

# 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 <sup>++</sup>	
70% and above but below 80%	7	A <sup>+</sup>	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B <sup>+</sup>	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

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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.


- 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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- 4.7 Issue of certificate: First week of next academic year/semester.

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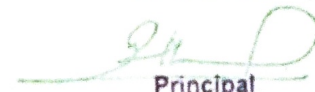
  
Principal  
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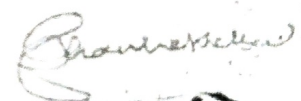
  
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Kundapura - 576201

## 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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1.	Arvita Mathias	III B.com 'B'	3012
2.	Akshatha	I B.Com 'B'	4404
3.	Akshatha	I B.Com 'B'	4405
4.	Anusha .H.N	III. B.com 'c'	3104
5.	Chandini	III B.com c	3110
6.	Chethana	III. B.B.A	3308
7.	Deekshith	II B.com A	3622
8.	Hammad	II B.com B	3021
9.	Kumari @Anksha	III B.com c	3123
10.	Keerthana Shetty	I <sup>st</sup> B.com C	4511
11.	Mohammed Ayaz	III B.com c	3125
12.	Mahalaxmi	II B.com C	3832
13.	Namana	II B.Com c	3838
14.	Nidhiksha. shetty	II B.com A	3643
15.	Nidhi. R. Naik	III B.Com B	3092
16.	Prathika	III B.com 'c'	3138
17.	Priya Shetty	III B.com 'c'	3142
18.	Rozethisirethara	III B.com 'c'	3141
19.	Pragathi	II B.COM 'A'	3652
20.	Pushpalatha	III B.com 'D'	3240
21.	Radhika P Mogaveera	II BBA com 'A'	4012
22.	Radhika	II BBA com 'A'	4017
23.	Renita Marcline D'Souza	II BBA	4020
24.	Ramith Mogaveera	II B.Com 'C'	3857
25.	Ramitha P. Mogaveera	II B.com 'A'	3664
26.	Rashmatha	II B.com 'A'	3666

27	Rajath.	I <sup>rd</sup> B.C.Om(B)	3049	
28	Ruvaidh	I <sup>rd</sup> B.B.A	3309	
29.	Surya. R. shetty	II <sup>rd</sup> B.B.A	3302	
30.	shanou Ibrahim	III <sup>rd</sup> B.com(A)	2989	
31	Sushmitha	II <sup>nd</sup> BBA	4032	
32.	Sinchana	II <sup>nd</sup> B.com 'C'	3873	
33.	Sahana.s.	II B.com 'C'	3862.	
34.	Shoree Laxmi.C.	III B.com.C	3156.	
35	Sannedhi O. shetty	I B.com 'B'	4440.	
36.	Jamanth.S. mandu	II B.com 'C'	3882.	
37.	Shamonth kumar	II B.com 'C'	3867	
38	Suneetha	II BBA	4131	
3	shridevi	III B.com 'C'	3159	
39.	U. Laxminarayana maiya	III B.com 'C'	3177	
40.	Vishwanatha	III B.com 'C'	3185	
41.	Vajresh. Mandi	3 <sup>rd</sup> B.com C	3178	
42.	Divyashree Adiga	III B.com 'D'	3215	
43.	Swapna Hegde	III B.com 'D'	3278	
44.	Ambolga	III B.com 'D'	3204	<del>3178</del>
45.	Swathi	III B.com.C	3173	3110
46	Shoreeraksha	III B.com 'C'	3158	<del>3201</del>
47.	Nagbhushan.u.	II B.com 'C'	3836	<del>3202</del>
48.	Shreemodha	III B.com 'B'		<del>3178</del>
49.	Ashwini	I B.com 'B'		
50.	Rushmi	I B.com 'B'		

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4437.

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

**Department of Commerce & Management**

**Certificate Course on Event Management**

**Budget for the year 2019-20**

<b>Receipt</b>	<b>Rs.</b>	<b>Payment</b>	<b>Rs.</b>
Collection from students (60 x 300)	18,000	Guest Faculty Honorarium Certificate Xerox and Material Event Visit Remuneration to the staff Miscellaneous Refreshments	3,000 1,200 3,000 3,000 4,000 1,000 2,800
	<b>18,000</b>		<b>18,000</b>



Coordinator  
(Mr. Shivaraje)

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Roll No.

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**Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA**  
**Certificate Course Event Management**  
**Final Examination – February 2020**

**Time: 3.00 Hours**

**Max. marks : 100**

**Section A**

**Answer any four questions .**

**(6 x 4 = 24)**

1. Mention any four qualities of event manager.
2. What is event checklist.
3. Give the meaning of conference.
4. What is brain storming.
5. Mention any four responsibilities of event manager.

**Section B**

**Answer any three questions .**

**(12 x 3= 36)**


6. What are essential of good event record keeping system?
7. How does an event manager organize an event ?
8. Explain the advantages of public relation in event management.
9. Explain the 5 C s of event management.

**Section C**


**Answer any two questions .**

**(20 x 2= 40)**

10. Explain the roles and responsibilities of event manager .
11. Explain the different permission required for holding an event.
12. Explain the various roles of media in conducting an event.

  
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**Dr. B. B. Hegde First Grade College, Kundapura**  
**Dept. of Commerce & Management**  
**Certificate Course on Event Management**

**Syllabus**

**Max. Marks : 100**

**Duration : 30 hours**

**Objectives of the Course :**

- To understand about planning and managing an event.
- To understand how to market an event, publicize it , generate interest and attract participants.

<b>Units</b>	<b>Contents</b>	<b>Hours</b>
1	Principles of Project/ Event Management – Understand project management, resources, activities, risk management , delegation , project selection, role of the event manager	3
2	Understanding the facts – Conducting market research, establishing viability, capacities, costs and facilities , plans, time scales , contracts	3
3	Preparing a proposal – Clarity , SWOC analysis, estimating attendance, media coverage, advertising, budget , special considerations, success	3
4	Crisis management plan – Crisis planning, prevention, provision, action phase, handling negative publicity, structuring the plan.	3
5	Seeking sponsors – Different types of sponsorship , definition, objectives, target market, budget, strategic development, implementation, evaluation.	3
6	Organising the event – Purpose, Venue, timing, guest list , invitations, food & drink, room dressing, equipment, guest of honour, speakers, media, photographers , podium, exhibition	4
7	Marketing tools – Types of advertising, merchandising, give aways, competitions, promotions, website and text messaging	3
8	Media tools – Media invitations, photo calls, press releases, TV opportunities, radio interviews	3
9	Promotional tools – Flyers, Posters, Invitations, Website, newsletters, Magazines, blogs, tweets.	3
10	Evaluation- Budget, cost of event, return on investment, media coverage, attendance, feedback.	2

**References:**


1. *Event Management : A blooming industry and an eventful career*, Har Anand Publication, Devesh Kishore & Ganga Sagar singh
2. *The Art of Successful Event Management* , APH Publishing Corporation, Leelamma Devasia & V.V. Devasia
3. *Start your own event planning business 3/E: Your step by step guide to success*, Perseus Books Group, Cheryl Kimball, Entrepreneur Press.

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**E-Resources :**

<https://en.wikipedia.org> Dr. B. B. Hegde First Grade College

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**Dept. of Commerce & Management**  
**Certificate Course on Event Management**

**Course Profile**

**Introduction :**

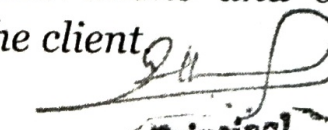
The process of creatively applying the necessary profession skills in organising a focused event for the target audience and achieve their desire.

We all love to celebrate and need little reason to celebrate – whether it be winning the World Cup or the Common Wealth Games or birthdays, Graduation party, weddings etc. in the family. Celebrations are an integral part of our life and often a symbol of happiness. However, modern lifestyles, busy work schedules, smaller families and participation of women in the workforce, have resulted in less manpower and time to plan, organise and execute such events. Hence many people prefer to use the services of an expert (who has the know-how and takes care of the minutest details) to plan and execute such events. Nowadays organisations and institutions also hire the services of such experts to organise a variety of events. This is referred to as 'outsourcing'. ~~Experts who undertake this work are known~~ *Event Management Chapter 19 344 Human Ecology and Family Sciences – Part 2* as event planners or event managers. They provide consultancy and undertake all tasks right from the planning stage till the final execution of the event. Involvement of such experts has made celebrations and occasions easier, enjoyable and stress-free for the client.

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### **Objectives :**

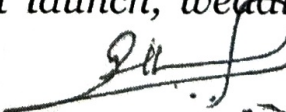
- *Developing the innovative ideas*
- *Configuring customer and their needs*
- *Delivering the event on time and within budget*
- *Communication, maintaining & developing client relationship*
- *Ensuring excellent customer service and quality*
- *Leading your team*

### **Learning Skills :**

- *Excellent organisations skill*
- *Project management experience*
- *Problem solving skill*
- *Strong communication and marketing skill*
- *Motivation and positive attitude*
- *Networking skill and public relationship*
- *Ability to work under pressure*
- *Preparation of Budget*

### **Events :**

- *Shows, Hotels, Seminar and concert venue, exhibition venue, charity organisation, birthday, school function, press conference, product launch, wedding, movie launch etc.*

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


**Course Name : EVENT MANAGEMENT Total Marks : 100**


**Co-ordinator : Mr. HAREESHA B**

Sl. No.	Name	Marks obtained	Grade Point	Alpha Sign Grade
1.	Arvita Mathias	76	7	A+
2.	Akshatha	84	8	A++
3.	Akshatha	65	6	A
4.	Anusha. H.N	95	9	O
5.	Chandini	84	8	A++
6.	Chithana	77	7	A+
7.	Deekshith	78	7	A+
8.	Hammad	94	9	O
9.	Kumari Deeksha	65	6	A
10.	Koerthaya Shetty	70	7	A+
11.	Mohammed Ayaz	78	7	A+
12.	Mahalaxmi	84	8	A++
13.	Namana	92	9	O
14.	Nidhiksha. Shetty	81	8	A++
15.	Nidhi. R. Nailk	90	9	O
16.	Prathi ka	74	7	A+
17.	Prinya Shetty	76	7	A+
18.	preethisinchana	80	8	A++
19.	pragathi	66	6	A
20.	puphalatha	75	7	A+
21.	Pallavi	84	8	A++
22.	Renita. D. Souza	68	6	A
23.	Ramitha Mozarcera	77	7	A+
24.	Ramitha .P.	84	8	A++
25.	Rashmitha	96	9	O
26.	Rajath	84	8	A++
27.	Ruvaidh	65	6	A
28.	Surya R. Shetty	75	7	A+

29.	Shanu Ibrahim	84	8	A++
30.	Sushmitha	87	8	A++
31.	Sinchana	92	7	O
32.	Sahana. S	84	8	A++
33.	Shree Laxmi. C	76	7	A+
34.	Sannidhi. D. Shetty	66	6	A
35.	Sumanth. S. Manja	68	6	A
36.	Shamant Kumar	67	6	A
37.	Suneetha	74	7	A+
38.	Shrideri	78	7	A+
39.	U. Laxmi Narayana Maige	82	8	A++
40.	Vishwanath	91	7	O
41.	Vajresh Maradu	90	7	O
42.	Divyashree Adiga	65	6	A
43.	Smragna Hegde	64	6	A
44.	Ambika	78	7	A+
45.	Swathi	90	7	O
46.	Shreebhaksha	84	8	A++
47.	Nagabhudhanu	87	8	A++
48.	Shreenidhi	68	6	A
49.	Ashwini	72	7	A+
50.	Rashmitha	81	8	A++
51.	pallavi	84	8	A++
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**Mr. Shivaraj C**  
 Chief Co-ordinator  
 Certificate Course

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**Principal**

**Name of the Student** : Prathvi  
**Class & Section** : II BBA  
**Roll No.** : 4017  
**Father's Name** : VITTAAL  
**Mother's Name** : DEVI  
**Guardian's Name** :  
**Contact Number** : 6362662428  
**Email ID** :  
**Permanent Address** : Chikkalle, Nalla Guddeandadi,  
 Kundapura.



**Percentage of Marks**

SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
75%	68%	70%	73%	72%			

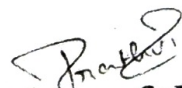
Interested in Event Management Certificate Course

- 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.

  
**Signature of the Parent**

  
**Signature of the Student**

**Date :** 25-01-2020.

**Place :** Kundapura.

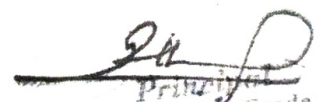
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Admitted to Event Management Certificate Course during the Academic Year 2019-20.

  
**Coordinator**

Principal  
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**HOD**

  
 Principal  
 Dr. B. B. Hegde First Grade College  
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**Name of the Student** : Nidhi R. Naik.  
**Class & Section** : III B.Com. B  
**Roll No.** : 3092  
**Father's Name** : Raghunath K Naik  
**Mother's Name** : Bebi.  
**Guardian's Name** : -  
**Contact Number** : 9740573268 / 8722722850  
**Email ID** : nidhinnaik2020@gmail.com  
**Permanent Address** : "Shri Krihanugroha" Baathihithlu  
 Anote, Hoadu post, Kundapur - 79  
 Udipi - dist.



### Percentage of Marks

SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
75%	54.83%	58.82%	52%	57.87%	66.67%	62.67%	

Interested in Event Management 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.

*Nidhi R.*  
Signature of the Parent

*Nidhi R.*  
Signature of the Student

Date : 25/01/2020

Place : Kundapur

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Admitted to Event Management Certificate Course during the Academic Year 2019-20.

  
 Coordinator  
  
 ATTESTED  
 Principal  
 Dr. B. B. Hegde First Grade College  
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 HOD

Principal



**DR. B. B. HEGDE FIRST GRADE COLLEGE**  
**KUNDDAPURA**  
**Certificate Course**

DATE: 4/3/2020

# **EVENT MANAGEMENT**

This is to certify that Mr/Miss.....**PARATI VI**.....  
has successfully completed Event Management Certificate Course during the year. **2019-20**.....

*[Signature]*  
Prof. K. Umesh Shetty  
Principal

*[Signature]*  
**Shivdraj.C**  
Chief Co-ordinator

**ATTESTED**  
*[Signature]*  
Principal  
Dr. B. B. Hegde First Grade College  
Kunddapura - 576201



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

DATE: 04/03/2021

# **EVENT MANAGEMENT**

This is to certify that Mr/Miss.....N.D.P.T.....R.....N.A.K.....  
has successfully completed Event Management Certificate Course during the year...2019-20.

Prof. K. Umesh Shetty  
Principal

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Principal  
Dr. B. B. Hegde First Grade College  
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Chief Co-ordinator

Shivaraj C.