | TUE | |
| 13 | MON | | 13 | WED | |
| 14 | TUE | | 14 | THU | |
| 15 | WED | | 15 | FRI | Leadership Training |
| 16 | THU | | 16 | SAT | |
| 17 | FRI | | 17 | SUN | <i>H</i> |
| 18 | SAT | | 18 | MON | |
| 19 | SUN | <i>H</i> | 19 | TUE | |
| 20 | MON | | 20 | WED | |
| 21 | TUE | | 21 | THU | |
| 22 | WED | | 22 | FRI | |
| 23 | THU | | 23 | SAT | <i>Student Council inauguration</i> |
| 24 | FRI | | 24 | SUN | <i>H</i> |
| 25 | SAT | | 25 | MON | |
| 26 | SUN | <i>H</i> | 26 | TUE | |
| 27 | MON | | 27 | WED | |
| 28 | TUE | | 28 | THU | |
| 29 | WED | | 29 | FRI | |
| 30 | THU | Orientation | 30 | SAT | |
| | | | 31 | SUN | <i>H</i> |

AUGUST - 2016

SEPTEMBER – 2016

| Date | Days | Particulars | Date | Days | Particulars |
|------|------------|-----------------------------------|------|------------|------------------------------|
| 1 | MON | | 1 | THU | |
| 2 | TUE | <i>FDP</i> | 2 | FRI | |
| 3 | WED | <i>I Internal Tests</i> | 3 | SAT | |
| 4 | THU | “ “ “ | 4 | SUN | <i>H</i> |
| 5 | FRI | “ “ “ | 5 | MON | <i>H - Ganesh Chaturthi</i> |
| 6 | SAT | “ “ “ & Extension activities | 6 | TUE | |
| 7 | SUN | <i>H -NAGARA PANCHAMI</i> | 7 | WED | |
| 8 | MON | | 8 | THU | |
| 9 | TUE | | 9 | FRI | |
| 10 | WED | | 10 | SAT | |
| 11 | THU | | 11 | SUN | <i>H</i> |
| 12 | FRI | | 12 | MON | <i>H - Bakrid</i> |
| 13 | SAT | <i>College Anthem Singing</i> | 13 | TUE | |
| 14 | SUN | <i>H</i> | 14 | WED | |
| 15 | MON | <i>H - Independence Day</i> | 15 | THU | |
| 16 | TUE | | 16 | FRI | |
| 17 | WED | | 17 | SAT | |
| 18 | THU | <i>H– Ragu Upakarma</i> | 18 | SUN | <i>H</i> |
| 19 | FRI | <i>Genesis/Inspire</i> | 19 | MON | |
| 20 | SAT | | 20 | TUE | |
| 21 | SUN | <i>H</i> | 21 | WED | |
| 22 | MON | | 22 | THU | |
| 23 | TUE | | 23 | FRI | |
| 24 | WED | | 24 | SAT | |
| 25 | THU | <i>H– Sri Krishna Janmashtami</i> | 25 | SUN | <i>H</i> |
| 26 | FRI | | 26 | MON | <i>FDP</i> |
| 27 | SAT | | 27 | TUE | <i>II Internal Test</i> |
| 28 | SUN | <i>H</i> | 28 | WED | “ “ “ |
| 29 | MON | | 29 | THU | “ “ “ |
| 30 | TUE | | 30 | FRI | <i>H - Mahalaya Amavasya</i> |
| 31 | WED | | | | |

OCTOBER - 2016

NOVEMBER - 2016

| Date | Days | Particulars | Date | Days | Particulars |
|------|------------|--------------------------------------|------|------------|--------------------------------|
| 1 | SAT | <i>II Internal Test</i> | 1 | TUE | <i>H - Kannada Rajyothsava</i> |
| 2 | SUN | <i>H</i> | 2 | WED | |
| 3 | MON | <i>Viva</i> | 3 | THU | |
| 4 | TUE | <i>Viva</i> | 4 | FRI | |
| 5 | WED | <i>Viva</i> | 5 | SAT | |
| 6 | THU | <i>BA(HRD) Project Viva</i> | 6 | SUN | <i>H</i> |
| 7 | FRI | | 7 | MON | |
| 8 | SAT | | 8 | TUE | |
| 9 | SUN | <i>H</i> | 9 | WED | |
| 10 | MON | <i>H – Mahanavami, Ayudha Pooja</i> | 10 | THU | |
| 11 | TUE | <i>H – Vijaya Dashami</i> | 11 | FRI | |
| 12 | WED | <i>H- Moharam</i> | 12 | SAT | |
| 13 | THU | | 13 | SUN | <i>H</i> |
| 14 | FRI | | 14 | MON | |
| 15 | SAT | <i>H - Maharsi Valmiki Jayanthi</i> | 15 | TUE | |
| 16 | SUN | <i>H</i> | 16 | WED | |
| 17 | MON | | 17 | THU | <i>H - Kanakadasa Jayanthi</i> |
| 18 | TUE | | 18 | FRI | |
| 19 | WED | | 19 | SAT | |
| 20 | THU | | 20 | SUN | <i>H</i> |
| 21 | FRI | | 21 | MON | |
| 22 | SAT | <i>End of Semesters</i> | 22 | TUE | |
| 23 | SUN | <i>H</i> | 23 | WED | |
| 24 | MON | | 24 | THU | |
| 25 | TUE | | 25 | FRI | |
| 26 | WED | <i>Commencement of semester Exam</i> | 26 | SAT | |
| 27 | THU | | 27 | SUN | <i>H</i> |
| 28 | FRI | | 28 | MON | |
| 29 | SAT | <i>H - Naraka Chathurdashi</i> | 29 | TUE | |
| 30 | SUN | <i>H</i> | 30 | WED | |
| 31 | MON | <i>H - Deepavali</i> | | | |

DECEMBER - 2016

JANUARY – 2017

| Date | Days | Particulars | Date | Days | Particulars |
|------|------------|--------------------------------|------|------------|-------------------------------------|
| 1 | THU | | 1 | SUN | <i>H</i> |
| 2 | FRI | | 2 | MON | <i>Classes Reopen</i> |
| 3 | SAT | | 3 | TUE | |
| 4 | SUN | <i>H</i> | 4 | WED | |
| 5 | MON | | 5 | THU | |
| 6 | TUE | | 6 | FRI | |
| 7 | WED | | 7 | SAT | |
| 8 | THU | | 8 | SUN | <i>H</i> |
| 9 | FRI | | 9 | MON | |
| 10 | SAT | | 10 | TUE | |
| 11 | SUN | <i>H</i> | 11 | WED | |
| 12 | MON | <i>H-Ed-Milad</i> | 12 | THU | |
| 13 | TUE | | 13 | FRI | |
| 14 | WED | | 14 | SAT | |
| 15 | THU | <i>Commencement of Classes</i> | 15 | SUN | <i>H</i> |
| 16 | FRI | | 16 | MON | |
| 17 | SAT | | 17 | TUE | <i>FDP</i> |
| 18 | SUN | <i>H</i> | 18 | WED | <i>I Internal Tests</i> |
| 19 | MON | | 19 | THU | <i>“ “ “</i> |
| 20 | TUE | | 20 | FRI | <i>“ “ “</i> |
| 21 | WED | | 21 | SAT | <i>“ & Extension activities</i> |
| 22 | THU | | 22 | SUN | <i>H</i> |
| 23 | FRI | | 23 | MON | |
| 24 | SAT | <i>Vacation begins</i> | 24 | TUE | |
| 25 | SUN | <i>H - Christmas</i> | 25 | WED | |
| 26 | MON | | 26 | THU | <i>H – Republic Day</i> |
| 27 | TUE | | 27 | FRI | <i>Synergy -17</i> |
| 28 | WED | | 28 | SAT | <i>Synergy-17</i> |
| 29 | THU | | 29 | SUN | <i>H</i> |
| 30 | FRI | | 30 | MON | |
| 31 | SAT | | 31 | TUE | |

FEBRUARY - 2017

MARCH – 2017

| Date | Days | Particulars | Date | Days | Particulars |
|------|------------|--------------------|------|------------|-------------------------------|
| 1 | WED | | 1 | WED | |
| 2 | THU | | 2 | THU | |
| 3 | FRI | <i>Sports day</i> | 3 | FRI | |
| 4 | SAT | | 4 | SAT | |
| 5 | SUN | <i>H</i> | 5 | SUN | <i>H</i> |
| 6 | MON | | 6 | MON | |
| 7 | TUE | | 7 | TUE | |
| 8 | WED | | 8 | WED | <i>II Internal Tests</i> |
| 9 | THU | | 9 | THU | " " " |
| 10 | FRI | | 10 | FRI | " " " |
| 11 | SAT | | 11 | SAT | " " " |
| 12 | SUN | <i>H</i> | 12 | SUN | <i>H</i> |
| 13 | MON | | 13 | MON | <i>Viva</i> |
| 14 | TUE | | 14 | TUE | " |
| 15 | WED | | 15 | WED | " |
| 16 | THU | | 16 | THU | <i>Project Viva (BBM/BCA)</i> |
| 17 | FRI | <i>College day</i> | 17 | FRI | <i>BA(HRD) Project Viva</i> |
| 18 | SAT | | 18 | SAT | |
| 19 | SUN | <i>H</i> | 19 | SUN | <i>H</i> |
| 20 | MON | | 20 | MON | |
| 21 | TUE | | 21 | TUE | |
| 22 | WED | | 22 | WED | |
| 23 | THU | | 23 | THU | |
| 24 | FRI | | 24 | FRI | |
| 25 | SAT | | 25 | SAT | |
| 26 | SUN | <i>H</i> | 26 | SUN | <i>H</i> |
| 27 | MON | | 27 | MON | |
| 28 | TUE | | 28 | TUE | |
| | | | 29 | WED | |
| | | | 30 | THU | |
| | | | 31 | FRI | |

APRIL - 2017

MAY - 2017

| Date | Days | Particulars | Date | Days | Particulars |
|------|------|-------------|------|------|-------------|
| 1 | SAT | | 1 | MON | |

| | | | | | |
|----|------------|--------------------------------------|----|------------|----------|
| 2 | SUN | <i>H</i> | 2 | TUE | |
| 3 | MON | | 3 | WED | |
| 4 | TUE | | 4 | THU | |
| 5 | WED | | 5 | FRI | |
| 6 | THU | | 6 | SAT | |
| 7 | FRI | | 7 | SUN | <i>H</i> |
| 8 | SAT | | 8 | MON | |
| 9 | SUN | <i>H</i> | 9 | TUE | |
| 10 | MON | | 10 | WED | |
| 11 | TUE | | 11 | THU | |
| 12 | WED | <i>End of Semester</i> | 12 | FRI | |
| 13 | THU | | 13 | SAT | |
| 14 | FRI | | 14 | SUN | <i>H</i> |
| 15 | SAT | | 15 | MON | |
| 16 | SUN | <i>H</i> | 16 | TUE | |
| 17 | MON | <i>Commencement of Semester exam</i> | 17 | WED | |
| 18 | TUE | | 18 | THU | |
| 19 | WED | | 19 | FRI | |
| 20 | THU | | 20 | SAT | |
| 21 | FRI | | 21 | SUN | <i>H</i> |
| 22 | SAT | | 22 | MON | |
| 23 | SUN | <i>H</i> | 23 | TUE | |
| 24 | MON | | 24 | WED | |
| 25 | TUE | | 25 | THU | |
| 26 | WED | | 26 | FRI | |
| 27 | THU | | 27 | SAT | |
| 28 | FRI | | 28 | SUN | <i>H</i> |
| 29 | SAT | | 29 | MON | |
| 30 | SUN | <i>H</i> | 30 | TUE | |
| | | | 31 | WED | |

