

Dr. B. B. Hegde First Grade College, Kundapura

REGULATIONS GOVERNING CERTIFICATE COURSE

1. **Title:** The programme shall be called Certificate course in respective disciplines.
2. **Eligibility for Admission:** A candidate admitted to any degree in Dr. B. B. Hegde First Grade College is eligible for admission to certificate course.
3. **Duration:** Duration of the certificate course shall be minimum of 30 hours of instruction including practical and should be completed in an academic year.
4. **Medium of instruction:** Medium of instruction and examination shall be in English/Kannada.
5. **Attendance:** A candidate shall be considered to have a satisfied requirement of attendance for the programme, if he/ she attends not less than 75% of classes actually held in each subject computed for theory or practical where ever applicable. However, shortage of attendance of 60% is condoned by the coordinator of the certificate course or the Principal.
6. **Hours of instruction and examination:** 30 hours minimum instruction.

Hours: 2 hrs/ week

Duration of Exam: 3 hrs.

Max. Marks: 100/Subject

Min. Marks: 35%

Percentage of marks for declaration of grades: The grades are declared as following:

Aggregate percentage	Grade point	Alpha sign grade	Class
90% and above	9	O	First class with distinction
80% and above but below 90%	8	A++	
70% and above but below 80%	7	A+	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B+	High Second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

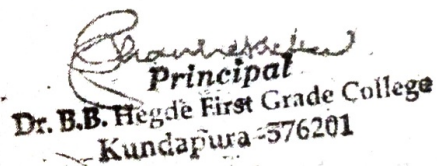
ATTESTED



Principal

Dr. B. B. Hegde First Grade College

Kundapura - 576201



Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201

GUIDELINES FOR CONDUCTING CERTIFICATE COURSE

IN

Dr. B. B. Hegde First Grade College, Kundapura

1. The Students are permitted to take up any number of certificate courses according to their wish during the regular study in the College.

2. Admission procedure for certificate course:

2.1 Each department should provide the detailed syllabus and examination pattern of certificate course by the last working day of academic year for admission in the next academic year for the programme to the coordinator of certificate course.

2.2 The Coordinator would prepare the list of all available certificate courses and publish it in the prospects of the College and publish in the College notice board for admission.

2.3 A student desired to admit to certificate course shall obtain application form from College office and submit it to the Head of the department of the concerned department organizing certificate course.

2.4 The Head of the department of departments should submit the application form to the coordinator.

2.5 The coordinator should publish the list of selected candidates and students should pay the fee within a week after publication of list.

2.6 The Head of the departments are required to enroll the students for classes after verifying fee paid receipt.

2.7 A student once joined the course is not permitted to discontinue for any reason and in no circumstances the fee paid will be refunded.

3. Examination:


3.1 After completion of course each department should submit the attendance particulars and details of class conducted to the coordinator, on approval of coordinator the examination process can be initiated.


3.2 Each department should prepare question paper in accordance with the regulations and conduct the examination.

REMUNERATION AND FEES OF CERTIFICATE COURSE

1. Remuneration for the conductance of course should be approved by the coordinator of the course and the Principal of Dr. B. B. Hegde First Grade College, Kundapura.
2. Remuneration for teachers should be predecided in consultation with coordinator and the Principal by respective head of the departments or programme in-charge of respective course.
3. The fee for each course should be decided by the coordinator of the course with consultation of the Principal.
4. The fee would be collected by the college office and all the expenses will be paid by the office.
5. Except in the case of unavoidable conditions, expenses of the course should not exceed the income.

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**Documents to be submitted to the Coordinator of Certificate
course
by the HOD**

1. Application Form
2. Certificate Course Profile
3. Syllabus copy in prescribed format
4. Budget Form
5. List of students with allotted Register No.
6. Admission Register
7. Attendance Register
8. Attendance Shortage Form
9. Course Completion Form
10. Expense Form With Bills
11. Marks Card

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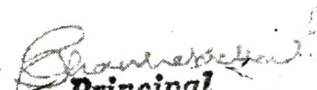
- 3.3 After the evaluation, mark sheet of students should be submitted to coordinator of the programme as per the schedule.
- 3.4 If student fails to get the minimum percentage of marks then they should appear for re-examination when it is offered.
- 3.5 The certificate will be issued by the coordinator through College office with seal and signature of the Principal.

4. Academic calendar for certificate course:

- 4.1 Admission to the course: Within 15 days after reopening of College/Semester.
- 4.2 Publication of selected course: First week after reopening of College/Semester.
- 4.3 Payment of fees: Within third week after reopening of College/Semester.
- 4.4 Submission of shortage of attendance and course completion form to coordinators: Two weeks before commencement of examination.
- 4.5 Examination: one week before last week of respective academic year/ semester.
- 4.6 Announcement of result: Before commencement of next academic year.
- 4.7 Issue of certificate: First week of next academic year/ semester.

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**Dr. B. B. Hegde First Grade College,
Kundapura
Certificate Courses : 2019-20
Time- Table**

Timing : 1.30 – 4.00 p.m.


Day : Saturday afternoon

Sl. No.	Department	Course	Co-ordinator	Room No.
1.	Commerce & Management	Consumer Education	Mr. Sudhir Kumar	001
2.	English	Spoken English	Mrs. Spoorthy S. Fernandes Ms. Amratha	002
3.	Political Science	Panchayathraj & Rural Development	Mr. Praveen Mogaveera	003
4.	Commerce & Management	Event Management	Mr. Shivaraj C Mr. Hareesha B	101
5.	Economics	Rural Marketing	Mr. Sudhakar P	102
6.	Library	Yoga & Meditation	Mr. Mahesh Babu	103
7.	Kannada	Yakshagana	Mr. Chethan Kumar Shetty Mr. Rakshith Rao	104
8.	Commerce & Management	Fashion designing	Mrs. Avitha Correa	105
9.	Computer Science	Tally & GST	Mrs. Nuthan S	106
10.	Computer Science	Basic Windows	Ms. Soumya N	107


Mr. Shivaraj C
Chief Co-ordinator
Certificate Course

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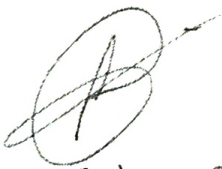

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Dr. B. B. Hegde First Grade College Kundapura
Department of Commerce and Management
Certificate Course on Consumer Education

Budget for the year 2019-20

Receipts	Rs.	Payments	Rs.
Collection from students (38 X 300)	11,400	Xerox and material	2,850
		Remuneration to the staff	4,500
		Certificate	760
		Refreshment	950
		Miscellaneous	2,340
	11,400		11,400


[Shivraj. C]
Co-ordinator


Principal
ATTESTED Dr. B. B. Hegde First Grade College
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**Dr. B.B. Hegde First Grade College, Kundapura
Department of Commerce & Management**

**CERTIFICATE COURSE ON CONSUMER EDUCATION
SYLLABUS**

Max marks:100

Total marks:40

Chapter 1: Introduction to consumer education: 10hrs

Introduction, Definition of consumer education, basic concepts of consumer education (consumer product, behaviour, forum, footfalls), advantages, problems faced by consumers, solution to consumer problems.

Chapter 2: Law for consumer protection: 8hrs

Standardisation marks, consumer movement, consumer expectations.

Chapter 3: Health & life insurance: 8hrs

Health care providers, health plans, consumer rights & responsibilities.

Chapter 4: Saving money, Investing & credit: 8hrs

Advantages and disadvantages of consumer credit, credit rights and Simple & compound interest, Saving and investing basics, Mutual fund, Stocks and retirement investments.

Chapter 5: Money management:

Taxes, how to file a tax returns, Banking services.

Reference books:

Business Ethics – shailendrakumarAlokkumar Rai

Income Tax and GST – Dr.H.C Mehrotra

General Insurance Guide – Dr.L.P. GUPTA

E resources :

<https://youtu.be/zT095f0HgdU>

<https://youtu.be/6bq0lax4Kr4>

<https://youtu.be/i04eT4wa3zl>

<https://youtu.be/u6T2qGtW6LY>

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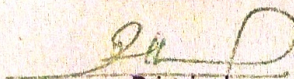
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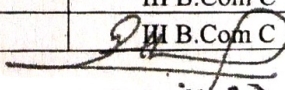
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Department of Commerce and Management
Certificate Course in Consumer Education

List of Students with allotted Register Number

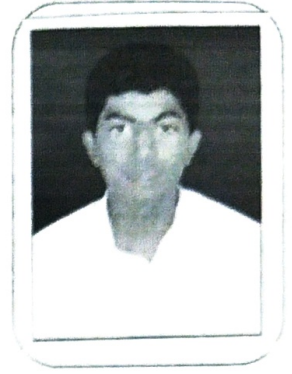
Sl. No.	Register No.	Name of the Student	Class and Section
1	DOCCE001	Adarsh Shetty	I B.Com B
2	DOCCE002	Chaithra	I B.Com B
3	DOCCE003	Jyothi	I B.Com B
4	DOCCE004	Manikanta	I B.Com B
5	DOCCE005	Nithin	I B.Com B
6	DOCCE006	Subramanya Shekhar	I B.Com B
7	DOCCE007	Prabhakar Shetty	I B.Com B
8	DOCCE008	Rathan	I B.Com B
9	DOCCE009	Samartha	I B.Com B
10	DOCCE010	Shabareesha	I B.Com B
11	DOCCE011	Sudarshan	I B.Com B
12	DOCCE012	Shashank Shetty	I B.Com B
13	DOCCE013	Anusha Poojary	I B.Com C
14	DOCCE014	Darshan	I B.Com C
15	DOCCE015	Glen D'Souza	I B.Com C
16	DOCCE016	Nikhitha	I B.Com C
17	DOCCE017	Nisha Braganza	I B.Com C
18	DOCCE018	Nithesh	I B.Com C
19	DOCCE019	Panchami	I B.Com C
20	DOCCE020	Poorna	I B.Com C
21	DOCCE021	Poornima	I B.Com C
22	DOCCE022	Rishal Buthello	I B.Com C
23	DOCCE023	Ganesh Shankar	I B.Com C
24	DOCCE024	Sudarshan	I B.Com C
25	DOCCE025	Darshan Bhandary	I B.Com C
26	DOCCE026	Niranjan	I BBA
27	DOCCE027	Asha	II BBA
28	DOCCE028	Priyanka S Shetty	II BBA
29	DOCCE029	Ashwini Shetty	II BBA
30	DOCCE030	Deepa Poojary	II BCA
31	DOCCE031	Raksha S Shetty	II BCA
32	DOCCE032	Keerthana	II B.Com A
33	DOCCE033	Amithraj Shetty	II B.Com C
34	DOCCE034	Dristi C Kundar	II B.Com C
35	DOCCE035	Sristi C Kundar	II B.Com C
36	DOCCE036	Abhishek A Bangera	III B.Com C
37	DOCCE037	Vikas V	III B.Com C
38	DOCCE038	Vikas Nayak K	III B.Com C

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Name of the Student : Adarsha Shetty
 Class & Section : I B.Com. B.
 Roll No. : 4403
 Father's Name : Chopala Shetty
 Mother's Name : Susheela
 Guardian's Name : -
 Contact Number : 8105864563
 Email ID : adarshashetty00013@gmail.com
 Permanent Address : Ramanapalu Yalabesu Kamalashile (post & Village), Kundapura (Ta), Udupi (Di).



Percentage of Marks

SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
82.5%	62%	63%					

Interested in Consumer Education Certificate Course

- Event Management
 - Consumer Education ✓
 - Fashion Designing
- (Choose any one Certificate Course)

Undertaking :

I abide all the rules and regulations relating to the certificate courses offered by the Department.

Chopala Shetty
 Signature of the Parent

Adarsha Shetty
 Signature of the Student

Date : 28/01/2020

Place : Kundapura

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[Signature]

Principal

Dr. B. B. Hegde First Grade College

Kundapura - 575001

(For office use only)

Admitted to Consumer Education Certificate Course during the Academic Year 2019-20.

[Signature]
 Coordinator

[Signature]
 HOD

[Signature]
 Principal

Roll No

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**Dr. B.B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA**

**Certificate Course in Consumer Education
Final Examination – February 2020**

Time: 3hours

Maximum Marks: 100

SECTION A

Answer all the questions

(2 X 10 = 20)

1. a) Who is a consumer?
- b) What is consumer education?
- c) What is consumer product?
- d) Give the meaning of consumer footfalls.
- e) What are standardisation marks?
- f) What is consumer movement?
- g) What is consumer credit?
- h) Give the meaning of mutual funds.
- i) Mention the types of taxes.
- j) Mention any two health insurance schemes.

SECTION B

Answer any five questions

(8 X 5 = 40)

2. What are the advantages of consumer education?
3. Write a note on standardisation marks.
4. Explain the advantages and disadvantages of consumer credit.
5. Briefly explain about banking services.
6. Write a note on savings and investing basics.
7. Explain the factors affecting consumer behaviour.

SECTION C

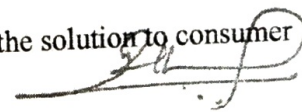
Answer any two question

(20 X 2 = 40)

8. Explain the rights and responsibilities of consumer.
9. Explain various health and life insurance plans.
10. What are the problems faced by consumers? Explain the solution to consumer problems.

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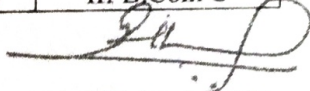
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Department of Commerce and Management
Certificate Course in Consumer Education

Student Enrolment List 2019-20

Sl No.	Name	Roll No.	Class and Section
1	Adarsh Shetty	4403	I B.Com B
2	Chaithra	4411	I B.Com B
3	Jyothi	4413	I B.Com B
4	Manikanta	4417	I B.Com B
5	Nithin	4424	I B.Com B
6	Subramanya Shekhar	4428	I B.Com B
7	Prabhakar Shetty	4430	I B.Com B
8	Rathan	4434	I B.Com B
9	Samartha	4439	I B.Com B
10	Shabareesha	4442	I B.Com B
11	Sudarshan	4452	I B.Com B
12	Shashank Shetty	4460	I B.Com B
13	Anusha Poojary	4504	I B.Com C
14	Darshan	4507	I B.Com C
15	Glen D'Souza	4509	I B.Com C
16	Nikhitha	4522	I B.Com C
17	Nisha Braganza	4523	I B.Com C
18	Nithesh	4526	I B.Com C
19	Panchami	4527	I B.Com C
20	Poorna	4530	I B.Com C
21	Poornima	4531	I B.Com C
22	Rishal Buthello	4538	I B.Com C
23	Ganesh Shankar	4542	I B.Com C
24	Sudarshan	4547	I B.Com C
25	Darshan Bhandary	4557	I B.Com C
26	Niranjan	4604	I BBA
27	Asha	4002	II BBA
28	Priyanka S Shetty	4018	II BBA
29	Ashwini Shetty	4031	II BBA
30	Deepa Poojary	4110	II BCA
31	Raksha S Shetty	4124	II BCA
32	Keerthana	3691	II B.Com A
33	Amithraj Shetty	3808	II B.Com C
34	Dristi C Kundar	3823	II B.Com C
35	Sristi C Kundar	3878	II B.Com C
36	Abhishek A Bangera	3101	III B.Com C
37	Vikas V	3183	III B.Com C
38	Vikas Nayak K	3184	III B.Com C

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REGISTER OF ATTENDANCE

FOR THE MONTH OF.....

Name of the Institute.....

Name of the Institute.....

Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
30	4110	Deepa Pogary																														
31	4124	Raksha S Shetty																														
32	3691	Keerthana																														
33	3808	Amithraj Shetty																														
34	3823	Drishiti C Kunder																														
35	3878	Srishti C Kunder																														
36	3101	Abhishek A Bongera																														
37	3183	Vikas V																														
38	3184	Vikas Nagark K																														

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Number Present M
E

Handwritten attendance marks in the grid.


Dr. B. B. Hegde First Grade College, Kundapura
Certificate Courses : 2019-20
Result Sheet

Course Name : Consumer Education Total Marks : 100

Co-ordinator : Mr. Sudhir Kumar


Sl. No.	Name	Marks obtained	Grade Point	Alpha Sign Grade
1.	Adarsh Shetty - 4403	83	8	A ⁺⁺
2.	Chaitra - 4411	87	8	A ⁺⁺
3.	Jyothi - 4413	91	9	O
4.	Monikanta - 4417	82	8	A ⁺⁺
5.	Nithin - 4424	77	7	A ⁺
6.	Subramanya Poojary 4428	74	7	A ⁺
7.	Prabhakar Shetty 4430	84	8	A ⁺⁺
8.	Rathan 4434	76	7	A ⁺
9.	Samartha 4434	72	7	A ⁺
10.	Shabareesh M 4442	78	7	A ⁺
11.	Sudarshan 4452	93	9	O
12.	Shashank Shetty 4460	80	8	A ⁺⁺
13.	Anusha Poojary 4504	75	7	A ⁺
14.	Darshan 4507	71	7	A ⁺
15.	Glen D Souza 4509	88	8	A ⁺⁺
16.	Nikhitha 4522	85	8	A ⁺⁺
17.	Nisha 4523	83	8	A ⁺⁺
18.	Nithesh 4526	88	8	A ⁺⁺
19.	Panchami 4527	92	9	O
20.	Poorna 4530	93	9	O
21.	Poornima 4531	76	7	A ⁺
22.	Rishal Buttello 4538	79	7	A ⁺
23.	Ganesh Shetty 4542	81	8	A ⁺⁺
24.	Sudarshan 4547	82	8	A ⁺⁺
25.	Darshan Bhandary 4557	89	8	A ⁺⁺
26.	Niranjan 4604	95	9	O
27.	Asha 4002	88	8	A ⁺⁺
28.	Priyanka S Shetty 4018	86	8	A ⁺⁺

29.	Ashwini Shetty 4031	91	9	O
30.	Deipa Poojary 4160	72	7	A ⁺
31.	Raksha S Shetty 4124	81	8	A ⁺⁺
32.	Keerthana 3691	84	8	A ⁺⁺
33.	Amithraj Shetty 3808	91	9	O
34.	Drishiti C Kundar 3829	93	9	O
35.	Srishti C Kundar 3878	92	9	O
36.	Abhishek A Bangera 3101	73	7	A ⁺
37.	Vikas V 3183	88	8	A ⁺⁺
38.	Vikas Nayak K 3184	94	9	O
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Mr. Shivaraj C
 Chief Co-ordinator
 Certificate Course

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 Principal
 Dr. B. B. Hegde First Grade College
 Kundpaura - 576201


 Principal
 Principal
 College
 1



DR. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA
Certificate Course

DATE:

CONSUMER EDUCATION

This is to certify that Mr./Miss.....**APARSHA**.....**SHETTY**.....
has successfully completed Consumer Education Certificate Course during the year.....


Prof. K. Umesh Shetty
Principal

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Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201


Chief Co-ordinator



DR. B. B. HEGDE FIRST GRADE COLLEGE
KUNDA PURA
Certificate Course

DATE:

CONSUMER EDUCATION

This is to certify that Mr/Miss.....**CHAITRA**.....
has successfully completed Consumer Education Certificate Course during the year.....


Prof. K. Umesh Shetty
Principal

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Principal

Dr. B. B. Hegde First Grade College
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Shivraj.C
Chief Co-ordinator