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Handbook -A Ready Reckoner for Students

Community Institute of Commerce & Management Studies

2/1, 9th Cross, 9th Main, 2nd Block, Near Ashoka Pillar, Opp Bangalore-560011.Karnataka.
India.

Phone: 080-2656-5151, Email- info.ccims@gmail.com

Affiliated to BengaluruCentral University



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Management Committee



Hon.Chairman -Shri.K C Nagaraj



Hon..Secretary-Shri Chikaiah



Hon.Principal-Sri Dharmendra Kumar

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Vital Components



VISION

To create new frontiers of knowledge for development of a humane and just society.

MISSION:

To develop competent and qualified individuals through teaching and expand frontiers of knowledge through research and experimentation

MOTTO:

Imbibing knowledge through experiential learning

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Community Centre Group of Institutions

Education has the power to bring out the best in students, reform their character and equip them to face the challenges of life.

Community Centre Group of Institutions is a conglomerate of schools and colleges well known for its contribution to academic pursuits with the hallmark of excellence.

Community Centre established the Community Centre Primary and High School in 1956 and Community Centre Pre University College a few decades later. The Management next decided to explore the possibility of venturing into the arena of higher education. With this exalted vision in mind, Community Institute of Commerce and Management Studies was founded in 2007. The crusaders who staunchly defended this unique endeavour were the Chairman, Sri KM Nagaraj and Secretary, Sri Chikkaiah. It wouldn't be an exaggeration to declare unequivocally that they were indeed visionaries who dreamt of providing affordable quality education to the marginalized and the underprivileged.

Community Institute of Commerce and Management Studies

Community Institute of Commerce and Management Studies, known for its innovation in curriculum design and execution strives to create congenial learning experience in the classrooms. Students benefit tremendously from placement opportunities in top notch companies, highly qualified staff with great expertise, state of the art infrastructure, varied learning tools and resources and above all the enviable opportunity for research and peer learning.

Community Institute of Commerce and Management Studies, the epicentre of quality education in Commerce, Management and IT strives to educate young men and women to serve their fellow men and women in justice, truth and love. It fosters an atmosphere of intellectual vigour and moral rectitude in which the youth of our country may find fulfilment and achieve greatness as eminent men and women of service in their chosen fields

The institution proudly bears affiliation to Bangalore Central University and is AICTE approved. Every disciplined activity including sports and library science finds expression in various associations. Certified courses such as Tally, Business Accountancy and other industry –institute interface programmes are conducted to promote greater opportunities for placement.

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Courses Offered

Undergraduate Programmes

- B.Com (Bachelor of Commerce)-As per Bengaluru Central University Norms
- BBA(Bachelor of Business Administration) - As per Bangalore Central University Norms
- BCA (Bachelor of Computer Application) -As per Bangalore CentralUniversity Norms

Eligibility Criteria for all programs

Minimum Marks required in PU (+2): 55%

Candidates who have passed Intermediate examination, aggregate marks obtained for all the subjects (excluding the first and second languages) will be considered.

For international students, equivalent pre-qualification recognized by Bangalore Central University and/or approved by Government of India/ Government of Karnataka will be considered.

Admission Procedure

- Obtaining Application Form from the college office
- Submission of completed Application form by the stipulated date.
- Candidates provisionally selected should appear before the Admission Committee with parents/guardians.
- Students are selected based on merit at the qualifying examinations.
- Special consideration and fee concessions will be given to deserving students.
- However, the rules of reservation laid down by the Government of Karnataka are applicable.

Documents to be submitted at the time of admission

- Qualifying examination marks sheet (PUC / 12th STD –ICSE/)
- Transfer Certificate original document
- Migration certificate (out of Karnataka state students)
- Income Certificate
- Caste Certificate (SC/ST, Cat-1, OBC)
- Bank Account Passbook photocopy-only for SC/ST students
- Online Post Metric Application form of Social Welfare Department, for SC/ST students only
- Recent Passport size photos (6)

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Faculty

SL NO	FACULTY NAME	QUALIFICATION	Designation
1	SRI. DHARMENDRA KUMAR T P	MA, M.Phil, LLB	Principal
	DEPARTMENT OF COMMERCE		
2	SRI. PUTTE GOWDA M C	MA, M. Com	Asst.Professor
3	SMT. VEENA L	M.Com	HOD
4	SRI. SETHURAJAN S	M.COM, PGDFM,B.Ed.	Asst.Professor
5	SRI. YESURAJ B	M.Com, NET	Asst.Professor
6	SMT. KAVITHA P	M.COM	Asst.Professor
7	KUM. KUSUMA N C	M.COM, NET, KSET	Asst.Professor
	DEPARTMENT OF MANAGEMENT		
8	SMT. PAVITHRA H P	MBA, M.COM, KSET, NET	HOD
9	SMT. PUSHPA R S	MBA, M.COM, EMBA	Asst.Professor
10	SRI. CHINTAN RAJ M VERNEKAR	M.COM	Asst.Professor
	DEPARTMENT OF COMPUTER SCIENCE		
11	SMT. JYOTHI ESWARI N	MCA	HOD
12	SMT. ASHWINI D N	M.TECH., BE	Asst.Professor
13	SMT. SOUMYA DASS B	MCA	Asst.Professor

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14	SMT. DEVIKA RANI G	M.Sc.	Asst.Professor
	DEPARTMENT OF LANGUAGES		
15	SMT. SUSHILA RAJAN	MA, M. Phil., B.Ed.	HOD Dept of English
16	SMT. ANNAPURNA	MA	Asst.Professor Dept of Kannada
17	KUM. CHANDANA S N	MA, B.Ed, NET	Asst.Professor Dept of Kannada
18	SMT. RADHA	MA	Asst.Professor Dept of Kannada
19	DR. THYAGARAJA R	MA, BEd, Ph.D	HOD Dept of Hindi
20	SRI. KARTHIK L	MA	Asst.Professor Dept of Sanskrit

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ETIQUETTE

CODE OF CONDUCT /RULES ®ULATIONS

- All students should report to college by 9.20am every day i.e. 10 minutes prior to commencement of classes at 9.30 am
- Colleges gates will be closed at 9.45am: no student can enter the college after the specified time.
- Students should wear ID Cards compulsorily.
- Mobile phones are strictly forbidden in the college.; if found will be confiscated
- Students should not use tobacco, chewing gum, etc., inside the classroom or the college campus.
- Students should be attired in formal wear.
- Students are advised to not carry cash or valuable items to the college and will be responsible for the safety of their belongings.
- The Management is not responsible for the loss or damage of personal belongings.
- All students are advised to visit the library and use the facility regularly.
- Any act of misconduct, indiscipline, damage caused to the college property, laboratory equipment, sports materials, library books, defacing of furniture and walls etc. shall be seriously viewed and penalized.
- Students are advised to be regular to the classes and attend tests, seminars and examinations,
- Submission of assignments, and other academic ventures areas per BCU (Bengaluru Central University) guidelines.
- Active participation in college activities is welcomed and encouraged
- Students who do not submit the practical records or assignments or notes on time, and do not attend tests or examination or other academic programmes as per BCU guidelines are not eligible to attend classes thereafter.
- Students are strictly advised to maintain 75% attendance in each subject to appear for University Examinations.
- Students who take leave must compulsorily submit the leave letter with their parent's signature to the respective class coordinator.
- If a student remains absent on medical ground, he/she has to submit a medical certificate along with the leave note

Dress Code:

- B. Com students should be attired in blazers on Monday and Thursday. On other days in decent formal dress.
- T-shirts are not allowed.
- BBA and BCA students should be attired in full suit on Monday and Thursday. On other days in acceptable formal dress.
- Students are advised to wear ID cards compulsorily inside the campus and must produce the same whenever demanded by the college authorities.

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Calendar of Events 2020-21

Odd Semester

Subject to Revision as the situation entails

1	Commencement of Classes B.com, BBA & BCA	10thSeptember 2020
2	Inauguration of I year classes	18thSeptember 2020
3	Language Club inauguration -English -Kannada -Hindi -NSS	31st September 2020
4	FDP	30thSeptember 2020
5	Inter class cultural competitions / intra college IT Management and Commerce week	19th to 24thSept.2020
6	Workshop/Seminar/Guest Lecture for Students	25th Sept.to 1st Oct.
7	1 st Internal Test	3rd Oct. to 12th Oct. 2020
8	PTA meeting	21st Oct or 27th Oct.
9	Inter college Cultural Competitions	26th Sept Friday2020
10	Faculty Development Programme, Attending of Seminars, Paper Publication	23rd Oct Friday2020
11	Preparatory Examination	Oct 10th 2020
12	Last Working Day	30th Oct 2020
13	Last date for submission of IA marks	As per University Norms
14	Last date for submission of IA marks to University	As per University Norms
15	Commencement of University Examination	As per University Norms

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Calendar of Events 2020-21

Even Semester

Subject to Revision as the situation entails

1	Re opening of Even Semester Classes B.Com., BBA & BCA	20th Dec2020 (As per University)
2	Annual Sports Meet	26th& 27th Dec- 2021
3	Republic Day Celebration	26th Jan 2021
4	NSS Camp	25th& 26th Jan 2021
5	INDUSTRIAL VISIT	15th Feb 2021
6	Internal Test	Feb 1st Week2021
7	Spectrum week	March 1st week2021
8	Placement Activities	March 2nd week2021
9	Guest Lectures/Workshops	March 3rd week 2021
10	Annual Day celebration and prize distribution	April 4th 2021
11	PTA meeting	Feb 2nd week ending 2021
12	Preparatory Examination	April 6th, 2021
13	Last working day	As Per University Norms
14	Last date to submit IA marks	As Per UniversityNorms
15	Last date to submit IA marks to University	As Per UniversityNorms
16	Commencement of Examination	As Per UniversityNorms

ACADEMIA

Class Schedule

Monday to Friday: 9.30am.-3.00 pm

Saturday: 9.30-12.30 pm

Class Duration — I-hour session

Library Hours: 9.30 a.m. — 4:00 p.m.

Administration office: 9:30 a.m. — 5:00 p.m.

COMPONENTS OF CALENDAR YEAR

Divided into 2 semesters:

OddSemester: July -December.

Even Semester: January -June.

SCHEME OF EXAMINATION

- Each semester has six core and one non- core paper and each for 100 marks.
- The composition of theory and internal assessment marks for each paper will be 70 and 30 respectively.
- In Computer related papers it will be 70+30 (theory +practical).
- Every theory paper shall ordinarily consist of two/three sections, to test conceptual skills, analytical skills, comprehension skills, , application skills.
- Various components of internal assessment for theory subjects are as follows:
 - a) Assignment —5 marks
 - b) Attendance — 5 marks
 - c) Internal Test I - 35 Marks of 1 1/2 hours duration.
 - d) Preparatory Examination - seventy marks with 3 hours duration.

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AMENITIES

- ProjectorLCD Equipped- Classrooms
- Well Stocked Library
- Spacious Computer Lab with internet connection
- State of the Art Auditorium
- Placement Cell
- Spacious & Well-Ventilated Classrooms

Clubs

- English Club-Tag-Lore
- Kannada Club-Chiguru Balaga
- Hindi Club-Pratiksha
- Eco Club-Ecoville
- Toastmasters Club-Verboesity

Cells

- Anti-Ragging Cell
- Anti-Sexual Harassment Cell
- Counselling Cell-Samadhan
- Mentoring Cell- Demystify
- Equal Opportunity Cell-Samatva
- Women Empowerment Cell /Women's Forum-Manasvin
- Student Grievance Cell-Nigraha
- Career Guidance & Placement Cell-Virmarg
- Yoga Cell -Niyama
- NSS Unit -Vikranta

Important Days/Weeks in the Academic Calendar

- Inauguration of UG Classes
- Inauguration of Clubs
- National Festivals
- International Women's Day

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- Cultural Week-Sanskriti
- Spectrum Week
- IT Week-Techno Biz
- Commerce Week- Com Buzz
- College Fest -Spoorthy
- Sports Day -Viharanti
- Environment Day
- International Yoga Day
- Annual College Day