



SRI BHUVANENDRA COLLEGE

"COLLEGE WITH POTENTIAL FOR EXCELLENCE"

KARKALA - 574 104, UDUPI DISTRICT

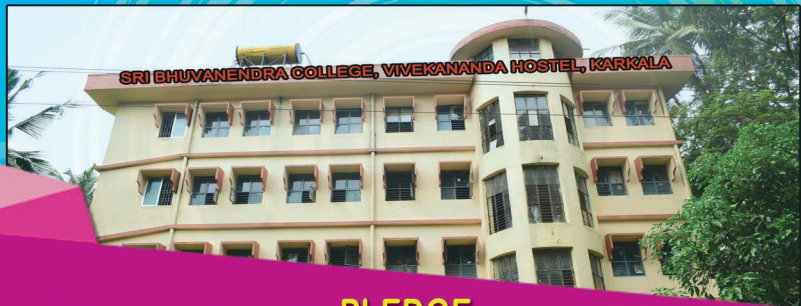
www.sribhuvanendra.org



CALENDAR 2021-22

Sponsored By :

THE ACADEMY OF GENERAL EDUCATION, MANIPAL



PLEDGE

Sri Bhuvanendra College is my Alma Mater.

I am proud of her rich traditions and great achievements.

I Pledge my devotion to her and shall always strive to be worthy of her.



SRI BHUVANENDRA COLLEGE

"COLLEGE WITH POTENTIAL FOR EXCELLENCE" UGC NEWDELHI

Reaccredited Institution with 'B' by NAAC

KARKALA - 574 104

Phone : (08258) 230234, 233214(P)

E-mail : principal@sribhuvanendra.org

Website : www.sribhuvanendra.org

Sponsored By:

The Academy of General Education,
Manipal.



COLLEGE CALENDAR 2021 - 2022

Issued By:

Sri Bhuvanendra College Trust (Regd.)

**SRI B. MANJUNATHA PAI MEMORIAL
POST-GRADUATE CENTRE**

**Sri Bhuvanendra College Campus
Karkala - 574 104**

COURSE OFFERED :

M.Com.

(Affiliated to Mangalore University)

Mission of the Institution :

1. To make quality the hallmark in teaching, evaluation and research through the combination of self-evaluation and external evaluation.
2. To provide the students life-skills along with academics through various add-on courses, clubs and association activities.
3. To impart value-education through bringing awareness regarding democratic and secular principles, constitution of India, human rights, bio-mass protection, conservation of energy and participation in community welfare projects.
4. To promote sense of duty, discipline and service through ancillary organisations such as N.C.C., N.S.S, Rovers and Rangers, Youth Red Cross, Sports and Games, etc.
5. To promote mutual understanding, tolerance, compassion and positive outlook through co-education.
6. To cultivate a sense of responsibility in students and staff through specific academic programmes or projects.
7. To undertake quality-related research studies, consultancy and training programmes.
8. To take higher education to masses through extension activities and through ensuring community participation.
9. To undertake joint ventures in the field of generating patents through fundamental research in the field of education.
10. To facilitate employment through campus recruitment and also in liaison with Corporate and Service sector employers.
11. To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

ಪ್ರಾರ್ಥನೆ

ಎಲ್ಲಿ ಮನಕಳುಕಿರದೋ, ಎಲ್ಲಿ ತಲೆಬಾಗಿರದೋ,
ಎಲ್ಲಿ ತಿಳಿವಿಗೆ ತೊಡುಕು ತೋರದಿಹುದಲ್ಲಿ ;

ಎಲ್ಲಿ ಮನೆಯೊಕ್ಕಟ್ಟು, ಸಂಸಾರ ನೆಲೆಗಟ್ಟು
ಧೂಲೊಡೆಯದಿಹುದೋ ತಾನಾನಾಡಿನಲ್ಲಿ ;

ಎಲ್ಲಿ ಸತ್ಯದಗಾಧ ನೆಲೆಯಿಂದ ಸವಿವಾತು
ಸಲ್ಲಲಿತ ನಡೆಯಿಂದ ಮುಂಬರಿವುದಲ್ಲಿ ;

ಎಲ್ಲಿ ದಣಿವಿರದ ಸಾಧನೆಯು ಸಫಲತೆ ಕಡೆಗೆ
ತೋಳ ನೀಡಿಹುದೋ ತಾನಾನಾಡಿನಲ್ಲಿ ;

ಎಲ್ಲಿ ಸುವಿಚಾರ - ನಿರ್ಮಲ ಜಲದೊಸರು ಹರಿದು
ಕಾಳ ರೂಢಿಯ ಮರಳೊಳಿಂಗಿ ಕೆಡದಲ್ಲಿ
ಎಲ್ಲಿ ನೀನೆಮ್ಮ ಚಿಂತನವನುದ್ಯಮವ ಸುವಿ-
ಶಾಲತೆಯ ಪೂರ್ಣತೆಗೆ ಮುನ್ನಡೆಸುವಲ್ಲಿ ;

ಅಲ್ಲಿಯಾ ಬಂಧನ ರಹಿತ ಸುಖದ ಸ್ವರ್ಗದಲಿ
ಪಾಲಿಸೈಪಿತ ನಮ್ಮ ನಾಡೆಚ್ಚಿರಲಿ !

ಬಂಗಾಳಿ ಮೂಲ : ರವೀಂದ್ರನಾಥ ಠಾಗೋರ್

ಕನ್ನಡಾನುವಾದ : ಎಂ. ಎನ್. ಕಾಮತ್

BIO-DATA OF THE STUDENT



1. Name of the Student : _____

2. Class _____ Section _____ Roll No. _____

3. Mother's Name : _____

4. Father's Name : _____

5. Guardian's Name : _____

(if staying with guardian)

6. Address of the Student : _____

7. Date of Birth : _____

8. Telephone No. (Res.): _____

9. E-mail (if any) : _____

10. Blood Group : _____

Signature of the Student

ACADEMY OF GENERAL EDUCATION MANIPAL

President :

Dr. H. S. Ballal

Registrar :

Dr. Ranjan R. Pai

SRI BHUVANENDRA COLLEGE TRUST

Karkala - 574 104

President :

Dr. D. Veerendra Heggade

Vice President :

CA Shivananda Pai

Treasurer :

Dr. A. Bharathesh B.S.A.M.

Members :

1. Dr. Ranjan R. Pai
2. Dr. H. S. Ballal
3. Dr. H. Shantaram
4. Dr. H. Vinod Bhat
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6. Sri C. Damodar Kamath
7. Sri K. Surendra Kamath
8. Dr. Asha P. Hegde
9. Sri B. Janardhan Shenoy
10. Sri R. Tukaram Nayak
11. Sri K Surendra Prabhu
12. Sri A. Chandrashekar Hegde
13. Sri T. A. Jagadish
14. Sri K. Jayarama Prabhu
15. Sri Ananda G. Pai
16. Sri Nagendra D. Pai
17. Sri K. Venkatesh Prabhu

Secretary :

Dr. Manjunatha A. Kotian, M.com., Ph.D.

THE COLLEGE STAFF

Principal :

Dr. Manjunatha A. Kotian, M.com., Ph.D.

Department of English :

Sri Dattatreya Rao, M.A.- Associate Professor & H.O.D.

Miss Padmashree, M.A. - Lecturer

Miss Shrunga, M.A. - Lecturer

Department of Kannada :

Dr. Arunakumara S. R., M.A., Ph.D., NET - Associate Professor & H.O.D.

Smt. Vanitha Shetty, M.A., NET - Lecturer

Sri Sudhish M. A. B.Ed, K.SET (Part Time)

Department of Hindi :

Sri H. G. Nagabhushan, M.A. - Associate Professor & H.O.D.

Smt. Ashma Yoigine D'Souza, M.A. - Lecturer (Part Time)

Department of Sanskrit :

Dr. Manjunatha Bhat M.A., Ph.D. - Asst. Professor & H.O.D

Sri Belle Aravinda Sharma. M.A., - Lecturer (Part Time)

Department of Economics :

Sri Shivakumar S.J., M.A., M.Phil. - Asst. Professor & H.O.D.

Smt. Hemavathi M. S., M.A., M.Phil., B.ed. - Lecturer

Miss Ramitha K. M.A. - Lecturer

Department of History :

Smt. Suchithra, M.A., M.Phil., B.Ed, Asst. Professor & H.O.D.

Sri. Pradarsha Paranjape, M.A., M.Phil., B.Ed. - Lecturer

Department of Political Science :

Sri Ravi Kumar D., M.A., M.Phil. - Asst. Professor & H.O.D.

Smt. Sumalini Jain, M.A., M.Phil. K.SET - Lecturer

Smt. Prajna Kumari H., M.A, B.Ed. NET, K.SET - Lecturer

Department of Mathematics :

Sri Lakshminarayana K. S., M.Sc., M.Phil., PGDCA - Asst. Professor & H.O.D.

Smt. Fathima Nisha D'Souza, M.Sc. - Lecturer

Department of Computer Science:

Smt. Swathi K., M.Sc. in CS, M.Sc in Mathematics - Lecturer & H.O.D.
Smt. Joyline Vandana Cabral, M.C.A. - Lecturer
Smt. Chaithra N., M.Sc., B.Ed. - Lecturer
Miss. Geetha, MCA. - Lecturer
Smt. Swathi Sadanand Poojari, M.C.A. - Lecturer
Sri. Divyaksha Prabhu, MSc. - Lecturer
Smt. Soumya, B.C.A., MCA - Instructor
Sri Dinesh, BCA - Instructor

Department of Commerce :

Dr. Manjunatha A. Kotian, M. Com., Ph.D - Associate Professor & H.O.D
Sri Shivashankar, M.Com., PGDBA - Asst. Professor
Sri Mahesh N., M.B.A., M.Com. - Lecturer
Sri Shivananda Nayak, M.B.A., M.Com. - Lecturer
Sri Harishchandra, M.B.A., - Lecturer
Miss Suvarni, M.Com., M. A. (Eco). B. Ed.
Sri Suresha Poojari, M.Com.,- Lecturer
Sri Santhosh Achari V., M.Com., M. B. A. - Lecturer
Sri Mahesh Prabhu, M.Com - Lecturer
CA Roy Sudeep D'Souza, (Part Time)

Department of B.B.A. :

Sri Nanda Kishore K., M.Com. - Lecturer & H.O.D.
Sri Shrimurthi, M.Com. - Lecturer
Sri Vijay Kumar, M.Com. - Lecturer
Sri Ramdas Shetty, M.B.A., M.com - Lecturer
Sri M. Ananth Pai, M.Com., B.Ed. - Lecturer

Department of Physics :

Dr. Vijaya Kumari, M.Sc., M.Phil., Ph.D - Associate Professor & H.O.D
Smt. Swarnalatha Shenoy, M.Sc., M.Phil. - Asst. Professor
Ms. Ramya Beliraya, M.Sc. - Lecturer

Department of Chemistry :

Dr. Shakuntala, M.Sc. M.Phil, Ph.D., - Associate Professor & H.O.D.
Smt. Sophia Joyce Pereira, M.Sc., - Associate Professor
Sri Amar Shetty, M.Sc., B. Ed - Lecturer
Ms. Jayalakshmi K., M.Sc. - Lecturer
Ms. Shilpa Kumari, M.Sc. - Lecturer

Department of Zoology :

Dr. Ishwara Bhat P., M.Sc., Ph.D., - Associate Professor & H.O.D

Miss Meenakshi, M.Sc. - Lecturer

Department of Botany :

Sri. R.G. Yogesh Kumar, M.Sc. - Associate Professor & H.O.D

Sri.Shankar Kudva, M.Sc. - Lecturer

Miss.Thejaswi B., M.Sc. - Lecturer

Department of Bio - Technology :

Mrs. Deepthi, M.Sc., - Lecturer & H.O.D.

Mrs. Pratheeksha C.H., M.Sc., - Lecturer

College Library :

Sri B.S. Prem Kumar, M.LISc., M. Phil, B.Ed. - Librarian

Department of Physical Education :

Sri Naveen Chandra, M.PEd.-H.O.D.

Smt. Asha, B.A., B.PEd.

P. G. Staff : M.com

Dr. T. N. Ramakrishna - M.A., PL.d, MBA, LLB

Sri Vijaya Kumar - M.com - Lecturer

Sri. Deekshith B. R. - M.com - Lecturer

National Cadet Corps :

Lt. Shrimurthi - NCC Army Wing

Sub. Lt. Ananth Pai - NCC Naval Wing

National Service Scheme :

Sri Shivashankar R., NSS Officer

Smt. Suchithra, NSS Officer

Sri Shankar Kudva, Asst. NSS Officer

Smt. Prajna H., Asst. NSS Officer

Miss Geetha Asst. NSS Officer

Rovers / Rangers Unit

Dr. Ishwar Bhat P., M.Sc., Ph.D.

Smt. Swathi K., M. Sc.

Students' Welfare Officer

Prof. Dattatreya Rao. M.A.
Sri Nandakishore K. M.Com.
(Associate SWO)

"Chandana" Magazine :

Dr. Aruna Kumara S. R., M.A., Ph.D., (Co-ordinator)

Mid-Day Meal Committee :

Sri. Nanda Kishore K. M.Com., (Co-ordinator)

Campus News and Media Committee :

Dr. Aruna Kumara S. R., M.A., Ph.D.

In-Charge of Ladies Rest Room :

Smt. Swarnalatha Shenoy, M.Sc., M.Phil (Co-ordinator)

Teacher's Day Celebration Committee :

Dr. Ishwar Bhat P., M.Sc., Ph.D. (Co-ordinator)

Moral, Spiritual & Yoga Club:

Dr. Manjunath Bhat., M.A., Ph.D. (Co-ordinator)

Literary Club :

Dr. Aruna Kumara S. R., M.A., Ph.D., (Co-ordinator)

Women Welfare Cell :

Smt. Swarnalatha Shenoy, M.Sc., M.Phil

Painting & Drawing Club :

Mrs. Deepthi, M. Sc. (Co-ordinator)

College Website Updating Committee :

Smt. Joyline Vandana Cabral, M.C.A. (Co-ordinator)

Human Resource Development & Placement Cell :

Sri. Mahesh N., M.B.A., M.Com.
Smt. Swathi Sadanand Poojari., M.C.A. } (Co-ordinators)
Sri Shankar Kudva, M.Sc

Prof. Damodar Kini Memorial Day Celebration Committee :

Sri R.G. Yogesh Kumar, M.Sc. - (Co-ordinator)

Sri Nanda Kishore K., M.Com. - (Co-ordinator)

Manipal Record & Wall Magazine Committee :

Miss Shrunga, M.A. - (Co-ordinator)

Music Club :

Dr. Manjunath Bhat., M.A., Ph.D. (Co-ordinator)

Fine Arts Club :

Sri Nanda Kishore K., M.Com., (Co-ordinator)

Yakshagana Club :

Smt. Vanitha Shetty, M.A., (Co-ordinator)

Photography Club :

Sri Shivakumar S. J., M. A. (Co-ordinator)

M.S. Ramitha K.

Science Association :

Dr. Vijaya Kumari M.Sc. Phil., Ph.D, Co-ordinator

Commerce Association :

Sri Shivashankar R., M. Com., P.G.D.B.A. - Co-ordinator

Humanities Association :

Sri Ravi Kumar D. M.A., M.Phil. - Co-ordinator

Hindi Association :

Sri H. G. Nagabhushan, M.A. (Co-ordinator)

Student Counselling Cell :

Sri Dattatreya Rao, M.A. (Co-ordinator)

Vermi-Culture Cell & Nature Club :

Sri Ishwara Bhat P., M.Sc., Ph.D. (Co-ordinator)

S.C /S.T /O.B.C Cell :

Sri R.G. Yogesh Kumar

Smt. Suchithra MA. M.Phil B.Ed. }

Sri Shivashankar R. M.Com.

(Co-ordinators)

Anti Ragging Committee:

Dr. Manjunatha A. Kotian, M.Com., Ph.D (Chairman)

All H.O.D.'s (Members)

Academic Excellence Committee :

Sri Lakshminarayana K. S., M.Sc., M.Phil., PGDCA (Co-ordinator)

Youth Red Cross :

Sri Shivakumar S. J. .M.A., M.Phil.

Mrs. Hemavathi - M.S., M.A., M.Phil., B.Ed (Asst.Co-ordinator)

IT Club:

Smt. Swathi K., M.Sc. (Co-ordinator)

Women Harassment Redressal Cell :

Smt. Sophia Joyce Pereira, M.Sc. (Co-ordinator)

Student's Grievance Redressal Cell :

Dr. Manjunath A. Kotian, M.Com., Ph.D. (All H.O.D's Members)

Prof. Dattatreya, SWO and All H.O.D's (Members)

Alumni Forum :

Sri Shrimurthi, M.Com.

Canteen Committee :

Sri Harishchandra, M.Com (Co-ordinator)

Talent Bank :

Sri Shivananda Nayak, M.B.A (Co-ordinator)

Sri Mahesh Prabhu, M. Com

Sri Naveen Chandra, M. P. Ed

Sri Chandrakanth, MA, M.Sc., B.Ed.

Smt. Suchithra, MA., M.Phil., B.Ed.

Sri Amar Shetty, M.Sc.

(Members)

Research Cell :

Dr. Shakuntala M.Sc., M.Phil., Ph.D.

Dr. Ishwara Bhat P., M.Sc., Ph.D.

Dr. Vijaya Kumari, M.Sc., M.Phil., Ph.D.

(Co-ordinators)

Human Right Cell & Religious Harmony Cell :

Sri Lakshminarayana K. S., M.Sc., M.Phil., PGDCA

Smt. Suchithra, M.A., M.Phil., B.Ed.

Smt. Fathima Nisha D'Souza, M.Sc.

(Co-ordinators)

Examination Committee :

Dr. Shakuntala M.Sc., M.Phil., Ph.D. (Co-ordinator)

Swami Vivekanda Studies Centre :

Dr. Manjunath Bhat., M.A., Ph.D. (Co-ordinator)

TQM, RUSA, IQAC & NAAC Re-Accreditation Preparation Committee :

Sri H. G. Nagabhushan, M.A., (Co-ordinator)

IT Cell :

Sri. Lakshminarayana K. S., M.Sc., M.Phil., PGDCA

Chief Warden for Boys & Ladies Hostels :

Dr. Manjunath A. Kotian, M.Com., Ph.D. (Principal)

Boys' Hostel Warden :

Sri Santhosh Achari, M.B.A., M. Com.

Ladies Hostel Warden :

Miss. Ramitha, M.A.

College Discipline Committee :

Dr. Manjunath A. Kotian, M.Com., Ph.D., (Principal)

All H.O.D's

N.C.C. Officers

N.S.S. Officers

Co-ordinators of Rovers Unit, Rangers Unit & Youth Red Cross Unit

Wardens of both the Hostels

Medical Officers :

Dr. Asha P. Hegde, M.B.B.S.

Non-Teaching Staff :

Sri Shivananda K., B.B.M., Office In-Charge

Smt. Meera K., B.Sc., Office Assistant

Sri Jagadish, B.Com., Office Assistant

Smt. Suguna S. Nayak, B.A., Office Assistant

Sri Sharath Kumar N. R., B.C.A., Office Assistant

Comp. Instructor :

Smt. Soumya

Sri Dinesha

Library Asst. :

Smt. Kavitha Vasanth. B.A., B.Lib

Electrician/ Estate Supervisor:

Sri K. Girish Devadiga

Night Watchman :

Sri M. Nagesh Prabhu

Office/ Department Assistants :

Smt. Nalini

Sri Surendra Shettigar

Sri Damodhar Pai

Sri Ravi

Sri Suresh Shettigar

Sri Kishore Shetty

Sri Ravidasa

Sri Krishna Nayak

Sri Sundar Naik

Smt. Bharathi S.

Sri Sudhakar

Smt. Kathyayini

Sri Shivananda

Security Guards :

Dinesh Devadiga

Sathish Poojary

Ramakrishna Devadiga

SRI BHUVANENDRACOLLEGE, KARKALA.
CALENDAR FOR THE YEAR 2021 - 2022
November 2021

DATE	DAY	PARTICULARS	No. of Working Days
1	Mon	Kannada Rajyotsava (H)	
2	Tue		
3	Wed	Naraka Chathurdashi (H)	
4	Thurs		
5	Fri	Deepawali (H)	
6	Sat		
7	Sun		
8	Mon	Commencement of I, III & V Semester	
9	Tue		
10	Wed		
11	Thurs		
12	Fri		
13	Sat		
14	Sun		
15	Mon		
16	Tue		
17	Wed		
18	Thurs		
19	Fri		
20	Sat		
21	Sun		
22	Mon	Kanakadasa Jayanthi (H)	
23	Tue		
24	Wed		
25	Thurs		
26	Fri		
27	Sat		
28	Sun		
29	Mon		
30	Tue		

December - 2021

DATE	DAY	PARTICULARS	No. of Working Days
1	Wed		
2	Thurs		
3	Fri		
4	Sat		
5	Sun		
6	Mon		
7	Tue		
8	Wed		
9	Thurs		
10	Fri		
11	Sat		
12	Sun		
13	Mon	Commencement of I Internal Assmt Test	
14	Tue		
15	Wed		
16	Thurs		
17	Fri		
18	Sat		
19	Sun		
20	Mon	Christmas Vacation Christmas (H)	
21	Tue		
22	Wed		
23	Thurs		
24	Fri		
25	Sat		
26	Sun		
27	Mon		
28	Tue		
29	Wed		
30	Thurs		
31	Fri		

January - 2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		
6	Thurs		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thurs		
14	Fri	Makara Sankramana (H)	
15	Sat		
16	Sun		
17	Mon		
18	Tue		
19	Wed		
20	Thurs		
21	Fri		
22	Sat		
23	Sun		
24	Mon	Commencement of II Internal Assmt	
25	Tue		
26	Wed	Republic Day (H)	
27	Thurs		
28	Fri		
29	Sat		
30	Sun		
31	Mon		

February-2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Tue		
2	Wed		
3	Thurs		
4	Fri		
5	Sat		
6	Sun		
7	Mon		
8	Tue		
9	Wed		
10	Thurs		
11	Fri		
12	Sat		
13	Sun		
14	Mon		
15	Tue		
16	Wed		
17	Thurs		
18	Fri		
19	Sat		
20	Sun		
21	Mon		
22	Tue		
23	Wed		
24	Thurs		
25	Fri		
26	Sat		
27	Sun		
28	Mon		

March-2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Tue	Maha Shivarathri (H) End of I, III & V Semester Vacation	
2	Wed		
3	Thurs		
4	Fri		
5	Sat		
6	Sun		
7	Mon	Commencement of I, III & V Sem. Exm	
8	Tue		
9	Wed		
10	Thurs		
11	Fri		
12	Sat		
13	Sun		
14	Mon		
15	Tue		
16	Wed		
17	Thurs		
18	Fri		
19	Sat		
20	Sun		
21	Mon		
22	Tue		
23	Wed		
24	Thurs		
25	Fri		
26	Sat		
27	Sun		
28	Mon		
29	Tue		
30	Wed		
31	Thurs		

April-2022

DATE	DAY	PARTICULARS	No. of Working Days
1 2 3	Fri Sat Sun	Chandramana Yugadi (H)	
4 5 6 7 8 9 10	Mon Tue Wed Thurs Fri Sat Sun		
11 12 13 14 15 16 17	Mon Tue Wed Thurs Fri Sat Sun	Commencement of I, III & V Semester Dr. B. R. Ambetkar Jayanthi(H) Good Friday (H)	
18 19 20 21 22 23 24	Mon Tue Wed Thurs Fri Sat Sun		
25 26 27 28 29 30	Mon Tue Wed Thurs Fri Sat		

May -2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Sun	Karmika Jayanthi (H)	
2	Mon	Basava Jayanthi - Ramzan (H) Karkala Rathosawa	
3	Tue		
4	Wed		
5	Thurs		
6	Fri		
7	Sat		
8	Sun		
9	Mon		
10	Tue		
11	Wed		
12	Thurs		
13	Fri		
14	Sat		
15	Sun		
16	Mon		
17	Tue		
18	Wed		
19	Thurs		
20	Fri		
21	Sat		
22	Sun		
23	Mon	Commencement of I Internal	
24	Tue		
25	Wed		
26	Thurs		
27	Fri		
28	Sat		
29	Sun		
30	Mon		
31	Tue		

June-2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Wed		
2	Thurs		
3	Fri		
4	Sat		
5	Sun		
6	Mon		
7	Tue		
8	Wed		
9	Thurs		
10	Fri		
11	Sat		
12	Sun		
13	Mon		
14	Tue		
15	Wed		
16	Thurs		
17	Fri		
18	Sat		
19	Sun		
20	Mon		
21	Tue		
22	Wed		
23	Thurs		
24	Fri		
25	Sat		
26	Sun		
27	Mon		
28	Tue		
29	Wed		
30	Thurs		

July-2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Fri		
2	Sat		
3	Sun		
4	Mon	Commencement of II Internal	
5	Tue		
6	Wed		
7	Thurs		
8	Fri		
9	Sat		
10	Sun	Bakrid (H)	
11	Mon		
12	Tue		
13	Wed		
14	Thurs		
15	Fri		
16	Sat		
17	Sun		
18	Mon		
19	Tue		
20	Wed		
21	Thurs		
22	Fri		
23	Sat		
24	Sun		
25	Mon	End of II, IV & VI Semester	
26	Tue		
27	Wed		
28	Thur		
29	Fri		
30	Sat		
31	Sun		

August - 2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Mon	Nagarapanchami (H) Rig -Upakarma (H)Commencement of II, IV, & VI Semester	
2	Tue		
3	Wed		
4	Thurs		
5	Fri		
6	Sat		
7	Sun		
8	Mon	Moharam (H)	
9	Tue		
10	Wed		
11	Thurs		
12	Fri		
13	Sat		
14	Sun		
15	Mon	Independence Day (H) Sri Krishna Janmastami (H)	
16	Tue		
17	Wed		
18	Thurs		
19	Fri		
20	Sat		
21	Sun		
22	Mon		
23	Tue		
24	Wed		
25	Thurs		
26	Fri		
27	Sat		
28	Sun		
29	Mon	Ganesha Chaturthi (H)	
30	Tue		
31	Wed		

September - 2022

DATE	DAY	PARTICULARS	No. of Working Days
1	Thurs		
2	Fri		
3	Sat		
4	Sun		
5	Mon		
6	Tue		
7	Wed		
8	Thurs		
9	Fri		
10	Sat		
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thurs		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thurs		
23	Fri		
24	Sat		
25	Sun	Mahalaya Amavase (H)	
26	Mon		
27	Tue		
28	Wed		
29	Thurs		
30	Fri		

October - 2022

DATE	DAY	PARTICULARS	No. of Working Days
1 2	Sat Sun	Gandhi Jayanthi (H)	
3 4 5 6 7 8 9	Mon Tue Wed Thurs Fri Sat Sun	Mahanavami (H) Vijayadashami (H) Valmiki Jayanthi & Eid Milad (H)	
10 11 12 13 14 15 16	Mon Tue Wed Thurs Fri Sat Sun		
17 18 19 20 21 22 23	Mon Tue Wed Thurs Fri Sat Sun		
24 25 26 27 28 29 30	Mon Tue Wed Thurs Fri Sat Sun	Naraka Chathurthi (H) Balipadyami (H) 	
31	Mon		

INTRODUCTION

Sri Bhuvanendra College, Karkala, is an Arts, Science and Commerce college founded in 1960 and affiliated to the Mangalore University. The management of the College is vested in Sri Bhuvanendra College Trust, a registered body and nominated by the Academy of General Education, Manipal.

IDEAL CENTRE FOR UNIVERSITY EDUCATION

Situated in one of the most beautiful out-skirts of Karkala about a K.M. from the town, the College has an atmosphere quite congenial for studies and inviting for a worthy living away from the buzz of the town. The picturesque natural surroundings pulsating with the dynamic and positive spirit of an ashram of the days that have gone by, make this place an ideal centre for university education.

EDUCATIONAL FACILITIES

The College has excellent educational facilities. It is housed in a magnificent building and is provided with a good library and well equipped laboratories. There are hostels both for men and women which ensure peaceful environment for undisturbed study.

Special efforts are made to supplement the classroom study through co-curricular programmes which include the NSS, the NCC, Sports and Games, Yoga, Music, Yakshagana, Drawing & Painting,

Photography, Human Resource Development Cell, the Association activities etc. These are brought in line with the special purpose which profess to serve to produce men and women, with an all round development (intellectual, physical and moral) and dedicate them to the service of the nation.

ACADEMIC EXCELLENCE

The Good results that the College has secured in the University

examinations and the innumerable ranks which it has incessantly bagged, brings the College a permanent inscription in the academic map of Mangalore University. The heavy rush for the admission every year, reflects in ample measure the high reputation that this college enjoys in the academic world and the confidence it has created in the minds of students and parents.

DEVOTED TEACHING STAFF

The College has an experienced and qualified staff, a band of men and women, endowed with the finest qualities of head and heart. They are well aware of their duties and responsibilities towards the students entrusted to their care.

The College provides ample scope to the students to cultivate better intellectual and spiritual values under more intimate and cordial relationship with the teaching staff.

STUDENT SERVICES

Apart from the Hostels, the College provides various student service like cafeteria, mid-day meal centre, Vehicle shed, open air theatre, auditorium, gymnasium, spacious play grounds, firing range, etc. The Book Bank of the College lends books to the students on long-term basis. Liberal fee concessions and scholarships are also offered to the poor and deserving students by the private and the government agencies. Poor but sincere students are provided mid - day meals at the concessional rate.

INNOVATIONS IN TEACHING AND GUIDANCE

The College has always been trying to improve the quality of education through experimentation and innovations. The classroom work is supplemented by library reading and seminars. A continuous assesment of the students is made through regular home assignments, class tests and terminal examination.

The students in each class are entrusted to the care of an Academic Advisor who guides them by formulating the educational programmes throughout the year. A Cumulative Record is maintained by every student forms a dependable record of the student's progress, conduct and attendance. The students' Council comprising of the representatives of all classes forms a useful consultative body to seek the views of the students on matters that concern their studies and well-being.

HIGH STANDARDS AND HEALTHY PRACTICES

The college has maintained the highest educational standards. It is evident not only in the physical facilities provided to the staff and students for work and study but their willingness to improve the quality of the performance by hard and sustained efforts. Selective admission, encouragement for independent study, effective tutorial system, and continuous evaluation are some of the practical measures that are adopted in this College for improving the quality of education. The College has grown into a worthy institution dedicated to the task of spreading university education and has built fine traditions of hard work and discipline. It is no wonder that the College is acknowledged as one of the best Colleges in the country.

CHOICE BASED/CREDIT/SYSTEM PROGRAMMES/COURSES

The College offers Bachelor Degree Programmes in Arts, Science, Commerce and Business Administration under Choice Based Credit System

Three year's Degree Programmes : (Semester Scheme)

Admission to the first year of the Programme is open to those who have passed the two years Pre-University course or any other examination considered as equivalent there to by the University.

The Salient Features of the Choice Based Credit System (CBCS) (Semester Scheme):

Each course in a programme shall carry certain number of credits, which normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning

expectations, etc. In the proposed programmes, in general, 2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation, one credit is equivalent to 50 marks in a semester. On the basis of these parameters, a three year degree programme will have a maximum of 100 or 104 credits.

The other features of the CBCS (Semester Scheme) are -

- i. The 'Degree Course' is to be replaced by 'Degree Programme' and the term 'Subject/Paper' is to be replaced by 'Course'.
- ii. The Under Graduate degree programmes are structured on Choice Based Credit System (Semester Scheme).
- iii. The relative importance of courses of study and activities are quantified in terms of Credits. Total credit of the programme is in the range of 100-104.
- iv. Each programme of study will have "Core courses (Group – I)", "Electives (Group – II)", "Foundation courses (Group - III)" and "Extra and Co-curricular Activities (Group – IV)".

The Core courses (Group - I) will consist of compulsory/optional courses which are compulsorily studied by a student in all six semesters, whereas Elective and Foundation courses are to be studied in I to IV Semesters.

Elective courses are:

- a. Supportive to the discipline of study.
- b. Providing an expanded scope.
- c. Nurturing student's proficiency/skill.
- d. Enabling an exposure to some other discipline/domain.

The student shall opt any one of the elective courses (a to d) in each semester.

The Foundation course will consist of Compulsory Foundation and Elective Foundation.

Two languages are compulsory foundation, whereas i) Constitution of India, ii) Human Rights, iii) Gender and Equity, iv) Environmental Studies are Elective Foundation courses which shall be studied by a student in any of I-IV semester by opting any one in each semester.

- v. The declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester and the

the programme with corresponding alpha-sign grade. However, the Grade card will also consist of marks secured by the student. Hence, it will be called as Marks cum Grade card.

vi.Credits

Group I - Core courses I - IV Semester - 9/10 credits in each Sem.
V - VI Semester - 18 credits in each Sem.

Group II - Elective courses I - IV Semester - 1 credit in each Sem.

Group III - Foundation courses

a.Compulsory Foundation I - IV Semester - 4 credits in each Sem.

LANGUAGES:

The candidate shall opt for English as compulsory course and one of the languages offered by respective Colleges.

i.Additional English shall be offered only for Foreign, NRI, Anglo-Indian and other Indian students who have not studied the languages listed above, either at SSLC or at PUC. However, the students of B.Sc. (HS) shall opt for French only.

ii.In addition to English, a candidate shall opt for any one of the two languages studied at the Pre-University or equivalent level. However, he/she may opt for Kannada even if it is not studied at the Pre-University or equivalent level. With the permission of the University a candidate may opt for any other language listed above, even if he/she has not studied that language at the Pre-University or equivalent level.

iii.Deaf, dumb, mentally challenged and study disabled students are exempted from studying one of the languages i.e. compulsory language or second language.

b.Elective Foundation I - IV Semester - 1 credit in each Sem.

Common for all programmes):

i.Constitution of India

ii.Human Rights

iii. Gender Equity

iv. Environmental Studies - shall be as compulsory courses, to be studied by a student in I to IV Semesters.

Group IV - Extra and Co-curricular I - IV Semester - 1 credit in each Sem.

A student shall opt for any one of the following activities in the first four semesters offered in the college

Cumulative Grade Point Average (CGPA) earned towards the end of
a)N.S.S. / N.C.C / Rovers and Rangers /Youth Red Cross Activities
b)Sports and Games
c)Other Co- and Extra- Curricular Activities as prescribed by the University

Courses Offered Under NEP Scheme in the College

The College offers graduation and graduation with honour in the following disciplines with multiple entry and multiple exit model

1. Exit option after 2 Semesters with Certificate
2. Exit option after 4 Semesters with Diploma
3. Exit option after 6 Semesters with a Bachelor Degree in one major Subject
4. After 4 Years or 8 Semesters Award of Bachelor Degree with Honours in one Major Subject

1. Arts : B.A.

1. Two Major from History, Economics, Political Science
2. Two languages from English, Kannada, Hindi, Sanskrit
3. One Open Elective
4. Skill based subjects

2. Science : B. Sc

1. Two major subjects from each group
 - a. Physics, Chemistry, Mathematics
 - b. Physics, Mathematics, Computer Science
 - c. Zoology, Chemistry
 - d. Biotechnology, Chemistry, Botany
2. Two languages from English, Kannada, Hindi, Sanskrit
3. One Open Elective
4. Skill based subjects

3. Commerce :B. Com

1. Compulsory subjects
2. Two languages from English, Kannada, Hindi, Sanskrit
3. One Open Elective
4. Skill based subjects

4. Commerce :B. Com (Vocational)

1. Compulsory subjects
2. Two languages from English, Kannada, Hindi, Sanskrit
3. One Open Elective

4. Skill based subjects

5. Administration : B.B.A

1. Compulsory subjects
2. Two languages from English, Kannada, Hindi, Sanskrit
3. One Open Elective
4. Skill based subjects

6. Computer Applications : B.C.A

1. Compulsory subjects
2. Two languages from English, Kannada, Hindi, Sanskrit
3. One Open Elective
4. Skill based subjects

RULES & REGULATIONS

I GENERAL

1. The College is open to all students with requisite qualification for admission without distinction of caste or creed.
2. Online admission of a candidate is made by considering the marks obtained by the candidates in the qualifying examination as well as his/her performance in the interview
3. Admissions are made on the clear understanding that those who are admitted willfully accept the rules and regulations in force in the College or which may be framed from time to time not with standing that these rules are not incorporated in the University regulations or not prescribed by other College.
4. Admissions to the College are made on year to year basis and students are required to apply for admission at the commencement of every academic year to continue their studies in the College.
5. Students will not be admitted to the College again for the succeeding year unless their attendance, progress and conduct during the previous year have been satisfactory.
6. Admissions made to the College are provisional, subject to the approval of the University.
7. The Principal may refuse admission to any student without giving reasons.

II. GENERAL

1. Students are required to maintain the highest standards of behaviour and discipline both inside and outside the College.
2. They shall strictly observe the disciplinary rules framed by the College or which may be framed from time to time. Non-compliance of these rules will be dealt with by the Principal in the manner he considers fit and his decision will be final in such matters.
3. Students must wear the prescribed college uniform.
4. Every student is expected to wish the members of the staff when he meets them on the first occasion for the day.
5. On ringing of the first bell, students shall assemble in the classrooms and wait silently for the Lecturer. On the Lecturer entering the classroom, students shall rise and remain standing till they are asked to sit.
6. The morning session begins with a prayer in the classrooms at 9.30 a. m.
7. No student shall enter the class or leave the class without the permission of the Lecturer.
8. Students having no classes shall not loiter in the verandah but are expected to spend the time usefully in the library.
9. Aimless loitering in the Corridors will be seriously dealt with and such students shall be punished by way of loss of attendance.
10. Every class is in-charge of an Academic Advisor who keeps a close watch on the students' attendance, progress and conduct and looks after their general welfare.
11. Every student is provided with a Cumulative Record which should be brought to the College on all days.
12. Irregular in attendance, indifference in regard to class work, test and examinations, discourtesy towards the teachers insubordination, obscenity in words and act, wilful damage to College or Hostel property, anti-social activities etc., are liable for disciplinary action which includes expulsion from the College.

13. Attendance at the College functions, Association meetings, College Assembly etc., is obligatory to all students.
14. The College property shall be handled with care and nothing shall be done to damage it. In case of damage to any building, furniture, apparatus or any other property of the College or Hostel, the damage will be charged to student or students known to be immediately concerned, but if the persons who cause the damage are unknown the cost of repairing may be collected equally from the students in the College or Hostel.
15. Students are strictly prohibited from smoking in the premises of the College, the Hostel, in the Playgrounds, street and public places.
16. Students who do not live with their parents or guardians must live in the College Hostel or lodging approved by the Principal.
17. The students should keep free from party or communal politics and should maintain a harmonious relationship with everyone.
18. Without the permission of the Principal, students shall not organise any activity or associate with any group not connected with the College.
19. Without the permission of the Principal, students shall not organise any tour, picnic or outings. Private unauthorized picnics and tours by the students are strictly prohibited.
20. No meetings shall be convened, no person shall be invited to address the students, no publication shall be issued and no canvassing or mobilising the student for any particular opinion or action will be allowed without the permission of the Principal.
21. Participation in political agitation or demonstrations or strike of any kind is strictly prohibited. Students indulging in such activities will be summarily dismissed.
22. The Principal in consultation with the College governing Council shall have the power to rusticate any student from the College if, in the opinion of the Council, the student is guilty of misconduct or the student's presence in the College is injurious to order and discipline.
23. All the students shall attend all the College functions and meetings without fail.

24. Use of mobile phone in the premises of the college campus is strictly prohibited.
25. Ragging of any kind (mental/physical) is strictly prohibited. Strigent actions will be taken up against such of the students in accordance with the direction of the Hon'ble Supreme Court of India (vide letter UGC.No. F.1-8/2006-CPP-II dtd.16-05-2008)
26. College Uniform is compulsory to all the students.

College Timings : Morning Session : 9-30 a.m. to 12-30 p.m.
Afternoon Session : 1-30 p.m. to 4-30 p.m.

III. ATTENDANCE

1. Students should attend classes regularly and procure 100% of the attendance.
2. Absence to the classes should properly be accounted for in the Leave Record.
3. Attendance is taken every hour at the commencement of the class.
4. In case of absence due to illness for more than three days, the Academic Advisor may require the production of a Medical Certificate from the Registered Medical Practitioner approved by the College.
5. Previous permission from the Principal should be obtained for absence over 10 days.
6. The students name is liable to be struck off the rolls of the College whenever one is absent from the class for over 10 days without prior permission from the Principal.

Attendance requirements

Students who do not get a minimum of 75% of the attendance for each subject are not eligible to appear for the University Examination. Shortage of attendance of such students shall not be condoned by the Principal under any circumstance.

IV. EXAMINATIONS

1. To assess the progress of the students two internal exams precede every semester Examination
2. Students who are absent for the examinations partly or fully will not be allowed to attend further classes unless their absence is justified.
3. If the absence to the Examination is due to ill-health, a Medical Certificate from a doctor approved by the College should be produced, in case the Principal or any member of the staff has no personal knowledge of the illness of the student.
4. A candidate shall not be admitted to the University examination unless the Principal certifies that his/her attendance and progress have been satisfactory during the year.

V. RE-EXAMINATION

Re-Examination for degree classes will be conducted for those who could not appear for the college examinations on genuine and unavoidable grounds, such as, illness, or deputed by the College for Sports and games, or for N. C. C. and N. S. S. camps. They must produce valid documents to that effect and pay an amount of Rs. 50-00 per paper.

VI. COLLEGE ASSOCIATIONS

1. For the proper development of personality, the College provides many opportunities to the students to participate in the various co-curricular activities including sports and games.
2. The curricular Associations are run under the guidance of the Principal and members of the Staff.
3. Membership of these Associations is open to all students of the College who desire to participate in these activities.

VII. STUDENTS' COUNCIL

1. Each class/section has a class leader.
2. The class leaders of the various classes together will constitute the Students' Welfare Council.

3. The President and the Secretary of the Student's Welfare Council will be elected by the members of the Students' Council.
4. The Students' Welfare Council will meet on the first Monday of every month or whenever convened to consider matters that concern their studies and well being. The Principal will be the moderator at such meetings.
5. The Students' Welfare Council may also make recommendations to improve the general discipline of the College and promote student services.
6. On special occasions the Principal may convene the College Assembly and attendance at such meetings is obligatory to all the students.

VIII. N.C.C.AND N.S.S. TRAINING

1. The students are advised to join NCC in large number.
2. The N.S.S. Training is obligatory to all medically fit men and women students of the I year Degree classes.
3. The N.C.C. / N.S.S. members are required to put in atleast 75% attedance, failing which, their admission to the College will not be renewed the next year.

IX. COLLEGE LIBRARY

1. The College Library will be open on all working days from 9-00 a.m. to 5-00 p.m.
2. Each student will be given two Borrower's Cards. He/She can borrow any two books by surrendering these cards to the Library.
3. The application for books duly filled up should be dropped in the box kept for this purpose by 9-30 a.m. Books will be ready for issue by 4 p.m. The application will be treated as cancelled if the book is not taken before the close of the Library, for the day.
4. One week's time will be given for any book borrowed and renew-als are made only on physical production of the book and subject to lack of demand for the book from others. A fine of Re. 1-00 per day per book will be levied for belated returns/renewals.
5. Reservations for books may also be made on the application forms by subscribing the word 'Reservation wanted upto-' on the appli-cation form. Reservation can be made for a maximum period of 10 days. But no guarantee of availability of books can be given.
6. Sub-lending of books is strictly prohibited.
7. Any damage to books in the custody of the borrower will have to

be paid for and if the book is lost, the cost of the book with the prescribed penal fee shall have to be paid.

8. Strict silence should be maintained in the Library.
9. A classified Card Catalogue with two parts Viz., classified part and alphabetical index is maintained in the Library for reference and information about the books.

X. THE BOOK BANK

1. The Book Bank is a unit of the College Library which has been established with the assistance of the University Grants Commission and some of the organisations. It contains text books on various subjects which are lent to poor and deserving students on long term basis.
2. Applications in the prescribed form will be invited from the students for borrowing these books at the beginning of the year.
3. Two or more books will be issued to the students subject to the availability of the book.
4. The books issued to the students may be recalled at any time if circumstances demand it.
5. The books are to be returned to the College at the end of the Academic year immediately after the University Examination.
6. Loss or damage of the books should be paid for.

Overnight Lending Facility: Students wishing to avail this facility shall deposit Rs. 50/- with the college. This deposit will be returned on 1st June of succeeding academic year.

XI. SWAMY VIVEKANANDA STUDIES CENTRE

Swamy Vivekananda Studies Centre was established in our college in 2010 under the U G C scheme, Epoch making Social Thinkers of India. The Centre Provides ample opportunities for the youth to grow into outstanding leaders who would serve the

society with commitment and conviction. Under the banner of this centre several Seminars, Symposiums and Workshops have been conducted. The main focus has been given for the Leadership and Personality Development of the students. The National Youth day is being celebrated every year to observe the **Birth Day of Swamy Vivekananda**. Vivekananda's statue has been installed in the garden in commemoration of the 150th Year of Swamiji in the Year 2012-13

XII. COLLEGE HOSTELS

1. The College has three Hostels - two for men (Dr. Madhava Pai Vidyarthiniketan & Vivekananda Hostel) and one for women (Sharada Sadana)
2. The Hostels are run under the general control of chief Warden and Wardens where the residential wardens are chosen for every Block will keep a general supervision in maintaining the discipline and cleanliness of the Hostels.
3. The men's Hostel students are given the provision of both Veg. and Non-Veg. messes whereas the women's Hostel students have only Veg. mess. These messes are run by the nominated secretaries on on loss, no profit basis.
4. The monthly bills shall be paid in full within Ten days of the publication of the bills after which a fine of Re. 1-00 per day will be charged.
5. The inmates shall not deal with the Hostel staff directly, However, they are free to give their opinions / suggestion to the Warden.
6. **The Hostellers are not permitted to leave the hostel and go out without the prior approval of the Warden.**
7. The Hostellers must maintain absolute silence and engage themselves in studies in their respective rooms after their class hours
8. **No Hosteller shall enter or leave the Hostel premises after 7-00p.m. in the Men's Hostel/ 6-00 p.m in the Women's Hostel.**
9. Smoking and drinking liquor, playing cards and other unhealthy habits are strictly prohibited and considered indiscipline and punishable
10. A Hosteller will be sent out of the Hostel for irregularity in studies, cutting class, etc.
11. **Hostellers are not allowed to accomodate or entertain any guests or friends to the hostel or permises.**
12. **If the inmates are found using tape recorder, Immersion coil or any electrical appliance, the same may be seized by the authority.**
13. A Hosteller will summarily dismissed from the hostel without any enquiry if He/She is found guilty of misconduct.
14. Cases of illnes should immediately be reported to the warden who take up the neccessary arrangement for the medical treat ment.

15. Any Hosteller is found wasting water or electricity, will be penalised severely.
16. Ragging in any form is strictly prohibited.
17. Mattresses are provided on rental basis for one year. However it is obligatory for the Vivekananda Hostel
18. The caution deposit should be claimed within three years from the date of joining, otherwise it will lapse of its own as it will be written off.
19. The Hostel authorities reserve the right to add or amend any of these rules.

PARTICULARS REGARDING HOSTEL FEES

1. Hostel Admission Fees	Rs. 100-00
2. Annual Membership Fee	
i) Dr. Madhava Pai Vidyarthi Nikethan (For Men)	Rs. 8,500-00
ii) Vivekananda Hostel (For Men)	Rs. 8,500-00
iii) Sharada Sadana (For Women)	Rs. 8,500-00
3. Caution Deposit (Mess)	Rs. 5,000-00
4. Establishment charges (Except Water & Light Bills) L.H.	Rs. 5,300-00
5. Establishment charges (Except Water & Light Bills) M.H.	Rs. 5,500-00
6. Registration Fees	Rs. 100-00

XIII. FEE SCHEDULE

The tuition fee is paid in two instalments Viz., in June and November.

The fees should be paid on or before the prescribed date failing which a fine of Re. 1/- will be levied per day. This fine will not exceed Rs. 10/-. If the fees are not paid till the end of the month the student's name is liable to be struck off the rolls. If re-admitted the student has to pay a re-admission fee of Rs. 10/- in addition to the fees and fines due.

The fee paid on admission to the college or Hostel will not be refunded on any ground and the student is liable to pay the fees for the entire term, if his/her name is on the rolls during any part of the term.

XIV. SCHOLARSHIPS AND FEE CONCESSIONS

Scholarships and fee concessions are available to the students according to Government Rules. A few endowment scholarships have also been instituted in the College for the deserving students. All scholarships and fee concessions are subject to the satisfactory progress, conduct and attendance.

XV. ISSUE OF CERTIFICATES

1. Students should apply for Certificates such as conduct, Transfer, Date of Birth etc., whenever they desire it, in a prescribed Form along with the fee of Rs. 25/- for each certificate.
2. The certificates will be issued only after 24 hrs. of application as that time is necessary to verify the records before the issue of such certificates.
3. The certificates will be collected by the students either in person or shall be sent by post if the applications are accompanied by self addressed postal envelope. Transfer certificate will normally be sent to the institution to which student has been admitted. On receiving a request through that institution, TC will be sent by Regd. Post AD on payment of additional charges of Rs. 50/-.

XVI. TO PARENTS & GUARDIANS

Parents and guardians are requested to contact the Principal/ Warden very often regarding the progress, conduct and attendance of their son, daughters or wards. They should look into the Cumulative Record of the student and attest the Academic Record after each Test/Terminal examination. They are always welcome to the Hostel and the College. They are requested to co-operate with the Warden and the Principal in upholding the discipline and academic standard in the College and the Hostel.
