

## INFORMATION BROCHURE



## NEHRU MEMORIAL COLLEGE

(Affiliated to Mangalore University)  
RE-Accredited with "B+" Grade by NAAC  
(3rd Cycle: New Methodology)  
Kurunjibag -574327, Sullia, D.K.  
Tele : 08257 - 230331, 233331  
[www.kvgnmc.org](http://www.kvgnmc.org)

Sponsored by

**Academy of Liberal Education (Regd.)**

Kurunjibag - 574327, Sullia, D.K, Karnataka  
Email: [aole\\_nmc@yahoo.co.in](mailto:aole_nmc@yahoo.co.in), [nmcoffice@kvgnmc.org](mailto:nmcoffice@kvgnmc.org)



## VISION OF THE COLLEGE

The Vision of our college is to develop a center of Excellence in higher education for the backward people of this Malnad region.

This Vision leads us to strive for the enrichment of culture, to develop research- oriented activities, to promote scientific outlook, to honor secularism and to uphold democratic values.

Further, the aim is to promote the youth of this region to find opportunities of career advancement that brings about a sustained and all-round development for the growth of a healthy humane and enlightened society

## MISSION

**The college envisages to realize the vision by:**

- Providing admission to all eligible students of the region to acquire higher education.
- Providing training to the students in the drama, Folk and performing Arts.
- Connecting the curricular activities with the local socio-Economic, cultural and educational conditions.
- To take extra curricular programmes to the level of local social structure, environment and literature.
- Bringing about awareness of one's rights and duties.
- Establisging college-community connections.

*“Development of a town must begin with the education of the children of that town”.*

**Dr|| Kurunji Venkatramana Gowda**



**Late Dr|| Kurunji Venkatramana Gowda**  
Founder President  
Academy of Liberal Education (R.), Sullia, D.K.

*“We bring nothing with us in birth. We take nothing with us in death.  
What we earn here ought to be spent for the good for all”*

**Dr|| Kurunji Venkatramana Gowda**



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the*

*Nehru Memorial College*

*Kurunjibag, Sullia, Dist. Dakshina Kannada, affiliated to Mangalore University,  
Karnataka as*

*Accredited*

*with CGPA of 2.60 on seven point scale*

*at B<sup>+</sup> grade*

*valid up to July 02, 2023*

*Date : July 03, 2018*



*She  
Director*



**Dr | K.V. Chidananda**

M.B.B.S.,M.S.,F.I.C.S.,F.R.S.P.H. (London)

President

Academy of Liberal Education (R.), Sullia, D.K.

## GOVERNING COUNCIL



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**Prof. Rudrakumar M.M.**  
M.Com, M.Phil, NET  
Secretary



**Mrs. Rathnavathi D.**  
M.Com.  
Member Staff  
representative



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M.A., Ph.D  
Mangalore University  
University Nominee



**Dr. B.H. Shekar**  
M.Sc., Ph.D  
Mangalore University  
University Nominee



**Prof. Rudrakumar M.M.**

M.Com, M.Phil, NET

Principal  
Nehru Memorial College, Sullia



**Prof. M. Balachandra Gowda**

Academic Director

## MEMBERS OF THE TEACHING STAFF

### PRINCIPAL

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**Mrs. Ranjitha Girish**, M.A. B.Ed., M.Ed  
Lecturer

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Lecturer & Head of the Department



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Lecturer & Head of the Department

**DEPARTMENT OF SOCIAL WORK**

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Lecturer & Head of the Department

**Mrs. Shobha A.**, MSW  
Lecturer

**Mrs. Kripa A. N.**, MSW  
Lecturer

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Lecturer

**Mrs. Divya T.S.**, M.Com  
Lecturer

**Mrs. Meenakshi**, M.Com.  
Lecturer

**Mrs. Ashwini M.S.** M.Com  
Lecturer

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Lecturer

**Ms. Dhanya K.S.**, M.Com  
Lecturer

**Mrs. Leena Y.N.**, M.B.A.  
Lecturer

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Lecturer

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Lecturer & Head of the Department

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Lecturer

**Ms. Priya C**, M.Sc., K-SET  
Lecturer

**DEPARTMENT OF MATHEMATICS**

**Mrs. Usha M.P.**, M.Sc.  
Lecturer & Head of the Department

**Ms. Divyashree**, M.Sc.  
Lecturer

**DEPARTMENT OF BOTONY**

**Mr. Kuladeep P.P.**, M.Sc.  
Lecturer & Head of the Department

**Mrs. Krithika K.J.**, M.Sc., K-SET  
Lecturer

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Lecturer & Head of the Department

**Mr. Ajith Kumar S.B.**, M.Sc., K-SET  
Lecturer

**DEPARTMENT OF COMPUTER SCIENCE**

**Mr. Venkataraj C.S.**, MCA  
Lecturer & Head of the Department

**Mrs. Deeksha M.D.**, MCA  
Lecturer

**DEPARTMENT OF SOCIAL WORK (P.G)**

**Dr. Sandesh K.S.**, M.S.W, Ph.D  
Associate Professor & Head of the Department

**Mr. A. Dinesh Kumar**, M.S.W, M.B.A.  
Assistant Professor

**Mr. Abdul Rasheed K.M.**, MSW, K-SET  
Assistant Professor

**Ms. Arpitha S.**, M.S.W  
Lecturer

**DEPARTMENT OF M.Com. (P.G)**

**Mrs. Ramya S.K.**, M.Com.  
Lecturer & Head of the Department

**Mr. Mithun K.**, M.Com.  
Lecturer

**Mrs. Ashwini D.**, M.Com.  
Lecturer

**Mrs. Asha Suresh**, M.Com., MBA  
Lecturer

**DEPARTMENT OF PHYSICAL EDUCATION**

**Mr. Seetharama M.D.**, M.P.E.S., M.Phil, NET  
Physical Education Director

**DEPARTMENT OF LIBRARY SCIENCE**

**Mr. Umesh**, M.LISc, NET, K-SET  
Librarian

**Mrs. Niveditha B.V.** M. LISc  
Assistant Librarian

**Mrs. Nisha L**  
Library Assistant

**Mrs. Latha P.K.**  
Attender

**STUDENT WELFARE OFFICER**

**Mrs. Rathnavathi D.** M.Com

**N.S.S. PROGRAMME OFFICERS**

**Unit I : Mrs. Chithralekha K.S.,** M.A.

**Unit II :Mr. K. Sanjeeva,** M.A., M.Phil

**N.C.C. OFFICER**

**Lt. Seetharama M.D.,** M.P.E.S., M.Phil, NET

**ROVERS & RANGERS PROGRAMME OFFICERS**

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**Mrs. Shobha A,** M.S.W

**YOUTH REDCROSS WING PROGRAMME OFFICER**

**Dr. Anuradha K.P.,** M.A., Ph.D., NET, DIT

**MEMBERS OF THE NON-TEACHING STAFF OFFICE**

**Mrs. Niveditha M,** M.B.A  
Office Superintendent

**Mr. Ganesh D.**  
Clerk cum Typist

**Mr. K. Mailappa**  
Second Division Assistant

**Mrs. D.E. Shwetha,** M.A., B.Ed.  
First Division Assistant

**Mr. Jayaprakasha N,** M.B.A  
Accountant

**Mrs. Smitha .G.R.,** M.B.A  
PA to Principal

**Mr. Kamalaksha B.**  
Second Division Assistant

**Mr. Arun C.,** M.Com.  
Clerk cum Typist

**Mrs. Geetha M.B.**  
Second Division Assistant

**Mr. K. Choma**  
Peon

**Mr. Pavan K.S.**  
Attender

**Mr. K. Somappa** (on deputation)  
Peon

**Mr. P. Shivananda**  
Attender

**Mrs. Geetha K.**  
Attender

**Mrs. Jayanthi**  
Attender

**Mrs. Sowmya**  
Attender

**Mrs. P.K. Sharada**  
Sweeper

**Mrs. Damayanthi**  
Sweeper

**Ms. Geetha M.R.**  
Sweeper

**Mr. Seetharama**  
Gardener

## COLLEGE PROFILE

Nehru Memorial College Sullia, Dakshina Kannada, sponsored by the Academy of Liberal Education (Regd) Sullia was started in 1976 under the able and dynamic leadership of its Founder President, Dr. Kurunji Venkatramana Gowda with an aim to provide General Education to the rural masses. It is a co-educational institution and offers undergraduate courses in Arts, Commerce, Science, Social Work, Business Management, Post - Graduation in Social Work (MSW) and M.Com

The College has an excellent library which has a good collection of books on all curricular and referred subjects. The laboratories are well equipped and have state of the art facilities. There is a well equipped Computer Lab, Language Lab and Commerce Lab. The College has qualified and dedicated members of faculty who take keen interest in the academic achievements of the students. The college practices a learner centered approach to teaching/ learning.

The College building has been completely renovated with an additional space of 11,586 sq.mts. Post-Graduation and Certificate courses have been introduced. Special attention is given to maintain high academic standard by working strategies and using innovative methods of teaching. Post-Graduation in Commerce is an addition from 2017-18 academic year.

The college is permanently affiliated to Mangalore University and the rules and regulations of the University are strictly followed. The College is recognized by the UGC and is included under the Section 2(f) and 12 (B) of the UGC Act of 1956.

The College is reassessed and reaccredited under 3rd cycle by the National Assessment and Accreditation Council (NAAC), Bangalore during March 2018 with 'B+' grade (new methodology). It continues to maintain its academic standard through Internal Quality Assurance Cell established in the College.

What we hear, we forget; What we see, we remember;  
What we do, we know; **- Confucius**

<b>B.A. DEGREE COURSE CURRICULUM</b>		
<b>B.A Degree Course</b>		
<b>I BA</b>		
	<b>I Semester</b>	<b>II Semester</b>
<b>Major Subject</b> <b>Minor Subject</b>	History, Political Science Economics  Language I – English Language II- Kannada / Hindi  EC&CC	History, Political Science Economics  Language I – English Language II- Kannada / Hindi  EC&CC
<b>II BA</b>		
	<b>III Semester</b>	<b>IV Semester</b>
Group I: Core Subjects (HEP/ HES/KES)  Group II : Elective Course Group III : Compulsory Foundation Course  Group III : Elective Foundation Course Group IV	History, Economics Political Science ,Sociology, Optional Kannada History  Language I – English Language II- Kannada / Hindi  General Equity EC&CC	History, Economics Political Science ,Sociology, Optional Kannada Open Elective  Language I – English Language II- Kannada / Hindi  Environmental Studies EC&CC
<b>III BA</b>		
	<b>V Semester</b>	<b>VI Semester</b>
Subjects (HEP/ HES/KES)	History Paper V Economics Paper V Political Science Paper V Sociology Paper V Optional Kannada Paper V History Paper VI Economics Paper VI Political Science Paper VI Sociology Paper VI Optional Kannada Paper VI	History Paper VII Economics Paper VII Political Science Paper VII Sociology Paper VII Optional Kannada Paper VII History Paper VIII Economics Paper VIII Political Science Paper VIII Sociology Paper VIII Optional Kannada Paper VIII

## B.COM. DEGREE COURSE CURRICULUM

<b>I B Com</b>		
	<b>I Semester</b>	<b>II Semester</b>
<p>Group I :</p> <p>Group II Open Elective</p> <p>Languages</p>	<p>Financial Accounting Management, Principles and Applications principles of Marketing Digital fluency Yoga Health and wellness Accounting for everyone/ Financial literacy / Managerial Economics Kannada English / Hindi</p>	<p>Advanced financial accounting Business Mathamatics or Corporate Administration LAW and Practice of Banking</p> <p>Financial Environmental / Investing of stock markets / Public finance Kannada English / Hindi</p>
<b>II B Com</b>		
	<b>III Semester</b>	<b>IV Semester</b>
<p>Group I :</p> <p>Core Courses (Commerce Subjects)</p> <p>Accounting – I</p> <p>Group II One course may be chosen from Electives</p> <p>Group III b) Compulsory Foundation</p> <p>Group III Elective Foundation Gender Equity</p> <p>Group IV</p>	<p>Direct Tax- I Financial Accounting - III Modern Bank Management Cost &amp; Management Accounting – II</p> <p>1.Computerised Accounting 2.Life Skills</p> <p>Language 1:English Language 2: Kannada/Hindi</p> <p>Elective Foundation: Environmental Studies EC &amp; CC</p>	<p>Direct Tax- II Financial Accounting - IV International Trade Cost &amp; Management</p> <p>1.Personal Taxation 2.Personal Investment Management</p> <p>Language 1:English Language 2: Kannada/Hindi</p> <p>Elective Foundation:  EC &amp; CC</p>

<b>III B Com</b>		
<b>V Semester</b>	<b>VI Semester</b>	
Business Law Modern Marketing Financial Management - I Financial Accounting - V Cost & Management Accounting - III ELECTIVE : Business Taxation-III ELECTIVE : Business Taxation-IV	Indian Corporate Law Auditing Financial Management - II Financial Accounting - VI Cost & Management Accounting - IV ELECTIVE : Business Taxation-IV Human Resource Management - IV	
<b>B.B.A. DEGREE COURSE CURRICULUM</b>		
<b>I BBA</b>		
	<b>I Semester</b>	<b>II Semester</b>
Group I :Business Management courses          Languages	Management Principles and practice Fundamentals of Business accounting, Marketing Management Digital fluency Business organisation / Office Organisation and Management Kannada English / Hindi	Financial Accounting and Reporting Human Resource Management Business Environment : Business Mathematics Health Wellness / Social and Emotional learning Environmental Studies People Management Kannada English / Hindi



<b>II BBA</b>		
	<b>III Semester</b>	<b>IV Semester</b>
Group I :Business Management courses	Organisational Behaviour Marketing Management Business Statistics & Mathematics Income Tax	Modern Banking Management Human Resource Management Computer Application in Management Fundamentals of Financial Management Corporate Accounting-II
Group II One course may be chosen from Electives	Corporate Accounting-I  Executive Development & Soft Skill	Business Management Process/ Entrepreneurship Development/ Banking Practices
Group III Foundation courses	Language 1:English Language 2: Kannada/Hindi Elective Foundation:	Language 1:English Language 2: Kannada/Hindi Elective Foundation:
Group IV	Gender Equity EC & CC	Environmental Studies EC & CC
<b>III BBA</b>		
<b>V Semester</b>	<b>VI Semester</b>	
Organisational Behaviour Project Management Export Management Cost Accounting Elective I: Financial Management-I Elective II: Taxation – I	Company Law Investment Management Cost and Management Accounting Auditing/ Project Study Report Elective I: Financial Management-I Elective II: Taxation – II	

<b>B.Sc. DEGREE COURSE CURRICULUM</b>	
<b>I B.Sc</b>	
<b>Choice based Credit System</b>	
<b>I Semester</b>	<b>II Semester</b>
<b>SUBJECTS</b>	<b>SUBJECTS</b>
Major : Botony, Zoology / Chemistry, Physics Minor : Chemistry / Maths EC & CC NCC/ NSS/ Rovers & Rangers/ Youth Redcross	Major : Botony, Zoology / Chemistry, Physics Minor : Chemistry / Maths EC & CC NCC/ NSS/ Rovers & Rangers/ Youth Redcross
<b>II B.Sc</b>	
<b>Choice based Credit System</b>	
<b>III Semester</b>	<b>IV Semester</b>
<b>SUBJECTS</b>	<b>SUBJECTS</b>
Group I : Three optionals Group II : Elective Course Group III : Foundation Course Group IV : EC & CC NCC/ NSS/ Rovers & Rangers/ Youth Redcross/Subject Association/ Fine Arts	Group I : Three optionals Group II : Elective Course Group III : Foundation Course Group IV : EC & CC NCC/ NSS/ Rovers & Rangers/ Youth Redcross/Subject Association/ Fine Arts
<b>III B.Sc</b>	
<b>Credit based Semester Scheme</b>	
<b>V Semester</b>	<b>VI Semester</b>
<b>SUBJECTS</b>	<b>SUBJECTS</b>
Physics : V/ Botany – V Physics : VI / Botany- VI Mathematics – V / Zoology – V Mathematics – VI / Zoology – VI Chemistry – V / Computer Science – V Chemistry – VI / Computer Science- VI	Physics-VII/ Botany-VII Physics- VIII/ Botany-VIII Mathematics-VII/ Zoology-VII Mathematics-VIII(a)/ Zoology-VIII Chemistry- VII/Computer Science- VII Chemistry-VIII/ Computer Science- VIII

## B.S.W. DEGREE COURSE CURRICULUM

### I BSW Choice based Credit System

I SEM	II SEM
Foundations for Social work. Social Science concepts and Social work. Field work practice -1 O.E. Fields of Social work practice Digital skills for social work practice Languages Kannada English / Hindi	Social case work social group work Field work practice - 2 O.E. Social work concerns for women and Child development  Kannada English / Hindi
<h3>II BSW</h3>	
III SEM	IV SEM
Group I : Core Courses Social Group work Early stage of human development. Health care Nonformal education Field Work Practicum  Group II: Elective Course Industrial Social Work/ School Social Work  Group III: Compulsory Foundation Course Language I-English Language II-Kannada/Hindi  Group IV: EC&CC	Group I : Core Courses Social case work Later Stages of Human Development Health Education Education for social change Field Work Practicum  Group II: Elective Course Personality Development / Project Planning and Management  Group III: Compulsory Foundation Course Language I-English Language II-Kannada/Hindi  Group IV: EC&CC

<b>III BSW</b>	
<b>V SEM</b>	<b>VI SEM</b>
<b>Subject</b>	<b>Subject</b>
Casework with individuals and families Working with community Social welfare administration Problems of Indian Society Weaker sections of Indian society Communication for social work Practice Field Work Practicum	Group work with various settings Community organization and development Contemporary challenges of Indian Society. Social work research with statistics Development of Weaker section Mass communication Field Work Practicum
<b>M.S.W. DEGREE COURSE CURRICULUM</b>	
<b>Choice based Credit Semester Scheme</b>	
<b>I M.S.W.</b>	
<b>I Semester MSW</b>	
Sl. No.	Title of Paper
1	SWH 401 Introduction to Professional Social Work
2	SWH 402 Working with Individuals and Groups
3	SWH 403 Understanding of Indian Society
4	SWS 404 Dynamics of Human Behaviour
5	SWH 406 Social Work Practicum I and Orientation Visits
<b>II Semester MSW</b>	
Sl. No.	Title of Paper
1	SWH 451 Social Policy and Welfare Administration
2	SWH 452 Community Organization and Social Action
3	SWH 453 Social Work Research and Statistics
4	SWS 454 Industrial psychology
5	SWH 458 Social Work Practicum II and Social Work Rural Camp
<b>Open Elective</b>	
1.	SWE 456 Contemporary Social work Perspectives and Concerns

<b>III Semester MSW</b>	
<b>Sl. No.</b>	<b>Title of Paper</b>
1.	SWH 501 Project Planning and Management
2.	SWH 509 Human Resource training and development
3.	SWH 512 Social work practicum III - and Study tour
<b>Specialization I - Community Development</b>	
1.	SWS 502 Rural and Tribal Community Development
2.	SWS 505 Management of Non-profit Organizations for Sustainable Development
<b>Specialization II - Medical and Psychiatric Social Work</b>	
1.	SWS 503 Medical Social Work
2.	SWS 506 Therapeutic Counselling
<b>Specialization III - Human Resource Management</b>	
1.	SWS 504 Management Concepts and Corporate Social responsibilities
2.	SWS 507 Human Resource Management and Occupational Social work.
<b>Open Elective</b>	
1.	SWE 510 Disaster Management
<b>IV Semester MSW</b>	
<b>Sl. No.</b>	<b>Title of Paper</b>
1	SWS 551 Communication Skills for Social Work Practice
2	SWP 559 Research Project
3.	SWH 560 Social work practicum IV and block placement
<b>Specialization I - Community Development</b>	
1.	SWS 553 Urban Community Development
2.	SWS 556 Citizen Participation and Local self Governance
<b>Specialization II - Medical and Psychiatric Social Work</b>	
1.	SWS 554 Psychiatric Social Work
2.	SWS 557 Community Health
<b>Specialization III - Human Resource Management</b>	
1.	SWS 555 Labour Welfare and Industrial Legislations
2.	SWS 558 Industrial Relations and Trade Union

<b>M.Com DEGREE COURSE CURRICULUM</b>			
<b>Choice based Credit Semester Scheme</b>			
<b>I M.COM</b>			
<b>1st SEMESTER M.COM</b>		<b>2nd SEMESTER M.COM</b>	
<b>Subject Code</b>	<b>Title of the Course</b>	<b>Subject Code</b>	<b>Title of the Course</b>
CMS401	Management Theory and Practice	CME451	Personality Development
CMS402	Business Economics	CMS452	Entrepreneurship Development
CMS403	Innovation in Business	CMS453	Strategic Marketing Management
CMH404	Business Statistics	CMS454	Business, Industry and Commerce
CMH405	Management Science	CMH455	Business Research Methods
CMH406	Advanced Financial Accounting	CMH456	International Business
		CMH457	Advanced Cost Accounting
<b>3rd SEMESTER M.COM</b>			
<b>Subject Code</b>	<b>Title of the Course</b>		
CME501	Personal Savings and Investment Management		
CMH502	Foreign Trade and Policy		
CMH503	Business Ethics and CSR		
CMH504	E-Commerce		
<b>Optional Stream -1: Financial Management and Investment Science (FMAIS)</b>			
CMS 505	Optional (FMAIS): Corporate Accounting And IFRS		
CMS506	Optional (FMAIS)Capital Market Operations		
<b>Optional Stream -2: Human Resource Development and Management (HRDAM)</b>			
CMS507	Optional (HRDAM) Human Resource Development		
CMS508	Optional (HRDAM) Strategic Human Resource Management		

<b>Optional Stream -3: Banking and Insurance Management (BAIM)</b>	
CMS509	Optional (BAIM): Trends in Indian Banking
CMS510	Optional (BAIM): Management of Life Insurance
<b>Optional Stream -4: Taxation (TXN)</b>	
CMS511	Optional (TAX): Direct Taxes
CMS512	Optional (TAX): GST and Custom Duty
<b>4th SEMESTER M.COM</b>	
<b>Subject Code</b>	<b>Title of the Course</b>
CMS551	Retail Management
CMS552	Dissertation
CMH553	Risk and Insurance Management
CMH554	International Financial Management
<b>Optional Stream -1: Financial Management and Investment Science (FMAIS)</b>	
CMS555	Optional (FMAIS): Financial Derivative Markets
CMS556	Optional (FMAIS): Portfolio Management
<b>Optional Stream -2: Human Resource Development and Management (HRDAM)</b>	
CMS557	Optional (HRDAM): Organisational Behaviour
CMS558	Optional (HRDAM): Labour Legislation
<b>Optional Stream -3: Banking and Insurance Management (BAIM)</b>	
CMS559	Optional (BAIM): Financial Services and Institutions
CMS560	Optional (BAIM): Actuarial Management
<b>Optional Stream -4: Taxation (TXN)</b>	
CMS561	Optional (TAX): Corporate Tax Planning
CMS562	Optional (TAX): GST Business Models

**Attendance:**

Each P.G &U.G course (Theory, Practical etc...) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instruction hours in a course including tutorial and seminars in each semester. There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% attendance in a course shall be required to repeat that course to accrue the credit.

**Master of social work-MSW:**

Candidates who have passed any Bachelor degree examination of Mangalore University or any other considered as equivalent thereto are eligible for the programme provided, they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in optionals.

**Master of Commerce -M.Com :**

Candidates who have passed the three year B.Com/B.B.M/B.B.A degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the Programme provided, they have obtained not less than 45% (40% for SC/ST/ Category-I candidates) marks in aggregate in the all subjects excluding languages and group III subjects.

**MEDIUM OF INSTRUCTION :**

The College is imparting instructions to various courses through ENGLISH MEDIUM. However, for the benefit of the weak students, remedial classes and tutorials are conducted.

**LIBRARY :**

The College Library has good collection of books on various subjects taught in the College and reference books, various journals, periodicals & magazines are subscribed to the library for the general reading.



## **ADMISSION :**

1. The College is a co-educational institution.
2. Admissions are made on the basis of marks obtained by the candidates in the qualifying examinations. The rules of the University and the Government are strictly followed in this regard.
3. Admissions are made on the clear understanding that those who are admitted would abide by the rules and the regulations of the college.
4. Admissions to any course are made for one academic year only. Students will have to submit fresh applications for admission to the higher class. This is made in view of counseling the students for improving their academic standards in the forthcoming year.
5. All admissions made in the college are provisional and they are subject to the approval of the Mangalore University,
6. The Principal reserves the right to refuse admission to any student without assigning any reason.
7. All payment to and from the college are governed by the rules of Mangalore University / Government of Karnataka.
8. The fees once paid will not be refunded except under the specific order of the University.
9. Three passport size photos shall be submitted at the time of admission.
10. Candidates with 60% or more marks in the II PUC I commerce opting to join B.Com/BBA course in the college, can take up optionally CA/CPT/CS Training.

## **FEE REGULATIONS :**

The Tuition and Special fees for the academic year are payable in one lumpsum at the time of admission or re-admission. Every student shall be liable to pay the fee of the entire term, if his/her name is on the rolls during any part of the term. All payments to the College office shall be made during the Banking hours

## **CONCESSIONS**

Special concession in fees will be awarded by the management for the extra ordinary achievers in

- a) Academics
- b) Sports & Games
- c) Cultural activities
- d) Extra Curricular activities

## DETAILS OF THE FREESHIP AND SCHOLARSHIPS

Sl. No.	Name of the Scholarship	Eligibility
1.	Rajiv Gandhi Loan Scholarship	First or High Second Class
2.	National Scholarship	For rank students
3.	Dependents of Service Personnel Scholarship in the Army, Navy And Air force	Dependents of Service Personnel
4.	Children of Govt. Servants who died while in service	Parents died while in Karnataka Govt. Service
5.	Children of political sufferer	If parent is a political sufferer
6.	Sports Scholarships	University - state level sport person
7.	Kannada subjects Scholarships for optional Students.	
8.	Sir C.V. Raman Scholarship	B.Sc. Student
9.	Sanchi Honnamma Scholarship	
10.	Karnataka Science technology Council Karnataka Government.	Science Students
11.	'Arivu' loan scheme Karnataka Govt..	Minority Students
12.	Incentives to minority students	Minority Students
13.	Postmatric scholarships for backward caste students.	OBC, SC, ST Students
14.	Other Scholarships which are available will be notified from time to time on the college Notice Board	

*"The whole problem with the world is that fools and fanatics are always so certain of themselves and wiser people so full of doubts."*

**- Bertrand Russell**

<b>DETAILS OF THE ENDOWMENT SCHOLARSHIPS</b>		
<b>Sl. No.</b>	<b>Name of the Scholarship</b>	<b>Donors Name</b>
1.	K. S. Raveendra Memorial Scholarship	Late Kurunji Sanjeeva Gowda
2.	Mr. Ramappa & Ms. Susheela Devi Memorial Scholarship	B.A. Borkar, Naiveli, Madras
3.	Kolambe Puttanna Gowda Memorial Endowment Prize	II B.A. Students of 1996-97 Batch
4.	Late Krishnappa Gowda & Late P. M. Bollamma Memorial Endowment Prize	Prof. M. Balachandra Gowda Retired Principal Nehru Memorial College, Sullia
5.	Bembalur Keremane Komari Gowda & Ms. Kenchamma	Prof. B.K.Ninge Gowda Retired Principal, Nehru Memorial Pre-University College, Sullia D. K.
6.	Late K. Vadyappa Gowda, Rtd. Teacher & Late K. V. Poovamma Memorial Endowment Prize	Prof. K.G. Honnamma Retired Professor of History Nehru Memorial College, Sullia, D. K
7.	Commerce Scholarship	Commerce Staff & B.Com. Students 2006-07
8.	Late Manibettu Venkappa Gowda and Late Manibettu Janaki Memorial Endowment Prize	Prof. M. Radhakrishna Retired Physical Director, N.M.C. Sullia, D. K.
9.	Late Mayanna and Late Savithamma Endowment Prize	Prof. M. Shivanna Retd. Professor of Kannada, Nehru Memorial College, Sullia, D.K.
10.	Late Manibettu Venkappa Gowda and Late Manibettu Janaki Memorial Endowment Prize For two best outgoing NSS Volunteers	Prof. M. Radhakrishna Retd. Physical Director Nehru Memorial College, Sullia, D. K.
11.	N.C.C. Scholarship	Dr. K. Giridhara Gowda Ex. NCC Officer
12.	Late K. M. Ganapathi and Late K. G. Belliavva Endowment Prize	Prof. K.V.Damodara Gowda Retd. Principal, NMC

13.	Late K. Mahalinga Naik and Late Bhavani K. M. Memorial Endowment Prize	K. M. Gopalakrishna old Student 2006-07 batch-Parivarakana House, Arambooru, Sullia D. K.
14.	Shaily Prabhakar Shishila Endowment cash prize	Dr. Prabhakar Shishila, Rtd. Principal Nehru Memorial College, Sullia, D. K.
15.	Late Nanjamma & T. Lakshman Endowment Scholarship	Prof. L. Sumangala, Rtd. Associate Professor & Head of the Department of Kannada, Nehru Memorial College, Sullia D. K.
16.	Late Mr. P. R. Basheer & Mrs. Rehmath Basheer Endowment Scholarship	Dr. Shakira Jobena B. Associate Professor & HOD of English
17.	Smt. Sugandhi Sundar Nayak Endowment scheme	Umavathi.A. Assistant Librarian.
18.	Late Miss. Akshatha K. IInd B.Sc. (2017-18)	IInd B.Sc. Students 2017-18

*An education which doesn't teach to discriminate between good & bad;  
to assimilate the one and eschew the other is a misnomer.*  
- Mahathma Gandhi

When you go to a school, looks at the faces of children.  
If you find joy in their faces,  
allow that school to run. Otherwise simply close it down.

- C. Rajgopalachari

"Don't be so humble - you are not that great."

- Golda Meir

## **RULES AND REGULATIONS**

1. For day to day behavior every student of the College is responsible to the Principal.
2. Students are expected to be in Uniform etiquette with College I.D. while attending classes, meeting or College function.
3. The working day is divided into two sessions. The forenoon session falls between at 9-00 am and 1-00 p.m. and the afternoon session between 2-00 p.m. & 5-00 p.m.
4. Due respect to the members of the staff of the college should be given by the students at all times.
5. Though the college is not responsible for the conduct of its students outside the premises, the Principal will take cognizance of any serious misconduct of the students outside which is likely to reflect upon the reputation of the College and take such action against the offender as he may deem fit and proper.
6. Books, Magazines, Newspapers and Pamphlets which are not approved by the Principal should not be brought to the College.
7. Students should not join such associations which may interface with their studies, without the Principal's permission.
8. Students of the College are not allowed to play in any external team against the College without prior permission of the Principal.
9. Silence must be strictly maintained not only in the Class rooms but also in the Library, Reading room & Corridors.
10. No student is allowed to attend any class other than his/her own except with the prior permission of the Lecturer concerned.
11. Irregularity in attendance, disobedience towards Staff, neglect of work, habitual in attention, obscenity in word or act are punishable by temporary or permanent dismissal.
12. The use of tobacco in any form and the use of intoxicating drinks is forbidden besides, the sale of cigarette or tobacco products within 100 yards of the college premises is prohibited. If they are sold it is a punishable offence.
13. Students should participate in the co-curricular and extra - curricular activities of the College.
14. Students are not allowed to take part in political agitations directed against the authority or Government. They are also forbidden from engaging in any public movement.
15. In academic matters, the rules and regulations framed by the Principal and the College Governing Council from time to time shall have to be strictly adhered to by the students of the College.

16. No meeting or party should be held in the College premises without the prior approval of the principal.
17. Absence for college examinations and class tests will be seriously dealt with.
18. In curricular studies, assignment are compulsory and every student has to maintain the assignment records in each of the subject of study and submit the assignment records as and when demanded by the Principal or the lecturer concerned.
19. Disfiguring walls, tables, desks, benches etc., is strictly prohibited and are punishable with heavy penalty.
20. Willful damages to the property of the College, books, electric appliances/ instruments etc. will have to be paid for by the students of the class concerned. The decision of the Principal is final in this matters.
21. No Student is allowed to enter or leave the class without the permission of the Lecturer concerned.
22. Students must take care that their entry or exit which does not disturb the classes.
23. Students are not allowed to organize picnics or tours on their own. However, they will be allowed to conduct picnic or tours with prior permission of the Principal.
24. 75% attendance in each subject is compulsory for getting the eligibility to write the university examination.
25. Students enrolled in NCC/NSS/Rovers& Rangers/Youth Red Cross wing: are instructed to follow the uniform Dress code; etiquette of the respective wing compulsory.
26. Letters addressed to the students of the College are subject to the scrutiny of the Principal if necessary.
27. Driving the vehicles in the College premises during the working hours is strictly prohibited.
28. Students are always welcome to approach the Principal or any member of the staff for any help connected with the Academic matters or otherwise. They shall not, however, enter the Principal's Chamber/Office or the Departments without permission.
29. Parents/Guardians of the students are advised to keep vigil over their children, wards and maintain healthy relationship with the Institution.
30. Purity and sanctity of the College atmosphere are to be maintained by every inmate of the college. Students should not invite any outsider to the College functions without the prior permission of the Principal.

31. Students are not allowed to loiter in the premises of the College during working hours. Each and every activity of the students should be up to the standard of academic decorum and dignity.
32. At the stroke of second bell the students must assemble in the concerned classes and observe the prayer. When the Lecturer enters the classroom at the stroke of third bell, the students should raise and remain standing till he/she asks to sit.
33. When the attendance is taken by the Lecturer, each student whose name or roll number is called must raise from his/her seat and respond to his/her name.
34. Parents or Guardians, relatives or friends of the students are not allowed to meet when the classes are in progress.
35. Those students who abstain from the classes continuously for 3 classes without the permission of the Principal will not be permitted to attend the classes unless they meet the Principal with their Parent/Gurdain.
36. Ban of cell phones : Use of cell phone by students in the college campus is banned. Cell phones, if found with the students will be confiscated. Student should not play audio/ visual devices in the campus. If found the devices will be confiscated.
37. Ban of 4 Wheelers : Those students who come to the college by two wheelers should have a valid license and insurance cover. To avoid noise pollution and disturbance, vehicles should be fitted with silencers. Students should park their vehicles only in the place allotted for them. Bringing four wheelers to the college by students is prohibited.

### **Ragging Student will be Expelled**

#### **Verdict of the Hon'ble Supreme Court of India on Ragging Incidents:**

“Hence forth in every prospectus relating to admission of the students in any Educational Institution, it shall be clearly stated that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory the authority would expel him/her from the institution”.

## **STUDENT COUNCIL**

The student Council of the College is formed by the Principal in consultation with the Student Welfare officer and the Staff members in charge of the various Associations.

## **LIBRARY**

1. The College Library is kept open on all working days from 9-00 am to 5-00 pm
2. Strict silence is to be maintained in the Library.
3. The books borrowed from the library can be kept only for one week.
4. Sub-lending of books is strictly prohibited.
5. Any damages to the books which are in the borrower's custody will have to be made good and if a book is lost, the current price of the book with prescribed penalty should be paid.
6. A fine of Rupee One per day per book is charged for the books returned after the due date.
7. If the due date falls on holiday, the book is to be returned on the following day.
8. The books issued to the student may be recalled at any time.
9. OPAC has been introduced and the students are requested to make full use of it.
10. If you have any clarification or doubts, consult the Librarian who will be happy to guide you.

## **GENERAL**

The working hours of the College are as follows.

Forenoon : 9-00 am to 1-00 pm.

Afternoon : 2-00 pm to 5-00 pm

1. Special classes may be held beyond the prescribed working hours, if necessary.
2. Students coming late should not enter the classes without the permission of the Lecturer concerned.
3. Attendance is taken at the beginning of each period. A student who is not in the class at the commencement of each period will be marked absent for that period.
4. Attendance at special classes which may be conducted by the Lecturer is compulsory. Attendance at such classes will be recorded by the Lecturer concerned.
5. A student requiring leave for a class should apply for in person to the concerned Lecturer well before the commencement of the Lecture.



6. A student should obtain 75% of attendance in each subject during the academic year, failing which he/she will not be allowed to appear for the examinations.

### **COLLEGE TESTS AND EXAMINATION**

Attendance is compulsory for all internal examinations conducted by the college at regular intervals.

In each Semester, two internal exam will be conducted. First internal exam will be of 1 hour duration and 2nd internal exam will be 2 hours duration.

### **IDENTITY CARD**

Every student must possess identity card issued by the College. It should be brought to the College every day. Identity card should be properly preserved and retained throughout the academic career of the student.

### **GAMES, SPORTS AND MEDICAL EXAMINATIONS**

Students should properly make use of Sports & Games facilities provided by the College. During the class hours, no indoor/outdoor games will be permitted. Every student shall undergo Medical Examination every year without fail.

### **FOUNDER'S DAY**

26th December is the birthday of the Founder President Dr. Kurunji Vanktramana Gowda. This day will be celebrated as the Founder's day.

### **DRESS CODE**

All the students are required to abide by the dress code of the College whenever they are on the campus. During vacation/revision holidays also college uniform is compulsory to visit the Library/Office/Principals chamber/Staff room etc.

ಕಾಲೇಜಿನ ಸಮವಸ್ತ್ರದಲ್ಲಿ ಉಲ್ಲೇಖವಾದ ಬಣ್ಣಗಳನ್ನು ಬಿಟ್ಟು ಸಮವಸ್ತ್ರದೊಟ್ಟಿಗೆ ಬೇರೆ ಬಣ್ಣಗಳ ಬಟ್ಟೆಗಳನ್ನು ಧರಿಸಲು ಅನುಮತಿ ಇಲ್ಲ. ಇದನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಬೇಕು.

Students are required to wear the College Uniform on the following working days.

- 1) Monday to Friday - College Uniform
- 2) Saturday - College Uniform/Rovers & Rangers Uniform /Youth Red Cross wing Uniform/ NSS Uniform/NCC Uniform

**MEN :**

- College Uniform should be stitched as per the prescribed stitching pattern.
- Shirts should be in the formal style (half sleeves only) without any designs or trendy cuts.
- Trousers should be in the formal style : full length, straight cut, single fleet and not in baggy, cargo, low-waist, pencil/ carrot cut or in any other style.
- The shirts should be inserted. The belts, if used, should be of leather. Formal in style and black in color.
- Tattoos, ear-rings, pigtails, awkward bracelets, headgears, cow boyish/gypsy appearance. visors, sunglasses etc., are banned.
- Hair styles must be formal-neat, tidy, organized and well groomed. Hair coloring, gelling is not allowed.
- Moustaches are allowed, but hair may not extend beyond the edges of the lips, nor may it extend beyond the top of the upper lip
- Beard should be neatly shaved. All types of beard and moustache designs are prohibited.
- Hiking boots, cowboy boots and gaudy coloured footwear are banned.
- Any trendy dress & shawls / strolls are not allowed.

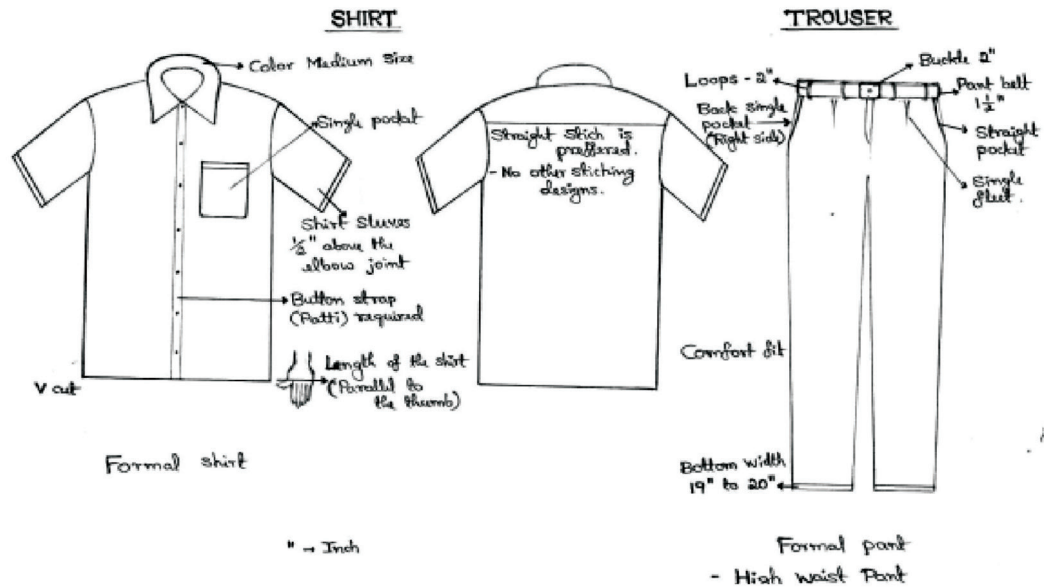
**WOMEN : (Salwar Kameez)**

- College Uniform should be stitched as per the prescribed stitching pattern.
- Tops should be round in 'Nehru collar' style. Deep neck and long slit patterns are banned.
- The tops should be of three quarter sleeves with a band of the chudi-pant material (with a small slit where the sleeve ends).
- Pants should be formal.
- Coloring of hair, piercing of body for studding etc., are not allowed.
- Tattoos, mehendi on the arms or coloring's are not allowed.
- Being bedecked in huge jewelry-genuine or imitative should be avoided.
- Acceptable footwear include : pumps, peep toe, open toe dress shoes, closed and open toe sling backs, open back heels, clogs, loafers, deck shoes, non-athletic walking shoes, dress boots and flats.
- Students are allowed to wear only one color of uniform.

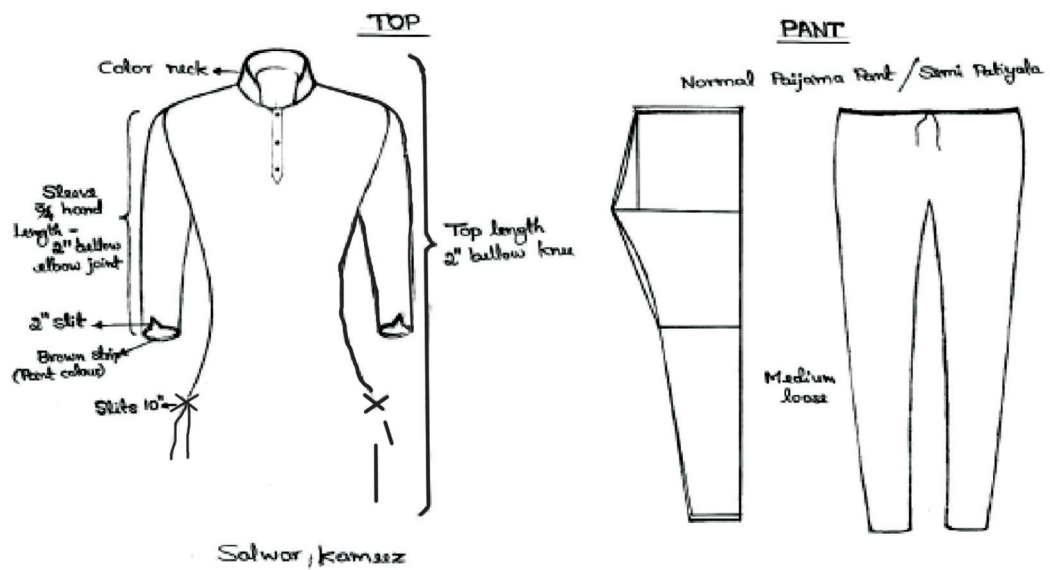
We want that education by which character is formed, strength of mind is increased, intellect is expanded and by which one can stand on one's feet.

**- Swami Vivekananda**

## SIZE AND PATTERN OF UNIFORM FOR BOYS



## SIZE AND PATTERN OF UNIFORM FOR GIRLS



## ನೀತಿ ನಿಯಮಗಳು

ಕಾಲೇಜಿನ ಶಿಸ್ತು ಮತ್ತು ಶೈಕ್ಷಣಿಕ ವಾತಾವರಣವನ್ನು ಕಾಯ್ದುಕೊಳ್ಳುವಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಬೇಕಾದ ನಿಯಮಗಳು ಇಂತಿವೆ.

- 1) ಬೆಳಿಗ್ಗೆ 8-45ರಿಂದ 9-00 ಗಂಟೆಯ ವರೆಗಿನ ಮತ್ತು ಮಧ್ಯಾಹ್ನ 1-45ರಿಂದ 2-00 ಗಂಟೆಯ ವರೆಗಿನ ಅವಧಿಯನ್ನು ಅಭ್ಯಾಸದ ಅವಧಿಯೆಂದು ಪರಿಗಣಿಸಿರುವ ಕಾರಣ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಕಾಲೇಜಿನ ವರಾಂಡದಲ್ಲಿ ಓಡಾಡುವುದನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ.
- 2) ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಅನಗತ್ಯವಾಗಿ ವಿಳಂಬ ಮಾಡಿ ತರಗತಿಗೆ ಬರಕೂಡದು. ಹಾಗೆ ಕಂಡು ಬಂದಲ್ಲಿ ಶಿಸ್ತು ಕ್ರಮ ಕೈಗೊಳ್ಳಲಾಗುವುದು.
- 3) ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಪ್ರತಿದಿನ ಕಾಲೇಜು ಸಮವಸ್ತ್ರವನ್ನು ಮತ್ತು ಗುರುತು ಚೀಟಿ (ID card)ಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಧರಿಸಬೇಕು. ತಪ್ಪಿದ್ದಲ್ಲಿ ದಂಡವನ್ನು ವಿಧಿಸಲಾಗುವುದು.
- 4) ಕಾಲೇಜಿನ ಸಮವಸ್ತ್ರದಲ್ಲಿ ಉಲ್ಲೇಖವಾದ ಬಣ್ಣಗಳನ್ನು ಬಿಟ್ಟು, ಸಮವಸ್ತ್ರದೊಟ್ಟಿಗೆ ಬೇರೆ ಬಣ್ಣಗಳ ಬಟ್ಟೆಗಳನ್ನು ಧರಿಸಲು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅನುಮತಿ ಇಲ್ಲ. ಇದನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸಬೇಕು.
- 5) ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಹಾಗೂ ಸರ್ಕಾರದ ನಿಯಮದನ್ವಯ ಕಾಲೇಜಿನ ಕೆಲಸದ ಅವಧಿಯಲ್ಲಿ (ಬೆಳಿಗ್ಗೆ 9 ರಿಂದ ಸಂಜೆ 5-00) ಮೊಬೈಲ್‌ಗಳ ತರುವುದು ಮತ್ತು ಅದರ ಬಳಕೆಯನ್ನು ಸಂಪೂರ್ಣವಾಗಿ ನಿಷೇಧಿಸಲಾಗಿದೆ. ಪ್ರಾಂಶುಪಾಲರನ್ನೊಳಗೊಂಡ ವಿಚಕ್ಷಣಾ ದಳವು (Anti Cell phone Squad) ರಚನೆಗೊಂಡಿದ್ದು ಯಾವುದೇ ಸಂದರ್ಭದಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರನ್ನು ತಪಾಸಣೆಗೆ ಒಳಪಡಿಸಬಹುದಾಗಿದೆ. ಅಧ್ಯಾಪಕರು ಹಾಗೂ ವಿಚಕ್ಷಣಾ ದಳವು ಒಮ್ಮೆ ವಶಪಡಿಸಿಕೊಂಡ ಮೊಬೈಲುಗಳನ್ನು ಮುಟ್ಟುಗೋಲು ಹಾಕಿಕೊಳ್ಳಲಾಗುವುದು ಹಾಗೂ ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಅವುಗಳನ್ನು ಹಿಂದಿರುಗಿಸಲಾಗುವುದಿಲ್ಲ.
- 6) ಎಲ್ಲಾ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಕನಿಷ್ಠ ದಿನಕ್ಕೊಂದು ಸಲವಾದರೂ ಗ್ರಂಥಾಲಯಕ್ಕೆ ಭೇಟಿ ನೀಡಿ ಅದರ ಸದುಪಯೋಗ ಪಡೆದುಕೊಳ್ಳಬೇಕು ಹಾಗೂ ಅಲ್ಲಿ ಇಡಲಾಗಿರುವ ನೋಂದಣಿ ಪುಸ್ತಕದಲ್ಲಿ ತಮ್ಮ ಹೆಸರು, ತರಗತಿ, ಸಮಯ ಹಾಗೂ ಸಹಿಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ನಮೂದಿಸಬೇಕು. ಗ್ರಂಥಾಲಯಗಳ ನಿಯಮಗಳನ್ನು ಚಾಚೂ ತಪ್ಪದೆ ಪಾಲಿಸಬೇಕು.
- 7) ಅಧ್ಯಾಪಕರು ಕೊಡಮಾಡುವ ಶೈಕ್ಷಣಿಕ ಜವಾಬ್ದಾರಿಗಳನ್ನು (Assignments, Internal Examinations, Project Works, Class testsetc.) ಕಟ್ಟುನಿಟ್ಟಾಗಿ ನಿರ್ವಹಿಸತಕ್ಕದ್ದು.
- 8) ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಸೂಚನಾ ಫಲಕವನ್ನು ಕಡ್ಡಾಯವಾಗಿ ದಿನಕ್ಕೊಂದು ಬಾರಿಯಾದರೂ ಗಮನಿಸತಕ್ಕದ್ದು. ವಿದ್ಯಾರ್ಥಿ ವೇತನ, ಫಲಿತಾಂಶ, ಶುಲ್ಕ ಪಾವತಿ, ರಜೆ ಇತ್ಯಾದಿ ವಿಷಯಗಳ ಕುರಿತು ಸೂಚನಾ ಫಲಕದಲ್ಲಿ ಪ್ರಕಟಿಸಲಾಗುವುದು.
- 9) ವಿದ್ಯಾರ್ಥಿನಿಯರು ವಿರಾಮ ಕೊಠಡಿಯಲ್ಲಿ (Ladies Room) ಸ್ವಚ್ಛತೆ ಮತ್ತು ಶಿಸ್ತನ್ನು ಕಾಯ್ದುಕೊಳ್ಳತಕ್ಕದ್ದು. ಅನಗತ್ಯವಾಗಿ ವಿರಾಮ ಕೊಠಡಿಯಲ್ಲಿ ಸಮಯ ಕಳೆಯಬಾರದು. ತರಗತಿಗಳು ನಡೆಯುವ ಸಂದರ್ಭದಲ್ಲಿ ವಿರಾಮ ಕೊಠಡಿಯಲ್ಲಿರಬಾರದು.
- 10) ಶೌಚಾಲಯದ ಎದುರು ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಗುಂಪುಗೂಡಿ ನಿಲ್ಲುವುದನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ. ಶೌಚಾಲಯಗಳ ಸ್ವಚ್ಛತೆಯೆಡೆಗೆ ಸೂಕ್ತ ನಿಗಾ ವಹಿಸತಕ್ಕದ್ದು.
- 11) ಪ್ರತಿಯೊಬ್ಬ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿ ಕಡ್ಡಾಯವಾಗಿ Remedial Class/Tutorial Class/Certificate Courseನ ತರಗತಿಗಳಿಗೆ ಹಾಜರಿರತಕ್ಕದ್ದು.
- 12) ಕಾಲೇಜಿನ ಆವರಣದೊಳಗೆ ಯಾವುದೇ ಅಪರಿಚಿತ/ ಅನಗತ್ಯ ವ್ಯಕ್ತಿ ಬರುವಂತಿಲ್ಲ.
- 13) ಕಾಲೇಜಿನ ಸೂಚನಾ ಫಲಕದಲ್ಲಿ ತಿಳಿಸಲಾಗಿರುವ Dress Codeನ್ನು ಕಡ್ಡಾಯವಾಗಿ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಪಾಲಿಸಬೇಕು.
- 14) ಕಾಲೇಜಿನ ಆವರಣದೊಳಗೆ ಕಾರು/ಜೀಪು/ಅಥವಾ ಇನ್ನಿತರ ಚತುಷ್ಟಕ್ರ ವಾಹನವನ್ನು ವಿದ್ಯಾರ್ಥಿಗಳು ತರಬಾರದು.
- 15) ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯರು ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಕ್ಲಾಸು ತಪ್ಪಿಸಬಾರದು. ಬೆಳಿಗ್ಗೆ 9-30ರಿಂದ ಸಾಯಂಕಾಲ

- 4-30ರ ತನಕ ಎಲ್ಲಾ ಕ್ಲಾಸುಗಳಿಗೆ ಕಡ್ಡಾಯವಾಗಿ ಹಾಜರಾಗತಕ್ಕದ್ದು.
- 16) ಯಾವುದೇ ವಿದ್ಯಾರ್ಥಿಗಳು ತರಗತಿಗಳನ್ನು ತಪ್ಪಿಸಿ ಸೂಪರ್‌ಮಾರ್ಕೆಟ್ ಹಿಂಬದಿ ಹಾಗೂ ಮುಂಬದಿಗಳಲ್ಲಿ, ನಂದಿನಿ ಬೂತ್ ಹಾಗೂ ಮೆಡಿಕಲ್ ಕಾಲೇಜಿನ ಆವರಣದಲ್ಲಿ ವಿನಾ ಕಾರಣ ಕಾಲಾಹರಣ ಮಾಡುವಂತಿಲ್ಲ.
  - 17) ಯಾವುದೇ ವಿದ್ಯಾರ್ಥಿಗಳು ಕ್ಯಾಂಪಸ್‌ನ ಸಿಬ್ಬಂದಿಗಳ ಜೊತೆ ಅನುಚಿತವಾಗಿ ವರ್ತಿಸಬಾರದು.
  - 18) ಕಾಲೇಜು ಬಸ್ಸಿನಲ್ಲಿ ಪ್ರಯಾಣಿಸುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಬಸ್ಸಿನ ಬಳಿ ಹಾಜರಿರಬೇಕು. ಬಸ್ ಚಾಲಕರ ಅನುಮತಿ ವಿನಃ ಬಸ್ಸಿನಲ್ಲಿ ಕುಳಿತು ಕಾಲಹರಣ ಮಾಡಬಾರದು.
  - 19) NCC / NSS / Rovers & Rangers / Red Cross ನಲ್ಲಿರುವ ಪ್ರಥಮ, ದ್ವಿತೀಯ ಮತ್ತು ತೃತೀಯ ಪದವಿ ವಿದ್ಯಾರ್ಥಿಗಳು ಶನಿವಾರದಂದು ಕಡ್ಡಾಯವಾಗಿ ಮೇಲಿನ ಸಂಬಂಧಪಟ್ಟ ವಿಭಾಗಗಳ ಸಮವಸ್ತ್ರ ಧರಿಸಿಯೇ ಕಾಲೇಜಿನ ತರಗತಿಗೆ ಹಾಜರಾಗತಕ್ಕದ್ದು.
  - 20) ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಮತ್ತು ಸುಪ್ರಿಂ ಕೋರ್ಟ್ ಆದೇಶದ ನಿಯಮದಂತೆ ಪರೀಕ್ಷೆಯನ್ನು ತೆಗೆದುಕೊಳ್ಳಬೇಕಾದರೆ ಪ್ರತಿಯೊಂದು ವಿಷಯದಲ್ಲಿ ಪ್ರತಿಶತ ಶೇಕಡಾ 75ರಷ್ಟು ಹಾಜರಾತಿಯನ್ನು ಪಡೆಯುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ.

### ಮಕ್ಕಳ ಹೆತ್ತವರು ಮತ್ತು ರಕ್ಷಕರಿಗೆ ಸೂಚನೆಗಳು

ನಿಮ್ಮ ಮಕ್ಕಳು ಈ ದೇಶದ ಉತ್ತಮ ಪ್ರಜೆಗಳಾಗಿ ರೂಪುಗೊಳ್ಳಬೇಕಾಗಿರುವುದರಿಂದ ಅವರಿಗೆ ಶಿಸ್ತುಬದ್ಧ ಮತ್ತು ನಿಯಮ ಪೂರ್ಣ ಜೀವನದ ಅಭ್ಯಾಸದ ಬಗ್ಗೆ ಕಾಲೇಜಿನ ಅಧ್ಯಾಪಕರೊಂದಿಗೆ ಹೆತ್ತವರು ಮತ್ತು ರಕ್ಷಕರು ಸಹಕರಿಸಬೇಕಾಗಿ ಅಪೇಕ್ಷಿಸುತ್ತೇವೆ.

ಮನೆಯೇ ಮಕ್ಕಳಿಗೆ ಮೊದಲ ಅಧ್ಯಯನ ಕೇಂದ್ರ. ಕಾಲೇಜು ದಿನಗಳಲ್ಲಿ ಪ್ರತಿನಿತ್ಯವೂ ಕನಿಷ್ಠ ಪಕ್ಷ ಮೂರು ತಾಸುಗಳಷ್ಟು ಮತ್ತು ರಜಾ ದಿನಗಳಲ್ಲಿ ಕನಿಷ್ಠ ಪಕ್ಷ ಎಂಟು ತಾಸುಗಳಷ್ಟಾದರೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಅಧ್ಯಯನಕ್ಕಾಗಿ ತಮ್ಮ ಸಮಯವನ್ನು ಮೀಸಲಾಗಿಡುವಂತೆ

ಮನೆಯವರು ಎಚ್ಚರವಹಿಸಬೇಕು. ಕಾಲೇಜಿನಲ್ಲಿ ಹಾಜರಾತಿ ಮತ್ತು ಮನೆಯಲ್ಲಿ ನಿಯಮಬದ್ಧವಾದ ನಿರಂತರ ಅಧ್ಯಯನದ ಫಲವಾಗಿ ಮಕ್ಕಳ ವೈಯಕ್ತಿಕ ಜೀವನ ಮಟ್ಟ ಮತ್ತು ಪರೀಕ್ಷಾ ಫಲಿತಾಂಶಗಳು ಸುಧಾರಣೆಗೊಳ್ಳುತ್ತವೆ.

ಪ್ರತಿನಿತ್ಯವೂ ತರಗತಿಗಳಿಗೆ ಹಾಜರಾಗಿ, ಗಮನವಿಟ್ಟು ಪಾಠ ಪ್ರವಚನಗಳನ್ನು ಅರ್ಥಮಾಡಿಕೊಂಡು ಅಧ್ಯಯನ ಮಾಡಿದಲ್ಲಿ ಯಾವುದೇ ವಿಷಯಗಳಲ್ಲಿ ಕಡಿಮೆ ಅಂಕಗಳು ಸಿಗುವ ಸಾಧ್ಯತೆ ಇಲ್ಲ. ಈ ಬಗ್ಗೆ ವಿದ್ಯಾರ್ಥಿಗಳ ಹೆತ್ತವರು/ರಕ್ಷಕರು ವರ್ಷದ ಆರಂಭದಿಂದಲೇ ನಿಗಾವಹಿಸಬೇಕು ಹಾಗೂ ಕಾಲೇಜಿನ ಸಮಯದಲ್ಲಿ ಕ್ಷಪ್ತವಾಗಿ ತರಗತಿಗಳಿಗೆ ಹಾಜರಾಗುವಂತೆ ಬಸ್ಸಿನ ವೇಳಾಪಟ್ಟಿಯಿಂದಾಗಿ ತೊಂದರೆಯಾಗದಂತೆ ಎಚ್ಚರ ವಹಿಸಬೇಕು. ಮಕ್ಕಳ ಬಗ್ಗೆ ಹೆಚ್ಚು ಸಹಾನುಭೂತಿಯಿಂದ ಇದ್ದು ಮಾನಸಿಕ ಒತ್ತಡ ಬೀಳದಂತೆ ವ್ಯವಹರಿಸಬೇಕು. ಹಾಗೂ ಎಲ್ಲಾ ಪರೀಕ್ಷೆಗಳಿಗೂ ಹಾಜರಾತಿ ಕಡ್ಡಾಯವೆಂಬುದನ್ನು ವಿದ್ಯಾರ್ಥಿಗಳ ಹೆತ್ತವರು/ರಕ್ಷಕರು ಗಮನಕ್ಕೆ ಈ ಮೂಲಕ ತರಬಯಸುತ್ತೇವೆ.

ಕಾಲೇಜಿನಲ್ಲಿ ನಡೆಯುವ ಪರೀಕ್ಷೆಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಯ ಪ್ರಗತಿ ವರದಿಯನ್ನು ಹೆತ್ತವರು/ರಕ್ಷಕರು ಸಮ್ಮುಖದಲ್ಲೇ ನೀಡಿ, ಅಧ್ಯಯನ ಮಟ್ಟ ಸುಧಾರಣೆಯ ಬಗ್ಗೆ ವಿಚಾರ ವಿನಿಮಯ ಮಾಡುವ ವ್ಯವಸ್ಥೆಯು ನಮ್ಮ ಸಂಸ್ಥೆಯಲ್ಲಿರುವುದರಿಂದ ಪ್ರಗತಿ ವರದಿ ವಿತರಣೆಯ ದಿನ ಹೆತ್ತವರು/ರಕ್ಷಕರು ತಪ್ಪದೇ ಹಾಜರಿರಬೇಕಾಗಿ ಕೋರಲಾಗಿದೆ.

ಕಾಲೇಜಿನ ಪಾಠ ಪ್ರವಚನಗಳ ತರಗತಿಗಳಲ್ಲಿ ಕನಿಷ್ಠ ಪಕ್ಷ 75%ರಷ್ಟು ಹಾಜರಾತಿ ಕಡ್ಡಾಯವಾಗಿದ್ದು, ಹಾಜರಾತಿ ಯಿಲ್ಲದಿದ್ದಲ್ಲಿ ವಾರ್ಷಿಕ ಪರೀಕ್ಷೆಗೆ ಅನರ್ಹರಾಗುವರಲ್ಲದೆ, ಮುಂದಿನ ವರ್ಷ ಪ್ರವೇಶವನ್ನೂ ನಿರಾಕರಿಸಲಾಗುವುದು.

ಮಾಸಿಕ ಪರೀಕ್ಷೆಗಳಲ್ಲಿ/ಸಿದ್ಧತಾ ಪರೀಕ್ಷೆಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರಗತಿಯ ಬಗ್ಗೆ ಹೆತ್ತವರು/ರಕ್ಷಕರು ಹೆಚ್ಚಿನ ಕಾಳಜಿ ವಹಿಸಬೇಕು. ಶೈಕ್ಷಣಿಕವಾಗಿ ಹಿಂದುಳಿದ ವಿದ್ಯಾರ್ಥಿಗಳ ಬಗ್ಗೆ ಹೆತ್ತವರು/ರಕ್ಷಕರು ಸಂಬಂಧಿತ ಅಧ್ಯಾಪಕರಲ್ಲಿ ಆಗಾಗ್ಗೆ ಸಮಾಲೋಚನೆ ನಡೆಸಲು ಕೋರಲಾಗಿದೆ.

ಹೆತ್ತವರು ಮಕ್ಕಳಲ್ಲಿ ಪುಸ್ತಕಸಂಸ್ಕೃತಿ ಬೆಳೆಯುವಂತೆ ನೋಡಿಕೊಂಡರೆ ಶೈಕ್ಷಣಿಕ ಗುಣಮಟ್ಟ ಸುಧಾರಿಸುತ್ತದೆ. ಪುಸ್ತಕಗಳನ್ನು ಕೊಂಡು ಓದಲು ಮಕ್ಕಳನ್ನು ಅಧ್ಯಾಪಕರು ಪ್ರೇರಿಸುವಂತೆ ವಿನಂತಿಸಲಾಗಿದೆ. ಉತ್ತಮ ಪುಸ್ತಕಗಳ ಸಂಗ್ರಹ ಮನೆಗಳಲ್ಲಿದ್ದರೆ ಮಕ್ಕಳ ನೈತಿಕ ಮತ್ತು ಬೌದ್ಧಿಕ ಗುಣಮಟ್ಟ ಹೆಚ್ಚಾಗುತ್ತದೆಂಬುದು ಹೆತ್ತವರು ಗಮನಕ್ಕೆ ತರಲು ಬಯಸುತ್ತಿದ್ದೇವೆ.

## ACADEMIC TERMS

### THE ACADEMIC TERMS FOR THE YEAR 2021-22 ARE AS FOLLOWS

Ref. Government order No. ED 292 UNE 2016 Bengaluru, dated 28-7-2016

- |                                                                                               |                             |
|-----------------------------------------------------------------------------------------------|-----------------------------|
| 1. Reporting of Teachers to duty                                                              | 06-11-2021                  |
| 2. Commencement of I, III & V semester classes<br>(Online Classes)                            | 08-11-2021                  |
| 3. Last date for admission to Ist Semester<br>(without penal charges)                         | 16-11-2021                  |
| 4. Last date for admission with Penal Charges<br>(penal charge Rs. 100/- for all the courses) | 19-11-2021                  |
| 5. Last date for admission on<br>transfer from college to college                             | 25-11-2021                  |
| 6. End of the I, III & V semester Classes                                                     | 05-03-2022                  |
| 7. Vacation                                                                                   | 06-03-2022 to<br>08-03-2022 |
| 8. Commencement I, III & V Semester Examination                                               | 09-03-2022                  |
| 9. Commencement II, IV & VI Semester Classes                                                  | 11-04-2022                  |
| 10. End of the II, IV & VI semester classes                                                   | 30-07-2022                  |
| 12. Commencement II, IV & VI Semester Examination                                             | 03-08-2022                  |
| 13. Re-opening of next academic year                                                          | 19-09-2022                  |

### IMPORTANT EVENTS FOR 2021-22

- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. Formation of students Council     | 30-11-2021                  |
| 2. Inauguration of student Council   | 11-12-2021                  |
| 3. Commencement of Term Examinations |                             |
| i) I Internal Test                   | 20-12-2021 to<br>22-12-2021 |
| ii) II Internal Test                 | 16-01-2022 to<br>18-01-2022 |
| 4. Annual Sports day                 | 10-03-2022                  |
| 5. Games day                         | 11-03-2022                  |
| 6. College day                       | 11-06-2022                  |
| 7. i) I Internal Test                | 23-05-2022 to<br>25-05-2022 |
| ii) II Internal Test                 | 20-06-2022 to<br>22-06-2022 |
| 8. Certificate courses               | Weekly 2 hours<br>(30 hrs)  |

## **HOSTELS**

Hostels for men & women are provided to the needy/sports & Games students.

## **NSS**

The College has two NSS Units. It is open to all boys & girls of the College. This is done with a view to inculcate sense of social commitment and nation - building in the young minds of students.

## **NCC**

NCC training is provided to the interested men & women students of the College. NCC Parades will be held on all Saturdays between 1-30 pm and 5-30 pm except on holidays. The cadets should attend all the parades with their full uniform. NCC lay greater stress on developing leadership qualities, character, spirit of sportsmanship, ideal of service and to create a force of disciplined and trained human power in the nation building activities and also enable the cadets to get greater employment opportunities.

## **ROVERS & RANGERS**

The College has the Rovers & Rangers units.

## **YOUTH RED CROSS**

The College has the Youth Red cross wing. This will work with the objective of sensitivity social service among the youths.

## **ISSUE OF CERTIFICATES**

1. For all certificates such as the Bonafide Certificate, Transfer Certificate, Conduct Certificate, Date of Birth Certificate etc., applications are to be submitted in writing containing the following particulars along with the prescribed fees.
  - a) Student's Name (in BLOCK LETTERS)
  - b) Date of joining the college and the class to which the student was originally enrolled.
  - c) The class in which the student was studying at the time of leaving and his/her Roll Number.
  - d) The University Examinations passed with Register Number, Month and Year of passing.
2. If the Certificate is to be sent through Post, a postage of Rs. 25/- will have to be paid by the applicant.

*"You can avoid reality, but you cannot avoid the consequences of avoiding reality."*

**- Ayn Rand**

## COMMITTEES FOR THE ACADEMIC YEAR 2021-22

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### ADMISSION COMMITTEE

#### ARTS: (B.A. & B.S.W)

Mr. Thippeswamy D.H.  
Mrs. Mamatha K.  
Mr. Vishnu Prashanth B.  
Mrs. Madhura M.R.  
Mrs. Bhavya P.M.  
Lt. Seetharama M.D.

#### COMMERCE: (B.COM.)

Mrs. Rathnavathi D.  
Mr. Shridhar V.  
Mrs. Geetha shenoy  
Mrs. Meenakshi  
Mrs. Divya T.S.  
Lt. Seetharama M.D.

#### BUSINESS ADMINISTRATION ( B.B.A.)

Mrs. Ananthalakshmi  
Mr. Hariprasad A.V  
Lt. Seetharama M.D.  
Ms. Dhanya

#### SCIENCE: (B.SC)

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Mr. Venkatraja C.S.  
Mr. Kuldeep P.P.  
Mrs. Ashwini K.C.  
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Lt. Seetharama M.D.

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Mr. Ashwini.D

ಆಧುನಿಕ ಸುಳ್ಳದ ನಿರ್ಮಾತ್ಯ, ಶಿಕ್ಷಣ ಕ್ರಾಂತಿಯ ಹರಿಕಾರ ಕೆ.ವಿ.ಜಿ.ವಿದ್ಯಾಸಂಸ್ಥೆಯ  
ಸ್ಥಾಪಕಾಧ್ಯಕ್ಷರಾದ ಡಾ|| ಕುರುಂಜಿಯವರ ಯಶಸ್ಸಿನ ಗುಟ್ಟು

ಪಂಚ ಸೂತ್ರಗಳು

1. ಕಠಿಣ ಪರಿಶ್ರಮ
2. ಸಮಾನತೆ ಮತ್ತು ಸಮಗ್ರತೆಯ ಭಾವ
3. ಪ್ರಾಮಾಣಿಕತೆ
4. ಸಮಯದ ಮಹತ್ವ
5. ತ್ಯಾಗ ಮನೋಭಾವ

**ರೂಢಿಸಿಕೊಳ್ಳಬೇಕಾದ ಅಷ್ಟಗುಣಗಳು**

1. ಸತ್ಯವನ್ನು ಹೇಳುವುದು
2. ಧರ್ಮ ಮಾರ್ಗದಲ್ಲಿ ನಡೆಯುವುದು
3. ನುಡಿದಂತೆ ನಡೆಯುವ ಸನ್ನಡತೆಯ ಜೀವನ ಸಾಗಿಸುವುದು
4. ಶಾಂತಿ ಅಥವಾ ಸ್ಥಿರಚಿತ್ತತೆಯ ಜೀವನವನ್ನು ಎದುರಿಸುವುದು
5. ಸಮಯ ಮತ್ತು ಹಣದ ಮಿತವ್ಯಯ
6. ಪ್ರೇಮ ಅಥವಾ ಎಲ್ಲರನ್ನೂ ಸಮಾನತೆಯಿಂದ ಕಾಣುವುದು
7. ಪ್ರಾಮಾಣಿಕತೆ ಮತ್ತು ತಾಳ್ಮೆಯಿಂದ ನಮ್ಮ ಕರ್ತವ್ಯವನ್ನು ನಿಭಾಯಿಸುವುದು
8. ಧೈರ್ಯದಿಂದ ಯಾವುದೇ ಪರಿಸ್ಥಿತಿಯನ್ನಾದರೂ ಎದುರಿಸುವುದು

**ದೂರೀಕರಿಸಬೇಕಾದ ಸಪ್ತವ್ಯಸನಗಳು**

1. ನಿಂದನೆ
2. ಅಮಲು ಪದಾರ್ಥ ಸೇವನೆ
3. ಧೂಮಪಾನ
4. ಜುಗಾರಿ
5. ಕಳ್ಳತನ, ದರೋಡೆ
6. ಅತಿ ಕಾಮುಕತನ
7. ಸೋಮಾರಿತನ

**ಜೀವನ ಶಾಸ್ತ್ರಗಳು**

1. ಸುಶಿಕ್ಷಿತ ಸಮಾಜದ ನಿರ್ಮಾಣವೇ ಅವರ ಸಮಾಜಶಾಸ್ತ್ರ
2. ಅಮರ ಸುಳ್ಳವನ್ನು ಆಧುನಿಕ ಸುಳ್ಳವಾಗಿ ರೂಪಿಸಿರುವುದೇ ಅವರ ಇತಿಹಾಸ
3. ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳನ್ನು ತೆರೆಯುವ ಮೂಲಕ ಆದರ್ಶ ಪ್ರಜೆಗಳನ್ನು ರೂಪಿಸಿರುವುದು ಅವರ ಮಾನವ ಶಾಸ್ತ್ರ
4. ಎಲ್ಲಾ ವಿದ್ಯಾರ್ಥಿಗಳು ಪ್ರಥಮ ಶ್ರೇಣಿಯಲ್ಲಿ ತೇರ್ಗಡೆಯಾಗಬೇಕೆಂಬುದೇ ಅವರ ಶಿಕ್ಷಣ ಶಾಸ್ತ್ರ
5. ದುಶ್ಚಟಗಳಿಂದ ದೂರವಿರುವುದು ಮತ್ತು ಕಠಿಣ ದುಡಿಮೆಯೇ ಅವರ ಆರೋಗ್ಯ ಶಾಸ್ತ್ರ
6. ಯಾವುದೇ ದುಂದುವೆಚ್ಚ, ದುರಾಭ್ಯಾಸಗಳಿಲ್ಲದ ಮಿತವ್ಯಯವೇ ಅವರ ಅರ್ಥಶಾಸ್ತ್ರ
7. ಮಿತ ಸಂತಾನದ ಸುಖೀ ಕುಟುಂಬದ ಪ್ರಚಾರವೇ ಅವರ ಸಂಖ್ಯಾಶಾಸ್ತ್ರ
8. ಅತೀ ಕಡಿಮೆ ವೆಚ್ಚದಲ್ಲಿ ಅತ್ಯಧಿಕ ಉತ್ಪಾದನೆಯೇ ಅವರ ಕೃಷಿಶಾಸ್ತ್ರ

**LEAVE NOTE**

Sl.No.	Date	FN / AN / Hours / Days	Reason for the Absence	Signature of the Stu- dent	Signature of the Parent / Gurdian / Warden	Signature of the Mentor / Principal


**RULES**

1. Prior permission and signature shall be obtained by the concerned Teacher when a student is absenting for a period/calls, failing which the student shall submit the leave application duly signed by his/her parents\guardian to the concerned Teacher and get his/her signature before commencement of the next/period/class.
2. In case of absence for more than two/three periods, the student shall submit that leave application duly signed by the mentors and his/her parent/Gurdian and all concerned Teachers before the Commencement of the next class.
3. In case of absence for three days or more, the student shall submit his/her leave application to the concerned Teachers after obtaining the permission and signature of the Principal. The Principal may allow the student to attend his/her class on producing the certifies issued by a Medical Practitioner.

## TIME TABLE

Name : ..... Class : ..... Year 2021-2022

Working Days	9-00 to 10-00	10-00 to 11-00	11-00 to 12-00	12-00 to 1-00	2-00 to 3-00	3-00 to 4-00	4-00 to 5-00
<b>MONDAY</b>							
<b>TUESDAY</b>							
<b>WEDNESDAY</b>							
<b>THURSDAY</b>							
<b>FRIDAY</b>							
<b>SATURDAY</b>							
<b>LUNCH BREAK</b>							