(Accredited by NAAC with 'A' Grade)

MU/ACC/UG-Cal/CR-1/2019-20/A6 No.:

Office of the Registrar Mangalagangothri - 574 199

Date: 22/5/2019

NOTIFICATION

Sub: The academic calendar for the year 2019-20 in respect of B.A/ B.Sc./ B.Com/ BSW/ BBA/ BCA/ BA (HRD)/ BA (Security & Detective Science)/ BHM/ B.Sc.(H.S)/ BASLP/ B.Sc. (ID & D, FD, GD)/ B.Sc. (FND)/ B.Sc. (Animation & Visual Effects) B.Sc (F.T) degree courses-reg.

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

The following academic calendar for the year 2019-20 in respect of B.A./ B.Sc./ B.Com/ B.S.W./ B.B.A./ B.C.A./ BA (HRD)/ BA (Security & Detective Science)/ B.H.M./ B.Sc. (H.S)/ B.A.S.L.P./ B.Sc. (ID & D, FD, GD)/ B.Sc. (FND)/ B.Sc. (Animation & Visual Effects) B.Sc (F.T) degree courses (semester scheme) is hereby notified.

1.	Commencement of the academic year	-	17-06-2019
2.	Commencement of I, III & V semester classes	-	20-06-2019
3.	Last date for admission to 1st semester (without penal charges)	-	29-06-2019
4.	Last date for admission with penal charge (penal charge ₹ 100/- for all the courses)	-	15-07-2019
5.	Last date for admission on transfer from college to college	-	20-07-2019
6.	Last date before which the admission statements along with remitted challan copy of Registration fee, sports fee, career guidance fee, NSS programme fee etc. relevant documents to be sent to the University for approval	-	07-08-2019
7.	Last date for forwarding the name of an outstanding NCC cadet, outstanding Sportsman/ woman (other than P.U.C students) with Bio-data relating to NCC/ Sports performance.	-	07-08-2019
8.	Commencement of I Internal exam	-	2 nd week of August 2019
9.	Commencement of II internal exam	-	2^{nd} week of September 2019
10.	NSS/ NCC/ Sports activities	-	July 15 th to October 7 th 2019

11.	Last date for receiving annual magazine from the college for "Best Magazine Contest"		
12.	Last date for receiving annual fee (Affiliation) (Those who are enjoying permanent affiliation)	-	25-10-2019
13.	End of I, III & V semester classes	-	12-10-2019
14.	Vacation	-	13-10-2019 to
			30-11-2019
15.	Commencement of I, III & V Semester examination	-	21-10-2019
16.	Commencement of valuation	-	12-11-2019
17.	Commencement of II, IV & VI semester classes	-	2-12-2019
18.	Christmas vacation	-	24-12-2019 to
			31-12-2019
19.	Commencement of I Internal exam	-	3 rd week January 2020
20.	Cultural programmes	-	Last week of February 2020
21.	Commencement of II Internal exams	-	1st week of March 2020
22.	End of the II, IV & VI semester classes	-	31-03-2020
23.	Commencement of II, IV & VI semester examination	-	08-04-2020
24.	Commencement of valuation	-	29-04-2020
25.	Announcement of results	-	30-05-2020
26.	Re-opening of next academic year	-	12-06-2020

NOTE:

- 1. No admission shall be made to a course/ subject for which the college has not been granted affiliation and no admission shall be made to a course/ subject for which syllabus and regulation are not approved and notified for implementation.
- 2. It shall be the sole responsibility of the Principal/ Head of the Institution to see that the admissions are made as per the regulations prescribed for the course and other guidelines, issued by the University. Admissions made in contravention of regulations and guidelines shall automatically become invalid.

- 3. a) All students who have studied courses other than that of Pre-University Board of Karnataka, CBSE & ISCE examinations from the institution located in Karnataka, shall apply for eligibility certificate in the prescribed proforma along with the Marks Card and all other required documents. No admission of such students shall be made by the Institutions without the production of Eligibility Certificate issued by the University. Foreign students, in particular may be admitted only on production of the following documents:
 - 1) Eligibility Certificate issued by the Mangalore University.
 - 2) Student Visa and
 - 3) AIDs Free Certificate issued by the Competent Authorities.
 - b) All students who have studied courses other than that of Pre-University Board of Karnataka shall produce Migration Certificate at the time of admission.
- 4. a) No student shall be eligible for admission to the first degree course unless he/she has successfully completed PUC examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent there to by the Mangalore University.
 - b) Students of I and II year degree courses shall be enrolled in II and III year degree courses respectively only if they fulfill the requirements as per the regulations. Such students shall pay the tuition fee on or before 29-06-2019 failing which they shall pay the fee with penalty of ₹ 10/- per student per day till 14-07-2019. The names of those who have failed to pay the fees till 14-07-2019 shall be removed from the rolls with effect from 15-07-2019 and they will have to seek readmission. Such candidates may be re-admitted even beyond 15-07-2019 at the discretion of the Principal/ heads of Institution provided there are vacancies and provided further that they had attended classes previously (as seen from the attendance register of the college prior to their names being removed from the rolls).

The candidates shall be deemed to have been absent from the date on which his/her name is removed from the rolls till the date of his/her re-admission. Such students are also required to fulfill the attendance requirements as laid down by the University.

- 5. No admission shall be made in excess of the intake, sanctioned by the University. Such admissions shall be invalid as per section 59(18) of K.S.U. Act 2000.
- 6. All the provisions of regulations in force for the course including attendance requirements and scheme of examination shall be brought to the notice of the students every year at the time of admission and a compliance report to this effect shall be sent along with the statement of admission.
- 7. No transfer admission shall be made without the prior approval of the University.
- 8. The college shall make all admissions within the last date fixed for the courses in the respective year. No admission shall be made after the last date fixed for admission by the University and any admission made to a course after the last date shall automatically become invalid.
- 9. The Principal/ Head of the Institution shall submit the statement of admission online before the last date prescribed for submission. The Registration and other admission fee paid receipts should be submitted on or before 7-8-2019 to the University. The Principal/ Head of the Institution while submitting the statements shall certify that all the admissions made are in accordance with the regulations pertaining to the courses guidelines etc., issued by the University in respect of admissions of the students. He shall also send the compliance report as required under Para 6 of the Notification.

- 10. The Principal/ Head of the Institution are requested to notify this calendar for the information of all staff and students of the Institution.
- 11. In the event of any of the above date being holiday, the activity shall commence on the next working day.

By Order,

Sd/-REGISTRAR

To:

- 1. The Principals of all Affiliated & Constituent Colleges of Mangalore University- with a request to kindly bring into the notice of the students and teachers of your college/institution.
- 2. The Principals of all Autonomous Colleges of Mangalore University.
- 3. The Principal Secretary to Govt. Education Dept (Higher Education), 5th Floor, M. S. Building, Bangalore.
- 4. The Director of Collegiate Education in Karnataka, Bangalore.
- 5. The Director of Pre-University Examination Board, Bangalore.
- 6. The Registrar, Mysore/Bangalore/Karnataka/Gulbarga/Kuvempu Universities.
- 7. The University Librarian, Mangalore University Library, Mangalagangothri.
- 8. The Finance officer/ Registrar (Evaluation), Mangalore University.
- 9. The Director of Students Welfare, Mangalore University.
- 10. The Director of Physical Education, Mangalore University.
- 11. The Director, DUIMS, Mangalore University- with a request to publish in the website.
- 12. M/s. Attris Technologies Pvt. Ltd., C/o. Registrar (Evaluation) Office, Mangalore University, Mangalagangothri.
- 13. N.S.S. Co-ordinator, University College Premises, Mangalore.
- 14. The Deputy Director of Collegiate Education, University College Premises, Mangalore.
- 15. NCC group commander, NCC group, Head quarters, Postbox No. 575, Kankanady, Post office, Mangalore- 575 002.
- 16. The Asst. Registrar SC/ST cell, Mangalore University, Mangalagangothri.
- 17. The Public Relations Officer, Office of the Registrar, Mangalore University.
- 18. The Superintendent of ACC/ ADM/ EST/ DEV/ SND/ GEN Section, Mangalore University.
- 19. P.S. to Vice-Chancellor/ P.A. to the Registrar, Mangalore University.
- 20. A4/A5/ A7/ A8/ A9/ A10 Caseworkers, Academic Section, O/o. the Registrar, Mangalore University.

Bhandarkars' Arts & Science College

(NAAC Reaccredited at 'A' Grade with CGPA of 3.32 on 4 point scale)

NIRF India Ranking 2019 College (Rank band 151-200)

Kundapura - 576 201

Sponsored by THE ACADEMY OF GENERAL EDUCATION MANIPAL

Affiliated to Mangalore University

HAND BOOK FOR THE ACADEMIC YEAR 2019-20



Printed and Published by

THE BHANDARKARS' ARTS & SCIENCE COLLEGE TRUST

Phone: 08254- 230369 Email: info@basck.org Website: www.basck.org

THE COLLEGE ANTHEM

Where the mind is without fear and the head is held high where knowledge is free,

Where the World has not been broken up into fragments by narrow domestic walls,

Where tireless striving stretches its arms towards perfection,

Where the clear stream of reason has not lost its way into the dreary desert sand of dead habit,

Where the mind is led forward by Thee into ever widening thought and action,

Into that heaven of freedom, my Father, let my country awake.

- Rabindranath Tagore

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MANIPAL-576 104

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Sri Santhosh, I.T.

VISION

"To make Higher Education available to all sections of the community emphasizing inculcation of moral and human values"

MISSION

"To provide adequate infrastructure with student centric, research-oriented learning environment and ample scope for value -based, skill-oriented, co-curricular and extra- curricular activities in tune with the technological development in teaching and learning"

QUALITY POLICY

College strives to provide value -based education to suit contemporary needs, making students socially responsible with strong ethical conserns.

ABOUT THE COLLEGE

Bhandarkars' Arts & Science College, Kundapura, sponsored by the Academy of General Education, Manipal, is a First Grade College of Arts. Science and Commerce. This College came into existence mainly as a result of the generous donation of ₹ 2,00,000 by Dr. A. S. Bhandarkar who was then a practising doctor in Bahrain. Many prominent people of Kundapura and Rotary Club of Kundapura strove hard for the establishment of this college which was a long felt need of the taluk. With the co-operation of the public of Kundapura, Academy of General Education, Manipal took up the responsibility of nurturing this institution. The College is established in order to meet the growing demand for the University education and to make it available to the economically less fortunate section of the society to making them academically equiped to face challenges in the age of science, technology & international commerce. The founders also believed that no education would be worth the name, if the instructions in various disciplines are not accompanied by proper shaping of character. The College aims to instil a sense of discipline and purpose, the cultivation of proper attitudes and an awareness of various responsibilities which the youth would be called upon to shoulder in their lives. In addition, a stress on civic virtues and a sense of social values are among the thing sought to be impressed upon those who seek admission here.

WORKING HOURS:

Regular Classes:

Between 9.30 a.m. and 4.40 p.m. on Monday to Friday

Between 9.30 a.m. and 1.05 p.m. on Saturday.

Lunch Break: 1.05 p.m. to 1.55 p.m.

Office & Library: 9.15 a.m. to 5.15 p.m. (Monday to Friday)

9.15 a.m. to 1.00 p.m. (Saturday)

EC & CC activities:

2.00 pm to 4.40 pm on all Wednesdays

Extra, Compensatory and Remedial classes are engaged on Saturday afternoons and Sundays.

Sunday is a weekly holiday.

NORMS & REGULATIONS

The college lays great emphasis on the development of character among the students and expects them both inside and outside the college to be worthy of the highest standards of behaviour. Students are particularly, advised to cultivate courtesy, compassion, helpfulness and tolerance as the virtues. The students are admitted to the college on the clear understanding that they cheerfully adhere to and carry out all the rules and disciplinary regulations of the college. (The following rules and regulations have been framed to achieve the above objectives.)

Discipline:

 In accordance with the decisions of Parents' & Teachers' Association and the Management, it is mandatory for all students to follow the uniform dress code as prescribed by the college, while they are in the campus. Students should strictly adhere to the colour combination of the uniform and any variation in this regard will invoke strict disciplinary action against such students.

Girl students are permitted to wear the scarf inside the campus, however the colour of the scarf should be test of their dupatta. No student is allowed to wear any other cloth inside the campus including the college canteen.

Boy students should have a clean shaving and leaving beard is not allowed inside the campus.

- 2. Students will wear their ID cards while in the campus and produce the same when demanded by the teachers or by the Principal any where in the college. The students not wearing their ID cards will have to pay a fine of ₹ 100/- for the first violation and the penalty amount gets multiplied for subsequent violations.
 - **SPECIAL NOTE:** Failure or refusal to produce the Identity Card when demanded by the teacher or the Principal amounts to a clear case of disobedience and breach of discipline.
- 3. Smoking, Intoxication, consuming alcoholic drinks/drugs are strictly prohibited in the campus and outside while in uniform.
- Students shall not loiter in the corridors and in the campus during leisure hours. Free hours must be utilized productively in the College

Library/Indoor Sports Complex. All the movements in the campus and from one class room to another should conform to the standard of academic decorum and dignity.

Students should note the following schedule of bells at the beginning of each session.

I Bell - Students enter their respective classes and occupy their places.

II Bell - Teachers enter the classrooms

- 6. Students will enter the classrooms in time. Those who come late can enter the class only with the permission of the lecturer.
- Principal is authorized to take appropriate disciplinary action against those students who habitually come late or deliberately skip classes without valid reasons.
- 8. The names of the students who remain absent continuously for more than a week without the permission of the Principal shall be removed from the rolls unless satisfactory reasons are given for their absence.
- 9. The students are advised and are expected to maintain a quiet and disciplined atmosphere in the classroom in order to facilitate the teaching and learning process. Under all circumstances, the students are firmly advised to approach their respective Academic Advisers, the Student Welfare Officer and the officer in charge of the Students' Grievances Redressal Cell to sort out their problems in a cordial manner. The students are also strongly advised not to vitiate the educational atmosphere by boycotting classes or instigating others to do the same. Since such indisciplinary acts adversely affect thousands of students seeking higher education in the College, the administration takes a stern view of any such attempt and shall take appropriate action against the offending students.

SPECIAL NOTE: Neither the principal nor the Administration of the college permit boycotting of the classes or strikes for any reason whatsoever. The lack of attendance during the strike period will be treated as unauthorised absence.

The students are earnestly advised to treat and protect the properties
of the college with utmost care. Wilful damage to the college properties
like books, furniture, water and gas installations and electrical,

electronic and other installations will be borne by the student/s responsible for it.

SPECIAL NOTE: Any Damage to College property caused by vandalism or wanton behaviour of the student/s will have to be met with and the cost of repairs and rectification shall be recovered from all the students concerned if students do not cooperate in detecting the real culprits.

- 11. While the college does not hold itself responsible for any questionable conduct of the student outside the premises, the' Principal may take cognisance of any serious misconduct outside, which is likely to reflect badly upon the fair name of the college and take such disciplinary action against the offender as he deems fit and proper.
 - Irregular attendance, habitual late-coming or indifference with regard / to class work will be regarded as sufficient reasons for punishment by the Principal and this may amount to dismissal from the college.
- 13. The Principal in consultation with the College Staff council, shall have the power to rusticate any student from the college, if in the opinion of the council, his/her continuation in the college is untenable in the interest of over-all discipline of the college.
- 14. In the classroom, every student is required to sit in the seat allotted to him/her by the staff concerned. Refusal to occupy the seat allotted to him/her amounts to an act of indiscipline and may invoke disciplinary action against such students.
- 15. Absence in the class test or college examination without prior permission of the staff concerned / the Principal is considered as an act of indiscipline.
- 16. Students are advised to participate in educational tours, field visits, surveys, sports events/athletic meets, workshops and seminars, accompanied by the concerned teaching faculty, with the written consent of the Principal. The College does not organise picnics or pleasure trips. Students are strictly prohibited from participating in any such activities.
- Cell PhonesIMobile Phones are strictly prohibited in the College premises as per University guidelines. In exceptional cases, students may be permitted to bring mobile / cell phones at a special request of

their parents. However, such cell phones/ mobile phones shall be placed in the custody of a special counter created for this purpose in the College students Service Centre and a nominal fee will be charged for custodianship. In any case, students are not permitted take the cell phones/ mobile phones inside the classroom or carry them in the campus.

Ragging is totally prohibited in the institution. Ragging covers all acts
of violence, physical or mental between two or more senior or junior
students. Anyone found guilty of ragging is liable to be punished.

SCHOLARSHIPS, FREESHIPS:

The award of scholarships, freeships and fee concessions to students is subject to good conduct, satisfactory progress and sufficient attendance as per the orders of the Government. The Principal may withhold the concessions, scholarships or freeships or any other kind of financial assistance if he is convinced that a student has absented himself /herself from tests and examinations without valid reasons or his/her performance in the tests and examinations is not satisfactory.

THE ACADEMIC ADVISORY SYSTEM:

- To review students' academic progress regularly and communicate the same to the parents/guardians as well as to the Principal.
- To guide and help the students in curricular and co-curricular activities.
- To monitor the students' attendance, attitude, behaviour and conduct in the campus.

LABORATORIES:

- 1. Students should be regular and punctual to their practical work.
- 2. All equipments and materials given to students for practical work should be handled with care. The cost of damages and breakages shall have to be borne by the student/s concerned.
- 3. Absolute silence should be maintained in the laboratories.
- Students shall enter the laboratories only with the permission of the lecturers in charge of the Laboratories with observation note book and practical record book.
- 5. Record of practical work must be regularly maintained and submitted once a week to the teacher concerned. The students failing to submit

the record books on time, will not be permitted to enter the laboratory for further practical classes.

6. All the students shall be present at their work tables in the laboratory at least five minutes before the commencement of the practical classes. They should check the apparatus provided to them before the commencement of the experiment and hand them over to the department attendant after completing the experiment.

LIBRARY:

The library is kept open from 9-00 a.m. to 5-15 p.m. on working days from Mondays to Fridays and from 9-00 a.m. to 1-00 p.m. on Saturdays.

Reading room of the college library should be used only for silent study. The students are not allowed to speak or hold discussion in the reading room. A student shall be permitted to enter the Library only on depositing his/her identity card at the library counter.

Library is open to students, members of the staff and to others on special permission of the Principal. Absolute silence should be observed in the library.

- 1. Two books will be issued to each student.
- 2. Request for books can be made through prescribed application slips, duly filled and dropped into separate boxes before 9-45 a.m.
- 3. Available books will be issued between 12-45 p.m. and 5-00 p.m. on the same day. If the books are not taken delivery during the stipulated time, they may be collected next day before 9-30 a.m
- 4. A student is allowed to keep the books for a maximum period of seven days. Any delay in returning the books after the due date is subject to a fine of Rupee one per day per book.
- 5. For extension of books beyond the period of 7 days, the book must be returned on due date and a fresh application must be made. The book may be issued to the same person if there is no demand for the same book from others.
- 6. Please take great care of the library books. Do not spoil the book by scribbling or underlining in the books.
- 7. A student borrowing books from the library must bring to the notice of librarian about any discrepancies like missing of pages immediately after the issue of books. If any pages of the book are torn or removed

and the same should be reported to the librarian, a full cost of the book will be realized from the immediate previous borrower of the same book.

- 8. Sub-lending of books is strictly prohibited.
- 9. Current periodicals, journals and reference books are not permitted to be taken out of the library.
- 10. The facility of "Overnight lending" of books against a deposit of ₹100/is available to the students after the opening of the college for the new
 academic year till the end of March of the same academic year. The
 books under this facility will be issued after 3-00 p.m. and are to be
 returned by 9-15 a.m. on the next working day.
- 11. All the books borrowed from the library should be returned immediately after the completion of the examination or while applying for Transfer Certificate (in the middle of the academic year.)

BOOK BANK

The college book bank provides certain text books on loan to the poor and deserving students for which the students concerned should apply to the Librarian, as soon as it is notified on the college notice board. The students who borrow the books under this scheme can retain these books with them till the end of semester. 10% of the cost of the book or ₹ 5.00 per book whichever is less will be collected as service charge.

ISSUE OF CERTIFICATES

The transfer certificate normally is not handed over to the student in person; but it is sent to the institution which he/she intends to join. The application for Transfer Certificate should be counter signed by the head of the institution where the student has sought admission.

Application for transfer certificate should contain the following particulars:

- Student's name with initials.
- The date of joining the College and the class to which the student was priorly enrolled.
- The class in which the student was studying at the time of leaving the college, the date of leaving and the Roll Number.

- The language offered under Group III (b) and the optional subjects in Group I.
- The University / Board Examination passed with year of passing and Register Number of the examination.

The students applying for transfer certificate should pay the T.C. fee of ₹ 150/- only. If the T.C. is required by post, an additional amount of ₹ 50/- is to be paid towards postal expenses. T.C. will be issued to student only when he/she has no dues payable to the college. A student has to pay full term fees even if he/she has attended the class only for one day during the term.

The Transfer Certificate will be issued to a student only once. A fee of ₹ 300/- will be charged for the duplicate copy of the transfer certificate. A student who intends to get a duplicate transfer certificate should make a declaration on a stamp paper worth ₹ 20/- to the effect that he/she has not used the same for joining some other course.

The other certificates such as Conduct, No Dues, Date of Birth, Physical Education etc., will be issued to a student against payment of ₹ 75/- for each certificate duplicate form of these certificates will be issued on payment of ₹ 150/- for each copy.

Transfer Certificates and other certificates for students who wish to withdraw at the end of the Academic Year will be issued only after the announcement of the results of the final examination.

Official conduct certificate is a document which a student has to earn by his/her conduct and behaviour during his/her college career and should not be considered as a matter of right.

SPECIAL NOTE: The Principal may refuse to issue the conduct certificate to any student whose conduct, in his opinion, has not been satisfactory.

MEDICAL INSPECTION

All the students admitted to the college are required to undergo clinical examination by the medical officers nominated by the college on the prescribed dates. A student who fails to report to the medical officer for inspection shall pay a penalty of ₹ 100/-.

The Silent 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 hourse, 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 evolution, one credit is equivalent to 50 marks in a semester. On the basis of these parameters, a three year programme will have a maximum of 100 or 10 credits.

The other features of the CBSC (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)
- The relative importance of course of study and activities are quantified in terms of Credits. Total credit of the programme is in the range of 100-104.
- iv Each programmed of study will have "Core course (Group-I)' 'Elective (Group-II)" "Foundation course (Group - III)" and "Extra and Co-curricular Activities (Group-IV)"
- v. The declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester and the Cumulative Grade point Average (CGPA) earned towards the end of 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 credit in each Sem.

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

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

Actives

MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES:

The candidate shall complete the programme within the six year from the date of admission to the programme. No candidate shall be permitted to appear fro the examinations after the prescribed maximum period for completing the programme.

COURSE OF STUDY: Course of study shall comprise the following,

GROUP - I: Core Courses

Core courses will consist of compulsory / optional course which are compulsorily studies by a student in all six semesters.

GROUP - II: Elective Courses

There shall be Elective Course from I to IV Semester which shall be:

- i Supportive to the discipline of study.
- ii Providing an expanded scope
- iii Enabling an exposure to some other discipline/domain.
- iv Nurturing student's proficiency/skill.

The student shall opt any one of the elective Course in each Semester.

GROUP - III Foundation Course (I-IV Semesters)

- a) Compulsory Foundation: LANGUAGES
- b) Elective Foundation (Common for all programmes):
 - i. Constitution of India ii. Human Rights
 - iii. Gender Equity iv. Environmental Studies
 - shall be as compulsory course, to be studied by a student in I to IV. Semesters.

GROUP - IV: Co and Extra - Curricular Activities

A Student shall opt for any one of the following activities in the first four semesters offered in the college 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 The evaluation of Co-and Extra - Curricular Activities is as per the procedure evolved by the University from time to time.

Internship / Industrial Practicum / Project work in the degree programmes, if any, shall be as precribed by the Board of studies of concerned course / Programmes whether it is of full semester (6th Semester) project or in lieu of one of the course of 6th Semester.

ATTENDANCE:

A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/ she attends not less than 75% of number of classes actually held up to the end of the semester in each of the course. There shall be a minimum of 50% attendance requirement for the Extra-and-Co-Curricular Activities opted by the candidate as per clause 8.4

A candidates who does not satisfy the requirement of attendance in one course shall not be eligible to take the whole University examination of that semester and he/she shall seek re admission to that Semester of that programmes in a subsequent year.

If a candidate Represents his/her institution/ University/ Karnataka State/ Nation in Sports/ NCC/NSS/ Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number participated including the travel period, based on the recommendation of the Head of the Institution concerned. If a candidate participates in national level events such as republic Day Parade etc., he/she may be permitted to claim attendance for actual number of days participated including the travel p[period based on the necessary certificated and recommendation of the head of the Institution concerned.

COURSE PATTERNS AND SCHEMES OF EXAMINATIONS:

INTERNAL ASSESSMENT:

The internal assessment marks for a course shall be based on two tests or one test and one assignment. The test shall be of at least one hour duration to be held during the semester. The average marks of the two tests or one test and one assignment shall be taken as the internal assessment marks.

The marks of the internal assessment shall be published on the notice board of the college for information of the student before forwarding to University and the relevant records to be retained by the college for at least six months.

There shall be no minimum in respect of internal assessment marks.

Internal assessment marks shall be shown separately in the marks card. A candidate, who has failed or rejected the result, shall retain the internal Assessment marks

REGISTRAION FOR EXAMINATIONS: A candidate shall register for examination of all the course of a semester when he/ she appears for the examination of that semester for the first time.

CONDUCT OF EXAMINATIONS:

There shall be Theory/ and examination at the end of each semester, ordinarily during October/ November for odd semesters and during April/ May for even semesters, as prescribed in the Scheme of Examinations. Unless / otherwise stated in the scheme of examination, Practical examinations shall be conducted at the end of each semester after 16 weeks.

The candidate shall submit the self-written record book for practical examination duly certified by the course teacher and the H.O.D./staff in charge of that semester. It shall be evaluated at the and of each Semester during the Practical examination.

Carry Over:

A Candidate who fails in a lower semester examination may go to the higher semester and take examination.

CLASSIFICATION OF SUCCESSFUL CANDIDATES:

The results of successful candidates at the end of each semester shall be declared in terms of Semester Grade Point Average (SGPA). The results

at the end of the programme shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the six semesters and corresponding programme alpha - sign grade. The SGPA in a Semester and the CGPA and the alpha-sign grade at the end of sixth semester shall be computed as follows:

Semester Grade Point Average (SGPA): The grade points in a course shall be assigned on the basis of actual marks scored (end Semester examination and I.A.) in that course as per the table given below provided they have secured a minimum of 35% marks in the end Semester examination. The candidate securing less than 35% marks in the end Semester examination in any unit/theory / Practical/ project work/ dissertation/internship shall be declared to have failed in that unit indicated with FF grade. A student obtaining grade FF or absent will be required to reappear for the examination of that course.

Table I: Semester Grades and Grade Points

Grade point
10
9.5
9
8.5
8
7.5
7
6.5
6
5.5
5
4.5
4
0

^{*} Limits are considered after rounding it to the nearest whole number

The SGPA is the ratio of the product of the number of grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all theses course3 undergone by a student during that semester. It Shall be expressed up to two decimal places.

Cumulative Grade Point Average (CGPA):

It is a measure of overall performance of student over all semester. The

CGPA is the ratio of total credit points secured by a student in various courses in all the semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

CGPA will not be declared in the case of such candidates who either secure grade FF or absent if any one of the courses.

There is no minimum mark for Group - IV courses. However, the candidate has to be awarded with PP grade (I-IV Semester) under SGPA and Grade Point if he/she attends a minimum of 50% of classed in that semester.

Otherwise a candidate is not eligible for SGPA/ alpha-sign grade. However, if he/she secures more marks, he/she is given higher corresponding grade.

The alpha-sign grade of a programme is determined based on CGPA as given below

Table 4: Programme alpha-sign grade

Programme alpha-sign grade	CGPA
O+	More than or equal to 9 but less than 10
0	More than or equal to 8 but less than 9
A+	More than or equal to 7 but less than 8
А	More than or equal to 6 but less than 7
B+	More than or equal to 5.5 but less than 6
В	More than or equal to 5 but less than 5.5
С	More than or equal to 4 but less than 5

Marks cum Grade Card: Marks awarded in each course to a candidate will be shown in the marks cum grade card along with alpha-sign grades, grade points, SGPA, and CGPA. The University shall issue the Marks cum Grad Card for each semester and a Programme Grade Card indicating the performance in all semesters. The Marks Card cum Grade Card may also indicate that the grade points are in 10 point scale.

MINIMUM FOR A PASS:

A candidate shall be declared to have passed the undergraduate programme if he/she secure at least a CGPA of .0 (Programme alpha -sign grade C)

The candidates who pass all the semester examinations in the first attempt in three years are eligible for rank provided they secure at least a CGPA of 6.0 (at least alpha-sign grade A).

The result of the candidates who have passed the sixth semester examination but not passed the lower semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

A Candidate who passes the semester examinations in part is eligible for only CGPA and alpha -sign grade but not for ranking.

There shall be no minimum in respect of internal assessment and vivavoce marks.

A Candidate who fails in any of the course/Project Work/Project Report/ dissertation shall reappear in that course/Project Work/Project report/ dissertation and pass the examination subsequently.

REJECTION OF RESULTS:

A candidate may be permitted to reject the result of the whole examination of any semester. Rejection of result course wise shall not be permitted. A candidate who has rejected the result shall appear for the immediately following regular examination.

The rejection shall be exercised only once in each semester and the rejection once exercised cannot be revoked.

Application for rejection along with the payment of the prescribed fee shall be submitted to the Register (Evolution) through the College of study together with the original statement of marks within 30 days from the date of publication of the result.

A candidate who rejects the result in eligible for only class and not for ranking

JUNE 2019 DATE DAY **PARTICULARS** Sat Sun 2 Mon 3 Tue 4 Wed 5 Thu 6 Fri 7 Sat 8 Sun 9 Mon 10 Tue 11 Wed 12 Thu 13 Fri 14 Sat 15 Sun 16 Mon 17 College Re-opens Tue 18 Wed 19 Thu 20 Beginning of I, III & V Sem. classes International Yoga Day Celebration Fri 21 Sat 22 23 Sun Mon 24 Tue 25 Wed 26 Thu 27 Fri 28 Sat 29 Sun 30

JULY 2019 DAY DATE **PARTICULARS** Mon Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 7 Sun Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 P. T. A. Meeting for I degree students. Sat 13 14 Sun Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31

AUGUST 2019 DATE DAY **PARTICULARS** Thu Fri 2 Sat 3 4 Sun Mon 5 Tue 6 Class Test I Wed 7 Thu 8 Fri 9 Sat 10 Sun 11 Mon 12 Bakrid (H) Dr. H. Shantaram Sahithya Prashasthi Tue 13 Wed 14 Independence Day Thu 15 Fri 16 17 Sat Sun 18 Mon 19 Tue 20 Jeevana Moulya Shikshana Shibira Wed 21 Thu 22 Fri 23 24 Sat Sun 25 Mon 26 Tue 27 Wed 28 Thu 29 Fri 30 Sat 31

		SEPTEMBER 2019
DAY	DATE	PARTICULARS
Sun	1	
Mon	2	Varasiddivinayaka Vrata (H)
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	Moharam (H)
Wed	11	
Thu	12)
Fri	13	Class Test II
Sat	14	J
Sun	15	
Mon	16	
Tue	17	
Wed	18	Dr. H. Shantaram Gamaka Vachana & Vyakarana
Thu	19	Prashasti
Fri	20	
Sat	21	P. T. A. Meeting for III Degree students.
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	Mahalaya Amavasya (H)
Sun	29	
Mon	30	

OCTOBER 2019

	DATE	PARTICULARS
Tue	1	
Wed	2	Gandhi Jayanthi
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	Mahanavami (H)
Tue	8	Vijayadashami (H)
Wed	9	
Thu	10	
Fri	11	
Sat	12	End of I, III & V Sem. classes
Sun	13	
Mon	14	
Tue	15	
Wed	16	
Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	Commencement of I, III & V Sem. exams
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	Balipadyami, Deepavali (H)
Wed	30	
Thu	31	

		NOVEMBER 2019
DAY	DATE	
Fri	1	Kannada Rajyothsava - Yakshagana Puraskara
Sat	2	
Sun	3	
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	Eid - Milad (H)
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	Kanakadas Jayanthi
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	

		DECEMBER 2019
DAY	DATE	PARTICULARS
Sun	1	
Mon	2	Commencement of II, IV & VI Sem. classes
Tue	3	
Wed	4	
Thu	5	Founders Day
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	Christmas H
Wed	25	
Thu	26	
Fri	27	Vacation
Sat	28	
Sun	29	
Mon	30	
Tue	31	

JANUARY 2020 DAY DATE **PARTICULARS** Wed Thu 2 Fri 3 4 Sat Sun 5 Mon 6 Tue 7 Wed 8 Thu 9 Fri 10 Sat 11 Sun 12 Mon 13 Tue 14 Makara Sankranthi Wed 15 Thu 16 Fri 17 Sat 18 Sun 19 Mon 20 Tue 21 Class Test I Wed 22 Thu 23 Fri 24 Sat 25 Republic Day Sun 26 Mon 27 Tue 28 Wed 29 Thu 30 Fri 31

		FEBRUARY 2020
DAY	DATE	PARTICULARS
Sat	1	P. T. A. for III degree students
Sun	2	
Mon	3	
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	Sports Day
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27)
Fri	28	College Annual Day Celebrations
Sat	29	,

		MARCH 2020
DAY	DATE	PARTICULARS
Sun	1	
Mon	2	
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12)
Fri	13	Class Test II
Sat	14	J
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tue	31	End of II, IV & VI Sem Classes

APRIL 2020 DAY DATE **PARTICULARS** Wed Thu 2 Fri 3 Sat 4 Sun 5 Mon 6 Tue 7 Commencement of II, IV & VI Sem. exams Wed 8 Thu 9 Fri 10 Sat 11 12 Sun Mon 13 Dr. B.R. Ambedkar Jayanthi Tue 14 Wed 15 Thu 16 Fri 17 Sat 18 19 Sun Mon 20 Tue 21 Wed 22 23 Thu Fri 24 Sat 25 Sun 26 Mon 27 Tue 28 Wed 29 30 Thu

Award of Gold Medals:			
SI. No.	Name of the Endowment prize	Conditions	
01	Dr. T.M.A. Pai Gold Medal: Instituted by Bhandarkars' College Trust	best out-going student of the college	
02	Dr.H.Shantaram Gold Medal Instituted by well wishers of Dr.H.Shantaram	Awarded to a VI Semester B.B.M. student who obtains highest marks in all the previous IV semesters and passes in Ist attempt.	
03	Prof. T. Krishna Rao Memorial Gold Medal: Instituted by Ananda, Librarian	Awarded to a student who obtains highest marks in III B.Com. Financial Accounting of University Examination.	
04	Kumbashi Radhabai Venkataramana Prabhu Memorial Gold Medal:Instituted by	Girl student of M.Com. who secured highest marks in I, II & III sem university Examinations.	
05.	Dr. H. Shantaram Navati Gold Medals Instituted by Smt. Vijayalaxmi Shantaram, Manipal	Best outgoing students - one each from Science, Humanities and Commerce streams	
06.	Dr. K. Ramananda Shetty Memorial Gold Medal - Instituted by Smt. Beena Ranjith Shetty, Kundapura	Awarded to a B.Sc. student who obtains highest marks in all six semesters of Mangalore University examination.	
07.	Student Adoption Scheme: Instituted by Sri Prakash Kamath & Brothers	One student each from Arts, Science & Commerce Preferably girls.	

Scholarships:			
SI. No	Details of Scholarships	Conditions for Award	
01	Sir C.V.Raman Scholarships	Students studying in first year B.Sc., any two subjects to be taken for study (Physics, Chemistry, Mathematics, Botony, Zoology). For SC/ST 60% and for others 65%	
02	Scholarships to Physically Handicapped students	Physically Handicapped student.	
03	Sanchi Honnamma Scholarships	Lady students who obtained not less than 60% marks in the qualifying II year PUC Examination. Student should studied in Kannada medium at Govt. School upto 7th std.	
04	Post Metric Scholarships to SC/ ST Students	Parent annual income should not be more than 2.5 lakhs.	
05	Other Backward Class Scholaships	Parents annual income should not be more than 1,00,000/-	
06	Smt. Seetha Bai Sridhar Godbole Memorial Scholarship	Scholarship by the Academy of General Education Manipal Merit -cum -Means	
07	Scholarships to the children of Beedi workers	Children of Beedi Workers	
08	Bhandarkars' College Trust Scholarships	Merit	
09	Heggunje Rajeeva Shetty Charitable Society ®	Merit cum Means	

(Accredited by NAAC with 'A' Grade)

MU/ACC/UG-Cal/CR-1/2019-20/A6 No.:

Office of the Registrar Mangalagangothri - 574 199

Date: 22/5/2019

NOTIFICATION

Sub: The academic calendar for the year 2019-20 in respect of B.A/ B.Sc./ B.Com/ BSW/ BBA/ BCA/ BA (HRD)/ BA (Security & Detective Science)/ BHM/ B.Sc.(H.S)/ BASLP/ B.Sc. (ID & D, FD, GD)/ B.Sc. (FND)/ B.Sc. (Animation & Visual Effects) B.Sc (F.T) degree courses-reg.

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

The following academic calendar for the year 2019-20 in respect of B.A./ B.Sc./ B.Com/ B.S.W./ B.B.A./ B.C.A./ BA (HRD)/ BA (Security & Detective Science)/ B.H.M./ B.Sc. (H.S)/ B.A.S.L.P./ B.Sc. (ID & D, FD, GD)/ B.Sc. (FND)/ B.Sc. (Animation & Visual Effects) B.Sc (F.T) degree courses (semester scheme) is hereby notified.

1.	Commencement of the academic year	-	17-06-2019
2.	Commencement of I, III & V semester classes	-	20-06-2019
3.	Last date for admission to 1st semester (without penal charges)	-	29-06-2019
4.	Last date for admission with penal charge (penal charge ₹ 100/- for all the courses)	-	15-07-2019
5.	Last date for admission on transfer from college to college	-	20-07-2019
6.	Last date before which the admission statements along with remitted challan copy of Registration fee, sports fee, career guidance fee, NSS programme fee etc. relevant documents to be sent to the University for approval	-	07-08-2019
7.	Last date for forwarding the name of an outstanding NCC cadet, outstanding Sportsman/ woman (other than P.U.C students) with Bio-data relating to NCC/ Sports performance.	-	07-08-2019
8.	Commencement of I Internal exam	-	2 nd week of August 2019
9.	Commencement of II internal exam	-	2^{nd} week of September 2019
10.	NSS/ NCC/ Sports activities	-	July 15 th to October 7 th 2019

11.	Last date for receiving annual magazine from the college for "Best Magazine Contest"	-	05-10-2019
12.	Last date for receiving annual fee (Affiliation) (Those who are enjoying permanent affiliation)	-	25-10-2019
13.	End of I, III & V semester classes	-	12-10-2019
14.	Vacation	-	13-10-2019 to
			30-11-2019
15.	Commencement of I, III & V Semester examination	-	21-10-2019
16.	Commencement of valuation	-	12-11-2019
17.	Commencement of II, IV & VI semester classes	-	2-12-2019
18.	Christmas vacation	-	24-12-2019 to
			31-12-2019
19.	Commencement of I Internal exam	-	3 rd week January 2020
20.	Cultural programmes	-	Last week of February 2020
21.	Commencement of II Internal exams	-	1st week of March 2020
22.	End of the II, IV & VI semester classes	-	31-03-2020
23.	Commencement of II, IV & VI semester examination	-	08-04-2020
24.	Commencement of valuation	-	29-04-2020
25.	Announcement of results	-	30-05-2020
26.	Re-opening of next academic year	-	12-06-2020

NOTE:

- 1. No admission shall be made to a course/ subject for which the college has not been granted affiliation and no admission shall be made to a course/ subject for which syllabus and regulation are not approved and notified for implementation.
- 2. It shall be the sole responsibility of the Principal/ Head of the Institution to see that the admissions are made as per the regulations prescribed for the course and other guidelines, issued by the University. Admissions made in contravention of regulations and guidelines shall automatically become invalid.

- 3. a) All students who have studied courses other than that of Pre-University Board of Karnataka, CBSE & ISCE examinations from the institution located in Karnataka, shall apply for eligibility certificate in the prescribed proforma along with the Marks Card and all other required documents. No admission of such students shall be made by the Institutions without the production of Eligibility Certificate issued by the University. Foreign students, in particular may be admitted only on production of the following documents:
 - 1) Eligibility Certificate issued by the Mangalore University.
 - 2) Student Visa and
 - 3) AIDs Free Certificate issued by the Competent Authorities.
 - b) All students who have studied courses other than that of Pre-University Board of Karnataka shall produce Migration Certificate at the time of admission.
- 4. a) No student shall be eligible for admission to the first degree course unless he/she has successfully completed PUC examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent there to by the Mangalore University.
 - b) Students of I and II year degree courses shall be enrolled in II and III year degree courses respectively only if they fulfill the requirements as per the regulations. Such students shall pay the tuition fee on or before 29-06-2019 failing which they shall pay the fee with penalty of ₹ 10/- per student per day till 14-07-2019. The names of those who have failed to pay the fees till 14-07-2019 shall be removed from the rolls with effect from 15-07-2019 and they will have to seek readmission. Such candidates may be re-admitted even beyond 15-07-2019 at the discretion of the Principal/ heads of Institution provided there are vacancies and provided further that they had attended classes previously (as seen from the attendance register of the college prior to their names being removed from the rolls).

The candidates shall be deemed to have been absent from the date on which his/her name is removed from the rolls till the date of his/her re-admission. Such students are also required to fulfill the attendance requirements as laid down by the University.

- 5. No admission shall be made in excess of the intake, sanctioned by the University. Such admissions shall be invalid as per section 59(18) of K.S.U. Act 2000.
- 6. All the provisions of regulations in force for the course including attendance requirements and scheme of examination shall be brought to the notice of the students every year at the time of admission and a compliance report to this effect shall be sent along with the statement of admission.
- 7. No transfer admission shall be made without the prior approval of the University.
- 8. The college shall make all admissions within the last date fixed for the courses in the respective year. No admission shall be made after the last date fixed for admission by the University and any admission made to a course after the last date shall automatically become invalid.
- 9. The Principal/ Head of the Institution shall submit the statement of admission online before the last date prescribed for submission. The Registration and other admission fee paid receipts should be submitted on or before 7-8-2019 to the University. The Principal/ Head of the Institution while submitting the statements shall certify that all the admissions made are in accordance with the regulations pertaining to the courses guidelines etc., issued by the University in respect of admissions of the students. He shall also send the compliance report as required under Para 6 of the Notification.

- 10. The Principal/ Head of the Institution are requested to notify this calendar for the information of all staff and students of the Institution.
- 11. In the event of any of the above date being holiday, the activity shall commence on the next working day.

By Order,

Sd/-REGISTRAR

To:

- 1. The Principals of all Affiliated & Constituent Colleges of Mangalore University- with a request to kindly bring into the notice of the students and teachers of your college/institution.
- 2. The Principals of all Autonomous Colleges of Mangalore University.
- 3. The Principal Secretary to Govt. Education Dept (Higher Education), 5th Floor, M. S. Building, Bangalore.
- 4. The Director of Collegiate Education in Karnataka, Bangalore.
- 5. The Director of Pre-University Examination Board, Bangalore.
- 6. The Registrar, Mysore/Bangalore/Karnataka/Gulbarga/Kuvempu Universities.
- 7. The University Librarian, Mangalore University Library, Mangalagangothri.
- 8. The Finance officer/ Registrar (Evaluation), Mangalore University.
- 9. The Director of Students Welfare, Mangalore University.
- 10. The Director of Physical Education, Mangalore University.
- 11. The Director, DUIMS, Mangalore University- with a request to publish in the website.
- 12. M/s. Attris Technologies Pvt. Ltd., C/o. Registrar (Evaluation) Office, Mangalore University, Mangalagangothri.
- 13. N.S.S. Co-ordinator, University College Premises, Mangalore.
- 14. The Deputy Director of Collegiate Education, University College Premises, Mangalore.
- 15. NCC group commander, NCC group, Head quarters, Postbox No. 575, Kankanady, Post office, Mangalore- 575 002.
- 16. The Asst. Registrar SC/ST cell, Mangalore University, Mangalagangothri.
- 17. The Public Relations Officer, Office of the Registrar, Mangalore University.
- 18. The Superintendent of ACC/ ADM/ EST/ DEV/ SND/ GEN Section, Mangalore University.
- 19. P.S. to Vice-Chancellor/ P.A. to the Registrar, Mangalore University.
- 20. A4/A5/ A7/ A8/ A9/ A10 Caseworkers, Academic Section, O/o. the Registrar, Mangalore University.

Bhandarkars' Arts & Science College

(NAAC Reaccredited at 'A' Grade with CGPA of 3.32 on 4 point scale)

NIRF India Ranking 2019 College (Rank band 151-200)

Kundapura - 576 201

Sponsored by THE ACADEMY OF GENERAL EDUCATION MANIPAL

Affiliated to Mangalore University

CALENDAR FOR THE ACADEMIC YEAR 2019-20



Printed and Published by

THE BHANDARKARS' ARTS & SCIENCE COLLEGE TRUST

Phone: 08254- 230369 Email: info@basck.org Website: www.basck.org

THE COLLEGE ANTHEM

Where the mind is without fear and the head is held high where knowledge is free,

Where the World has not been broken up into fragments by narrow domestic walls,

Where tireless striving stretches its arms towards perfection,

Where the clear stream of reason has not lost its way into the dreary desert sand of dead habit,

Where the mind is led forward by Thee into ever widening thought and action,

Into that heaven of freedom, my Father, let my country awake.

- Rabindranath Tagore

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MANIPAL-576 104

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Unit- II: Sri Ramachandra Achari, MCA

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Sri Sandeepa, Helper

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Sri Santhosh, I.T.

VISION

"To make Higher Education available to all sections of the community emphasizing inculcation of moral and human values"

MISSION

"To provide adequate infrastructure with student centric, research-oriented learning environment and ample scope for value -based, skill-oriented, co-curricular and extra- curricular activities in tune with the technological development in teaching and learning"

QUALITY POLICY

College strives to provide value -based education to suit contemporary needs, making students socially responsible with strong ethical conserns.

ABOUT THE COLLEGE

Bhandarkars' Arts & Science College, Kundapura, sponsored by the Academy of General Education, Manipal, is a First Grade College of Arts. Science and Commerce. This College came into existence mainly as a result of the generous donation of ₹ 2,00,000 by Dr. A. S. Bhandarkar who was then a practising doctor in Bahrain. Many prominent people of Kundapura and Rotary Club of Kundapura strove hard for the establishment of this college which was a long felt need of the taluk. With the co-operation of the public of Kundapura, Academy of General Education, Manipal took up the responsibility of nurturing this institution. The College is established in order to meet the growing demand for the University education and to make it available to the economically less fortunate section of the society to making them academically equiped to face challenges in the age of science, technology & international commerce. The founders also believed that no education would be worth the name, if the instructions in various disciplines are not accompanied by proper shaping of character. The College aims to instil a sense of discipline and purpose, the cultivation of proper attitudes and an awareness of various responsibilities which the youth would be called upon to shoulder in their lives. In addition, a stress on civic virtues and a sense of social values are among the thing sought to be impressed upon those who seek admission here.

WORKING HOURS:

Regular Classes:

Between 9.30 a.m. and 4.40 p.m. on Monday to Friday

Between 9.30 a.m. and 1.05 p.m. on Saturday.

Lunch Break: 1.05 p.m. to 1.55 p.m.

Office & Library: 9.15 a.m. to 5.15 p.m. (Monday to Friday)

9.15 a.m. to 1.00 p.m. (Saturday)

EC & CC activities:

2.00 pm to 4.40 pm on all Wednesdays

Extra, Compensatory and Remedial classes are engaged on Saturday afternoons and Sundays.

Sunday is a weekly holiday.

NORMS & REGULATIONS

The college lays great emphasis on the development of character among the students and expects them both inside and outside the college to be worthy of the highest standards of behaviour. Students are particularly, advised to cultivate courtesy, compassion, helpfulness and tolerance as the virtues. The students are admitted to the college on the clear understanding that they cheerfully adhere to and carry out all the rules and disciplinary regulations of the college. (The following rules and regulations have been framed to achieve the above objectives.)

Discipline:

 In accordance with the decisions of Parents' & Teachers' Association and the Management, it is mandatory for all students to follow the uniform dress code as prescribed by the college, while they are in the campus. Students should strictly adhere to the colour combination of the uniform and any variation in this regard will invoke strict disciplinary action against such students.

Girl students are permitted to wear the scarf inside the campus, however the colour of the scarf should be test of their dupatta. No student is allowed to wear any other cloth inside the campus including the college canteen.

Boy students should have a clean shaving and leaving beard is not allowed inside the campus.

- 2. Students will wear their ID cards while in the campus and produce the same when demanded by the teachers or by the Principal any where in the college. The students not wearing their ID cards will have to pay a fine of ₹ 100/- for the first violation and the penalty amount gets multiplied for subsequent violations.
 - **SPECIAL NOTE:** Failure or refusal to produce the Identity Card when demanded by the teacher or the Principal amounts to a clear case of disobedience and breach of discipline.
- 3. Smoking, Intoxication, consuming alcoholic drinks/drugs are strictly prohibited in the campus and outside while in uniform.
- 4. Students shall not loiter in the corridors and in the campus during leisure hours. Free hours must be utilized productively in the College Library/Indoor Sports Complex. All the movements in the campus and from one class room to another should conform to the standard of academic decorum and dignity.
- 5. Students should note the following schedule of bells at the beginning of each session.
 - I Bell Students enter their respective classes and occupy their places. II Bell Teachers enter the classrooms.

- Students will enter the classrooms in time. Those who come late can enter the class only with the permission of the lecturer.
- 7. Principal is authorized to take appropriate disciplinary action against those students who habitually come late or deliberately skip classes without valid reasons.
- 8. The names of the students who remain absent continuously for more than a week without the permission of the Principal shall be removed from the rolls unless satisfactory reasons are given for their absence.
- 9. The students are advised and are expected to maintain a quiet and disciplined atmosphere in the classroom in order to facilitate the teaching and learning process. Under all circumstances, the students are firmly advised to approach their respective Academic Advisers, the Student Welfare Officer and the officer in charge of the Students' Grievances Redressal Cell to sort out their problems in a cordial manner. The students are also strongly advised not to vitiate the educational atmosphere by boycotting classes or instigating others to do the same. Since such indisciplinary acts adversely affect thousands of students seeking higher education in the College, the administration takes a stern view of any such attempt and shall take appropriate action against the offending students.

SPECIAL NOTE: Neither the principal nor the Administration of the college permit boycotting of the classes or strikes for any reason whatsoever. The lack of attendance during the strike period will be treated as unauthorised absence.

- 10. The students are earnestly advised to treat and protect the properties of the college with utmost care. Wilful damage to the college properties like books, furniture, water and gas installations and electrical, electronic and other installations will be borne by the student/s responsible for it.
 - **SPECIAL NOTE:** Any Damage to College property caused by vandalism or wanton behaviour of the student/s will have to be met with and the cost of repairs and rectification shall be recovered from all the students concerned if students do not cooperate in detecting the real culprits.
- 11. While the college does not hold itself responsible for any questionable conduct of the student outside the premises, the' Principal may take cognisance of any serious misconduct outside, which is likely to reflect badly upon the fair name of the college and take such disciplinary action against the offender as he deems fit and proper. Irregular attendance, habitual late-coming or indifference with regard / to class work will be regarded as sufficient reasons for punishment by the Principal and this may amount to dismissal from the college.

- 13. The Principal in consultation with the College Staff council, shall have the power to rusticate any student from the college, if in the opinion of the council, his/her continuation in the college is untenable in the interest of over-all discipline of the college.
- 14. In the classroom, every student is required to sit in the seat allotted to him/her by the staff concerned. Refusal to occupy the seat allotted to him/her amounts to an act of indiscipline and may invoke disciplinary action against such students.
- 15. Absence in the class test or college examination without prior permission of the staff concerned / the Principal is considered as an act of indiscipline.
- 16. Students are advised to participate in educational tours, field visits, surveys, sports events/athletic meets, workshops and seminars, accompanied by the concerned teaching faculty, with the written consent of the Principal. The College does not organise picnics or pleasure trips. Students are strictly prohibited from participating in any such activities.
- 17. Cell PhonesIMobile Phones are strictly prohibited in the College premises as per University guidelines. In exceptional cases, students may be permitted to bring mobile / cell phones at a special request of their parents. However, such cell phones/ mobile phones shall be placed in the custody of a special counter created for this purpose in the College students Service Centre and a nominal fee will be charged for custodianship. In any case, students are not permitted take the cell phones/ mobile phones inside the classroom or carry them in the campus.
- Ragging is totally prohibited in the institution. Ragging covers all acts of violence, physical or mental between two or more senior or junior students. Anyone found guilty of ragging is liable to be punished.

SCHOLARSHIPS, FREESHIPS:

The award of scholarships, freeships and fee concessions to students is subject to good conduct, satisfactory progress and sufficient attendance as per the orders of the Government. The Principal may withhold the concessions, scholarships or freeships or any other kind of financial assistance if he is convinced that a student has absented himself /herself from tests and examinations without valid reasons or his/her performance in the tests and examinations is not satisfactory.

THE ACADEMIC ADVISORY SYSTEM:

- To review students' academic progress regularly and communicate the same to the parents/guardians as well as to the Principal.
- To guide and help the students in curricular and co-curricular activities.

 To monitor the students' attendance, attitude, behaviour and conduct in the campus.

LABORATORIES:

- 1. Students should be regular and punctual to their practical work.
- 2. All equipments and materials given to students for practical work should be handled with care. The cost of damages and breakages shall have to be borne by the student/s concerned.
- 3. Absolute silence should be maintained in the laboratories.
- 4. Students shall enter the laboratories only with the permission of the lecturers in charge of the Laboratories with observation note book and practical record book.
- Record of practical work must be regularly maintained and submitted once a week to the teacher concerned. The students failing to submit the record books on time, will not be permitted to enter the laboratory for further practical classes.
- 6. All the students shall be present at their work tables in the laboratory at least five minutes before the commencement of the practical classes. They should check the apparatus provided to them before the commencement of the experiment and hand them over to the department attendant after completing the experiment.

LIBRARY:

The library is kept open from 9-00 a.m. to 5-15 p.m. on working days from Mondays to Fridays and from 9-00 a.m. to 1-00 p.m. on Saturdays.

Reading room of the college library should be used only for silent study. The students are not allowed to speak or hold discussion in the reading room. A student shall be permitted to enter the Library only on depositing his/her identity card at the library counter.

Library is open to students, members of the staff and to others on special permission of the Principal. Absolute silence should be observed in the library.

- 1. Two books will be issued to each student.
- 2. Request for books can be made through prescribed application slips, duly filled and dropped into separate boxes before 9-45 a.m.
- 3. Available books will be issued between 12-45 p.m. and 5-00 p.m. on the same day. If the books are not taken delivery during the stipulated time, they may be collected next day before 9-30 a.m
- 4. A student is allowed to keep the books for a maximum period of seven days. Any delay in returning the books after the due date is subject to a fine of Rupee one per day per book.

- 5. For extension of books beyond the period of 7 days, the book must be returned on due date and a fresh application must be made. The book may be issued to the same person if there is no demand for the same book from others.
- 6. Please take great care of the library books. Do not spoil the book by scribbling or underlining in the books.
- 7. A student borrowing books from the library must bring to the notice of librarian about any discrepancies like missing of pages immediately after the issue of books. If any pages of the book are torn or removed and the same should be reported to the librarian, a full cost of the book will be realized from the immediate previous borrower of the same book.
- 8. Sub-lending of books is strictly prohibited.
- 9. urrent periodicals, journals and reference books are not permitted to be taken out of the library.
- 10. The facility of "Overnight lending" of books against a deposit of ₹100/ - is available to the students after the opening of the college for the new academic year till the end of March of the same academic year. The books under this facility will be issued after 3-00 p.m. and are to be returned by 9-15 a.m. on the next working day.
- 11. All the books borrowed from the library should be returned immediately after the completion of the examination or while applying for Transfer Certificate (in the middle of the academic year.)

BOOK BANK

The college book bank provides certain text books on loan to the poor and deserving students for which the students concerned should apply to the Librarian, as soon as it is notified on the college notice board. The students who borrow the books under this scheme can retain these books with them till the end of semester. 10% of the cost of the book or ₹ 5.00 per book whichever is less will be collected as service charge.

ISSUE OF CERTIFICATES

The transfer certificate normally is not handed over to the student in person; but it is sent to the institution which he/she intends to join. The application for Transfer Certificate should be counter signed by the head of the institution where the student has sought admission.

Application for transfer certificate should contain the following particulars:

Student's name with initials.

- The date of joining the College and the class to which the student was priorly enrolled.
- The class in which the student was studying at the time of leaving the college, the date of leaving and the Roll Number.
- The language offered under Group III (b) and the optional subjects in Group I.
- The University / Board Examination passed with year of passing and Register Number of the examination.

The students applying for transfer certificate should pay the T.C. fee of ₹ 150/- only. If the T.C. is required by post, an additional amount of ₹ 50/- is to be paid towards postal expenses. T.C. will be issued to student only when he/she has no dues payable to the college. A student has to pay full term fees even if he/she has attended the class only for one day during the term.

The Transfer Certificate will be issued to a student only once. A fee of ₹ 300/- will be charged for the duplicate copy of the transfer certificate. A student who intends to get a duplicate transfer certificate should make a declaration on a stamp paper worth ₹ 20/- to the effect that he/she has not used the same for joining some other course.

The other certificates such as Conduct, No Dues, Date of Birth, Physical Education etc., will be issued to a student against payment of ₹ 75/- for each certificate duplicate form of these certificates will be issued on payment of ₹ 150/- for each copy.

Transfer Certificates and other certificates for students who wish to withdraw at the end of the Academic Year will be issued only after the announcement of the results of the final examination.

Official conduct certificate is a document which a student has to earn by his/her conduct and behaviour during his/her college career and should not be considered as a matter of right.

SPECIAL NOTE: The Principal may refuse to issue the conduct certificate to any student whose conduct, in his opinion, has not been satisfactory.

MEDICAL INSPECTION

All the students admitted to the college are required to undergo clinical examination by the medical officers nominated by the college on the prescribed dates. A student who fails to report to the medical officer for inspection shall pay a penalty of ₹ 100/-.

JUNE 2019 DATE DAY **PARTICULARS** Sat Sun 2 Mon 3 Tue 4 Wed 5 Thu 6 Fri 7 Sat 8 Sun 9 Mon 10 Tue 11 Wed 12 Thu 13 Fri 14 Sat 15 Sun 16 Mon 17 College Re-opens Tue 18 Wed 19 Thu 20 Beginning of I, III & V Sem. classes International Yoga Day Celebration Fri 21 Sat 22 23 Sun Mon 24 Tue 25 Wed 26 Thu 27 Fri 28 Sat 29 Sun 30

JULY 2019 DAY DATE **PARTICULARS** Mon Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 7 Sun Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 P. T. A. Meeting for I degree students. Sat 13 14 Sun Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31

AUGUST 2019 DATE DAY **PARTICULARS** Thu Fri 2 Sat 3 4 Sun Mon 5 Tue 6 Class Test I Wed 7 Thu 8 Fri 9 Sat 10 Sun 11 Mon 12 Bakrid (H) Dr. H. Shantaram Sahithya Prashasthi Tue 13 Wed 14 Independence Day Thu 15 Fri 16 17 Sat Sun 18 Mon 19 Tue 20 Jeevana Moulya Shikshana Shibira Wed 21 Thu 22 Fri 23 Sat 24 Sun 25 Mon 26 Tue 27 Wed 28 Thu 29 Fri 30 Sat 31

DAY DATE PARTICULARS Sun 1 Image: Control of the part of th			SEPTEMBER 2019
Mon 2 Varasiddivinayaka Vrata (H) Tue 3 Wed 4 Thu 5 Fri 6 Sat 7 Sun 8 Mon 9 Tue 10 Wed 11 Thu 12 Fri 13 Sat 14 Sun 15 Mon 16 Tue 17 Wed 18 Thu 19 Fri 20 Sat 21 P. T. A. Meeting for III Degree students. Sun 22 Mon 23 Tue 24 Wed 25 Thu 26 Fri 27 Sat 28 Mahalaya Amavasya (H)	DAY	DATE	PARTICULARS
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Fri 27 Sat 28 Mahalaya Amavasya (H) Sun 29	Wed	25	
Sat 28 Mahalaya Amavasya (H) Sun 29	Thu	26	
Sun 29	Fri	27	
	Sat	28	Mahalaya Amavasya (H)
Mon 30	Sun	29	
	Mon	30	

OCTOBER 2019

DAY	DATE	PARTICULARS
Tue	1	
Wed	2	Gandhi Jayanthi
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	Mahanavami (H)
Tue	8	Vijayadashami (H)
Wed	9	
Thu	10	
Fri	11	
Sat	12	End of I, III & V Sem. classes
Sun	13	
Mon	14	
Tue	15	
Wed	16	
Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	Commencement of I, III & V Sem. exams
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	Balipadyami, Deepavali (H)
Wed	30	
Thu	31	

		NOVEMBER 2019
DAY	DATE	
Fri	1	Kannada Rajyothsava - Yakshagana Puraskara
Sat	2	
Sun	3	
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	Eid - Milad (H)
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	Kanakadas Jayanthi
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	

		DECEMBER 2019
DAY	DATE	PARTICULARS
Sun	1	
Mon	2	Commencement of II, IV & VI Sem. classes
Tue	3	
Wed	4	
Thu	5	Founders Day
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	Christmas H
Wed	25	
Thu	26	
Fri	27	Vacation
Sat	28	
Sun	29	
Mon	30	
Tue	31	

JANUARY 2020 DAY DATE **PARTICULARS** Wed Thu 2 Fri 3 4 Sat Sun 5 Mon 6 Tue 7 Wed 8 Thu 9 Fri 10 Sat 11 Sun 12 Mon 13 Tue 14 Makara Sankranthi Wed 15 Thu 16 Fri 17 Sat 18 Sun 19 Mon 20 Tue 21 Class Test I Wed 22 Thu 23 Fri 24 Sat 25 Republic Day Sun 26 Mon 27 Tue 28 Wed 29 Thu 30 Fri 31

		FEBRUARY 2020
DAY	DATE	PARTICULARS
Sat	1	P. T. A. for III degree students
Sun	2	
Mon	3	
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	Sports Day
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27]
Fri	28	College Annual Day Celebrations
Sat	29)

		MARCH 2020
DAY	DATE	PARTICULARS
Sun	1	
Mon	2	
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12)
Fri	13	Class Test II
Sat	14	J
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tue	31	End of II, IV & VI Sem Classes

APRIL 2020 DAY DATE **PARTICULARS** Wed Thu 2 Fri 3 Sat 4 Sun 5 Mon 6 Tue 7 Commencement of II, IV & VI Sem. exams Wed 8 Thu 9 Fri 10 Sat 11 12 Sun Mon 13 Dr. B.R. Ambedkar Jayanthi Tue 14 Wed 15 Thu 16 Fri 17 Sat 18 19 Sun Mon 20 Tue 21 Wed 22 23 Thu Fri 24 Sat 25 Sun 26 Mon 27 Tue 28 Wed 29 30 Thu

Award of Gold Medals:			
SI. No.	Name of the Endowment prize	Conditions	
01	Dr. T.M.A. Pai Gold Medal: Instituted by Bhandarkars' College Trust	best out-going student of the college	
02	Dr.H.Shantaram Gold Medal Instituted by well wishers of Dr.H.Shantaram	Awarded to a VI Semester B.B.M. student who obtains highest marks in all the previous IV semesters and passes in Ist attempt.	
03	Prof. T. Krishna Rao Memorial Gold Medal: Instituted by Ananda, Librarian	Awarded to a student who obtains highest marks in III B.Com. Financial Accounting of University Examination.	
04	Kumbashi Radhabai Venkataramana Prabhu Memorial Gold Medal:Instituted by	Girl student of M.Com. who secured highest marks in I, II & III sem university Examinations.	
05.	Dr. H. Shantaram Navati Gold Medals Instituted by Smt. Vijayalaxmi Shantaram, Manipal	Best outgoing students - one each from Science, Humanities and Commerce streams	
06.	Dr. K. Ramananda Shetty Memorial Gold Medal - Instituted by Smt. Beena Ranjith Shetty, Kundapura	Awarded to a B.Sc. student who obtains highest marks in all six semesters of Mangalore University examination.	
07.	Student Adoption Scheme: Instituted by Sri Prakash Kamath & Brothers	One student each from Arts, Science & Commerce Preferably girls.	

Scholarships:		
SI. No	Details of Scholarships	Conditions for Award
01	Sir C.V.Raman Scholarships	Students studying in first year B.Sc., any two subjects to be taken for study (Physics, Chemistry, Mathematics, Botony, Zoology). For SC/ST 60% and for others 65%
02	Scholarships to Physically Handicapped students	Physically Handicapped student.
03	Sanchi Honnamma Scholarships	Lady students who obtained not less than 60% marks in the qualifying II year PUC Examination. Student should studied in Kannada medium at Govt. School upto 7th std.
04	Post Metric Scholarships to SC/ ST Students	Parent annual income should not be more than 2.5 lakhs.
05	Other Backward Class Scholaships	Parents annual income should not be more than 1,00,000/-
06	Smt. Seetha Bai Sridhar Godbole Memorial Scholarship	Scholarship by the Academy of General Education Manipal Merit -cum -Means
07	Scholarships to the children of Beedi workers	Children of Beedi Workers
08	Bhandarkars' College Trust Scholarships	Merit
09	Heggunje Rajeeva Shetty Charitable Society ®	Merit cum Means