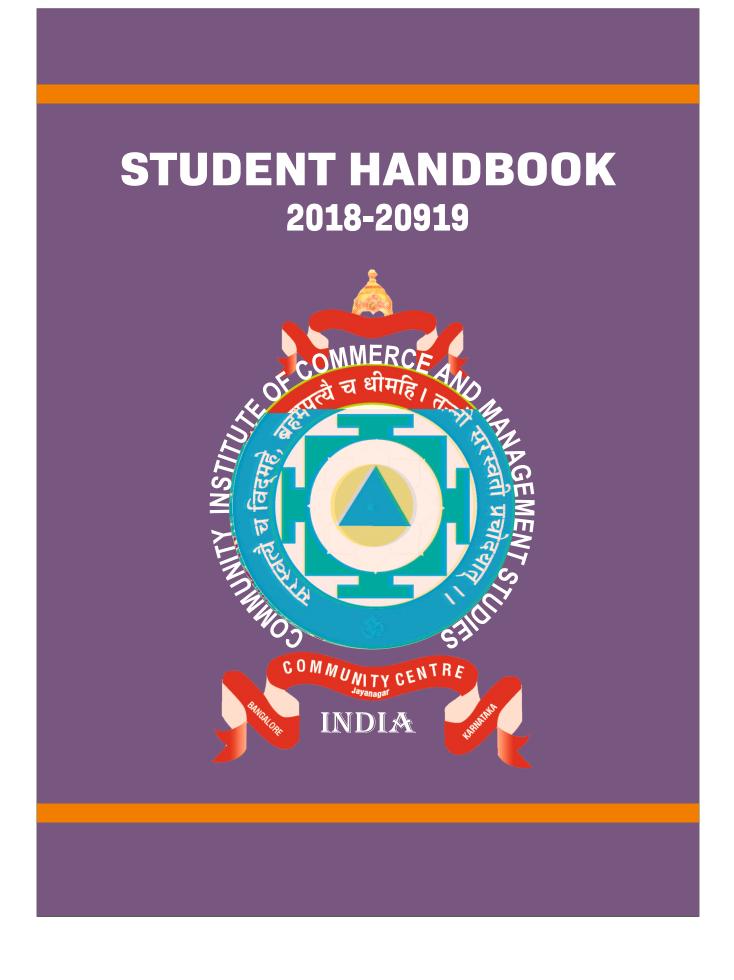Community Centre (R)

COMMUNITY INSTITUTE OF COMMERCE AND MANAGEMENT STUDIES

Affiliated to Bengaluru City University

#2/1,9th Main 2nd Block , Near Ashoka Pillar Jayanagar,
Bengaluru – 560 011. Ph: 080 - 26565151
E-mail : info.ccims@gmail.com Web : www.cicms.in

STUDENT HANDBOOK
2018-2019

STUDENT HANDBOOK
2018-20919

COMMUNITY INSTITUTE OF COMMERCE AND MANAGEMENT STUDIES

ब्रह्मपत्यै च धीमहि । तन्नो ब्रह्मणी प्रचोदयार् ।।

गुरुस्खन्दे च विद्महे,

COMMUNITY CENTRE
Jayanagar

BANGALORE

INDIA

KARNATAKA

PERSONAL INFORMATION

1. NAME: _____

2. REGISTER NO.: _____

3. YEAR & COURSE: & SECTION : _____

4. AADHAR CARD NO.: _____

5. ADDRESS FOR COMMUNICATION: _____

   _____

6. PERMANENT ADDRESS: _____

   _____

7. MOBILE NO.: _____

8. E-MAIL ID: _____

9. DATE OF BIRTH: _____

10. BLOOD GROUP _____

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Vision & Mission Statement of the Institution

VISION:

To arouse and awaken the spirit of inquiry through the teaching-learning process with the integration of technology.

MISSION:

To promote knowledge-based activities that require analytical and logical skills.

A Few Lines About the College

- Established in 2007

- Name synonymous with creativity and innovation

- Sophisticated infrastructure with avant-garde facilities

- Known for experiential learning combined with extramural activities

- A place where learning meets contemporary needs and industry standards

- Assured training for competitive examination

<u>About the Institution:</u>

Community Centre Group of Institutions comprising initially of primary and secondary education was established in the year 1956. Realizing the need for higher education, the management decided to start a Pre-University and Degree College and thus was born Community Institute of Commerce & Management Studies in the year 2007. Sri. K.M. Nagaraj and Sri. Chikkaiah, the founding members of Community Centre Group of Institutions need to be lauded for this wonderful endeavor.

Community Institute of Commerce & 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 well known companies, highly qualified staff with great expertise, state of the art infrastructure, varied learning tools and resources and above all the enviable opportunity for peer learning.

Community Institute of Commerce & Management Studies, the epicenter 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 fulfillment and achieve greatness as eminent men and women of service in their chosen fields.

The institution proudly bears affiliation to Bengaluru City University. 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.

Core Values

Contributing to National Development

Nation building is an essential aspect of the college motto. The pedagogy in commerce and management focuses on nation building activities such as how to improve the economy of the country and contribute to GDP.

Fostering Global Competencies among Students

Appreciation for cultural differences, capacity for critical and analytical thinking, adapting to change. coming to terms with the complexity of global issues such as global warming, awareness of how wars affect life and biological warfare, etc. are neatly blended into the syllabi through language teaching and stimulated through activities.

Inculcating a Value System among Students

The NSS, Red Cross, Eco Club, Women Welfare Cell, Anti Sexual Harassment Cell go a long way in inculcating values that are long lasting and have an impact on the mind of the students even after they depart from the institution.

Promoting Use of Technology: The Computer Application Department promote the use of technology in the teaching and learning process through training and coaching students and faculty of all disciplines regularly.

Quest for Excellence

The quest for excellence in every pedagogical activity is the hallmark of the institution which is fully achieved through intramural and extension activities

Importance to Diversity

India is a country known for its diversity in faiths, languages, ethnicity, cultural values, ethos and so on. Activities such as Ethnic Day and Inter State Student associations painstakingly carry them out.

Continuous Self Learning

Students are encouraged to involve themselves in peer learning and group learning activities which promote self-learning.

Teacher as Leader and Mentor

Each teacher acts as a mentor and guide for 30 students counselling them and leading them by practice and precept.

Inculcating Ethical Values

These values are promoted through NSS and Red Cross and Student Welfare activities.

Promoting Social Responsibility

The College is committed to promote social responsibility among students by involving them in extension activities outreach programmes.

Nurturing Creativity

The College nurtures innovation and creativity through department and inter department activities conducted by all departments from time to time in addition to extracurricular activities.

Academic Excellence

The College strives for academic excellence in teaching and learning through planned and organized activities such as workshops, seminars, conferences and even in the classroom.

Campus Life:

Holistic all-around development of students is the focal point of the institution. Regulations are framed keeping students' academic interests as the focal point. Discipline, Commitment and Skill development are the watchwords of the institution.

Student Induction Programme:

First year students are provided with a one-day orientation programme which is followed by bridge courses in all subjects, motivational talks and career guidance workshops. In addition, they are introduced to all the active cells, committees and clubs in the institution.

Managing Bodies and Organization: Executive Committee

Sr.No.	Name	Designation
1	Sri. K M Nagaraj	President
2	Sri. Harish N	Vice President
3	Sri. Chikkaiah	Secretary
4	H.S.Chandra Shekar	Treasurer
5	Smt. Sarojamma	Executive Member
6	Sri.B.R. Jagadeesh Chandra	Executive Member
7	Dr. Shashivadan	Executive Member
8	Sri. Suresh N	Executive Member
9	Sri. B.H.Kemparaj	Executive Member

Faculty Details

No.	Faculty Name	Qualification	Designation
1.	Sri. Dharmendra Kumar T P	MA, M.Phil, M.Com	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	Smt. Hemalatha K J	M.Com.	Asst.Professor
6	Sri. Yesuraj B	M.Com, NET	Asst.Professor
7	Smt. Kavya S	M.Com NET	Asst.Professor

No.	Faculty Name	Qualification	Designation
	DEPARTMENT OF MANAGEMENT		
8	SMT. SHANTHALA S	MBA	HOD
9	SMT. PAVITHRA H P	MBA, M. Com., KSET, NET	HOD
10	SMT.DEEPTHI M S	M.Com.	Asst.Professor
	DEPARTMENT OF COMPUTER SCIENCE		
11	SMT. JYOTHI ESWARI N	MCA	HOD
12	SMT. NAGASUMA C V	M.Sc.	Asst.Professor
13	SMT. ASHWINI D N	M.TECH., BE	Asst.Professor
14	SMT. SOUMYA DASS B	MCA	Asst.Professor
	DEPARTMENT OF LANGUAGES		
15	SMT. SUSHILA RAJAN	MA, M. Phil., B.Ed.	HOD Dept of English
16	SMT. PREETHI SURESH	M.A.M.Phil.	Asst.Professor Dept. of English
17	SMT. ANNAPURNA	MA	Asst.Professor Dept of Kannada
18	SMT. RADHA	MA	Asst.Professor Dept of Kannada
19	SMT. SHASHIREKHA	MA	Asst.Professor Dept of Kannada
20	SAVITHA KUMARI B	MA.	HOD Dept of Hindi

Calendar of Events (Odd Semester) 2018-19

No.	EVENTS	DATE
1	Commencement of Classes B. Com, BBA & BCA	20.06.2018
2	Inauguration of I year classes	12.07.2018
3	Bridge Course	12.07.2018 onwards
4	Guest lecture on Technical Skills and Soft Skills -Kayaka Computer Education ltd..	1.08.2018-3.08.2018
5	Language Club Activities	30-08-2018-11.09.2018
6	Inter class Cultural Competitions	06.08.2018 to 11.8.2018
7	Independence Day celebration	15.08.2018
8	1st internal test	27.08.2018 to 30.08.2018
9	Parent Teachers Meeting	03.09.2017
10	Preparatory Examination	29.10.2018 onwards
11	Last working day	As per university circular
12	Last date to submit IA marks	As per university circular
13	Last date to submit IA marks to University	As per university circular
14	Commencement of Examination	As per university circular

Calendar of Events (Even Semester) 2018-19

No.	EVENTS	DATE
1	Reopening of Even Semester Classes B.com, BBA & BCA	January 2nd week (16/01/2019)
2	Annual Sports Meet	09th & 10th January 2019
3	Republic Day Celebration	26.01.2018
4	NSS club Activities	24/01/2019-25/01/2019
5	Industrial Visit 26/02/2019	
6	Internal Test	February 1st week
7	Spectrum Week	February 2nd week
8	Ethnic Day	February 2nd week
9	Parent Teachers Meeting	06/03/2019
10	Guest lectures	Not scheduled
11	Annual day celebration and prize distribution	2nd week of April
12	Parents teachers meeting	3rd week of April
13	Preparatory Examination	1st week of April
14	Last working day	As per university circular
15	Last date to submit IA marks	As per university circular
16	Last date to submit IA marks to University	As per university circular
17	Commencement of Examination	As per university circular

Admissions:

Eligibility Criteria

B.Com. Degree Course (Bachelor of Commerce)

A candidate who has passed the two-year Pre-University Examination conducted by the Karnataka Pre University Board or any other examination considered as equivalent there to shall be eligible for admission to the B.Com program

A candidate who has passed Diploma in Business Administration examination conducted by the Directorate of Technical Education; Karnataka may be considered eligible for admission to First Year B Com Degree course.

A candidate who has passed Diploma in Secretarial / Commercial Practice conducted by the Board of Technical Education; Karnataka may be considered eligible for admission directly to Second Year (Ill Semester) B. Com. Degree course.

BBA Degree Course (Bachelor of Business Administration)

A candidate who has passed two-year Pre-University Examination conducted by the Karnataka Pre University Board or any other examination considered as equivalent thereto shall be eligible for admission to the B.B.A course.

BCA Degree Course (Bachelor of Computer Application)

A candidate who has passed the two-year Pre-University Examination conducted by the Karnataka Pre

University Board or any Other examination considered as equivalent thereto shall be eligible for admission.

A candidate who has passed JODC [Three-year Diploma in Engineering of Government of Karnataka or any other examination considered as equivalent thereto shall be eligible for admission to First Year degree course.

Duration of Courses

Unless otherwise mentioned, the duration of each course is a period of three years (six semesters), each academic year comprising of two semesters, each semester comprising sixteen weeks of class work, excluding the duration of examinations. The course should be completed within six years from the year of joining, failing which the candidate has to join the course afresh.

NEP

After the introduction of NEP, the duration of course is flexible with multiple entry and exit points ranging from one year to four years

Institution Timings

a) General Timings :9.30am. to 3.30pm.

It might vary in the case of remedial classes and activities carried out by clubs, cells and committees.

Admissions:

Dress Code:

- Boys shall wear Formals /Jeans & decent T-shirt with collar / Formal or sports shoes. Chappals are not allowed.

- Girls shall wear Churidar/Salwar Kameez / Jeans and Kurtas. Skirts shall be avoided.

- Not Recommended for Students

- Torn attire/ Sleeveless T-shirts / Tops / T-shirts with obscene words or language, Trousers with more pockets

Note: During the technical presentations and in placement season, student should come in formals only.

Identity Card:

Each student will be provided with an Identification Card with his / her photo and name on it. The students have to compulsorily wear the ID card inside the Campus. Students are also informed to wear their ID card while representing the institution in other College / University events such as sports, cultural and other academic activities.

Academics

Each department is headed by a senior professor. The staff members of each department are allotted additional portfolios such as class coordinator, time-table in charge, placement coordinator, sports coordinator, cultural coordinator, project coordinator, mentors counsellors and

so on. Curriculum and syllabus are framed by the affiliated University and suitably improvised by the faculty handling the respective subjects.

Attendance regulations

a) Students are expected to report to the campus by 9.20 am and under no circumstances can a student leave the campus before 3.30 pm

➢ However, in the case of emergencies, such as genuine health related problems, students shall be allowed to leave.

➢ Any other form of emergency requires verification from the parent.

b) Attendance will be taken for every hour and the same will be digitized at the end of the day.

c) Attendance will be considered for computing Internal Assessment Marks.

d) 75% attendance is a basic requirement for theory classes and practical sessions. Students are not eligible to appear for the End Semester Examinations, if their attendance is below the required percentage.

e) Half day leave or permission is not permitted unless under extraordinary circumstances.

f) Day-wise and monthly-wise attendance report of the student will be shared to parent mobile number by the Attendance recording section.

g) If leave is required for more than two days on medical grounds, parents should intimate department about the duration of leave required through letter with the necessary proof attached. A student who avails on duty has to take prior permission from the department head and the. necessary documents have to be submitted to mentor/ counselor after attending the event.

Evaluation & Internal Assessment

End Semester Examination-70 marks

Internal Assessment (IA) -30 marks

Evaluation Criteria for IA –

- Test I -10
- Preparatory Examination- 10
- Assignment - 5
- Attendance - 5

Feedback:

Feedback from students is periodically collected by the Internal Quality Assurance Cell (IQAC). Online feedback system is in place to take the feedback on academic support and other facilities of the campus.

Scholarships and Awards:

Scholarships and freeships are awarded for deserving students by the Management.

College toppers and University toppers are given cash awards for their performance

Usage of Mobile Phones:

Students are informed to restrict the use of mobile phones in classrooms, laboratories, examinations halls and corridors Disciplinary action will be taken for improper usage of mobile phone in the campus which may result in confiscation of the mobile phone.

Ragging & Sexual Harassment

The institution has a Anti Sexual Harassment Cell and Anti Ragging Cell that strictly views any cases of ragging and sexual harassment.

Ragging and sexual harassment is a punishable offence under IPC and UGC regulations 2009 and will result in rustication and even lead to imprisonment. Students are advised to refrain from such abusive practices in their own interest.

Affidavit of Student: A student during the admission process has to file an affidavit along with his parents/guardian's signature, stating that he will not indulge in ragging other students directly or indirectly.

The central legislations, which keep check on the practice of ragging in India, are:

➢ Indian Penal Code

➢ UGC Regulations on curbing the menace of ragging In Higher Educational Institutions, 2009

➢ Other institute specific regulations

Alcohol, Tobacco and Drugs Consumption

Tobacco products and drugs are strictly prohibited in

the campus and its surroundings. Anyone who is indulging in or in possession of such prohibited products in the prescribed areas are immediately punishable for the offence. Disciplinary actions under campus rules and local statutory laws will be initiated in such circumstances.

General Discipline:

Discipline being the foremost priority of the institution, we endeavor decency in behavior of the students in the campus. Any form of indiscipline is seriously viewed by the disciplinary committee and strict action will be taken after an impartial inquiry.

Students are requested to maintain the decorum of a classroom and adhering to the dress code of the institution. Silence while accessing the library facilities is expected of all students.

Student Support Wings

No.	Cells	Committees	Clubs
1	NSS&YRC Cell	Library Committee	Language
2	Gender Equity Cell	Cultural Committee	Eco Club
3	Human Rights Cell	Examination Committee	Electoral Literacy Club
4	Internal Complaints Cell	Admission Committee	NDLI Club
5	Student Grievance Cell	Timetable Committee	
6	Women's Cell	Sports Committee	
7	Placement Cell	Disciplinary Committee	
8	Innovation Cell	Newsletter/Magazine Committee	
9	LIC Committee		

Above Regulatory Bodies are headed by Staff Convenors on rotation basis

Additional Support Service

Administrative Office

The college office functions from 9.00 am to 5.30 pm assisting students in admission, issue of marks cards, transfer certificate and updating or modifying students' data in the University portal and so on. It is an effective arm of the college supplementing academic matters.

Note on Library

Note on Features of Library

Library Timings-

Monday to Friday –9.00am to 5.00pm

Saturday -9.00 am to 1.00 pm

➤ Llibsoft 9.8.5 version with 1 server and 2 clients is fully automated since 2021.

➤ It is equipped with a computer, printer, photocopier, Wi-Fi facility.

➤ It has above 4500 books out of which 1300 are reference books and 1600 books are specially reserved for SC/ST book bank.

➤ Magazines: It has subscriptions for 6 different magazines

➤ 8 newspapers are subscribed for: Economic Times, Times of India, Indian Express, Hindu, Deccan Herald, Prajavani, Vijaya Karnataka, Vijayavani.