

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

REGULATIONS GOVERNING CERTIFICATE COURSE

- Title:** The programme shall be called Certificate course in respective disciplines.
- Eligibility for Admission:** A candidate admitted to any degree in Dr. B. B. Hegde First Grade College is eligible for admission to certificate course.
- Duration:** Duration of the certificate course shall be minimum of 30 hours of instruction including practical and should be completed in an academic year.
- Medium of instruction:** Medium of instruction and examination shall be in English/Kannada.
- 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.
- Hours of instruction and examination:** 30 hours minimum instruction.

Hours: 2 hrs/ week

Duration of Exam: 3 hrs.

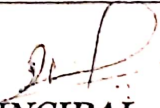
Max. Marks: 100/Subject

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


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


PRINCIPAL
Principal
Dr. B.B. Hegde First Grade College
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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.


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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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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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DEPARTMENT OF POLITICAL SCIENCE

Public Administration – Certificate Course

SYLLABUS

2021-22

Duration of exams: 3 Hours

Max.Marks :100

Total Number of Hours :20

Objectives

- * To enable students to understand the concept of Public Administration
- * To develop an ability to Participate in Public Administration
- * To provide basic information and guidance to the Students about Civil service Exams

Module I – 10 Hours

i)Public Administration

- Meaning and Definition-1 Hour
- Historical Background- 2 Hours
- Nature and Significance – 2 Hours

ii) Training –

- Meaning – 1 Hours
- Objectives- 2 Hours
- Types- 2 Hours

Module II - 10 Hours

i) Civil Services

- Meaning and Features – 1 Hours
- UPSC , KPSC and other examinations – 3 Hours
- Opportunities in Civil Services- 1 Hour



ii) Recruitment

- Meaning and Importance -1Hour
- Qualification-Methods – 2 Hours
- Determining the Qualifications- 2 Hours

References:

- PUBLIC ADMINISTRATION IN THEORY & PRACTICE-DR.MP SHARMA&DR.B.L SADANA
- PUBLIC ADMINISTRATION -AVASTHI&MAHESHWARI
- PUBLIC ADMINISTRATION – A.R Thyagi

E-Resources:

1. Administrative Thinkers – R. Prasad and Prasad
2. New Horizons of Public Administration – Mohit Bhattacharya.
3. Indian Administration – Ramesh K. Arora & Rajni Goyal
4. Public Administration – Laxmikant


Coordinator


HOD

H.O.D. of Political Science
Dr. B. B. Hegde First Grade College
Kundapura


Principal
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DR. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA - 576 201

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

DEPARTMENT OF POLITICAL SCIENCE

Public Administration – Certificate Course

Introduction :

Public Administration is a branch of Political Science dealing primarily with the structure and workings of agencies charged with the administration of governmental functions. Today, Public Administration includes some responsibility for determining the policies and programs of the governments. Bureaucracy or Civil service, the body of government officials who are employed in civil occupations that helps for the smooth functioning of Public Administration.


Objectives:


- * To enable students to understand the concept of Public Administration
- * To develop an ability to Participate in Public Administration
- * To provide basic information and guidance to the Students about Civil service Exams

Learning Outcomes:

- Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
- Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions.
- Manage diversity issues within an organizational framework.
- Identify major issues in today's public and private institutions.
- Demonstrate the management, legal, ethical, and behavioural skills for effective job performance and career mobility.
- Active Participation in Public Administration.


Coordinator


HOD
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Principal
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KUNDAPURA - 576 201

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

Department of Political Science

Certificate Course on Public Administration

Budget for the year 2021-22

Receipt	Rs.	Payment	Rs.
Collection from students (15 x 250)	3750	Guest Faculty Honorarium Certificate Xerox and Material Remuneration to the Staff Miscellaneous Refreshments	1500 300 100 1000 200 650
	3750		3750


Coordinator


HOD

H.O.D. of Political Science
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Kundapura - 576201


Principal

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KUNDAPURA - 576 201

Dr. B.B. Hegde First Grade College, Kundapura
Certificate Course : Public Administration : 2021-22

Sl. No	Roll No	Class/ Section	Student Reg No	Student Name	Remarks
1	CM21003	I B.Com A	U05BB21C0062	AISHWARYA S M	
2	CM21043	I B.Com A	U05BB21C0070	PRAJWAL JOGI	
3	CM21044	I B.Com A	U05BB21C0081	PRAJWAL SHETTY	
4	CM21053	I B.Com A	U05BB21C0145	SHARADA	
5	CM21102	I B.Com B	U05BB21C0039	KARTHIK R SHETTY	
6	CM21132	I B.Com B	U05BB21C0042	SANJAN M	
7	CM21136	I B.Com B	U05BB21C0050	SHASHANK S	
8	CM21138	I B.Com B	U05BB21C0126	SHETTY PRATHITH NARAYAN	
9	CM21178	I B.Com C	U05BB21C0247	KARTHIK	
10	CM21179	I B.Com C	U05BB21C0275	KAVANA	
11	CM21195	I B.Com C	U05BB21C0244	PRATHAM S	
12	CM21200	I B.Com C	U05BB21C0242	RAGHAVENDRA	
13	CM21213	I B.Com C	U05BB21C0202	SHRAVAN	
14	CM21215	I B.Com C	U05BB21C0249	SHREESHA UDUPA	
15	CM21218	I B.Com C	U05BB21C0139	SRAJAN KUMAR	
16	CM21221	I B.Com C	U05BB21C0188	SUDEEP	
17	CA21005	I BCA	U05BB21S0003	AISHWARYA	
18	CA21010	I BCA	U05BB21S0008	ARPITHA	
19	CA21019	I BCA	U05BB21S0017	DEVADIGA RAJAT MAHABAL	
20	CA21020	I BCA	U05BB21S0018	DEVIPRASAD SHETTY	
21	CA21054	I BCA	U05BB21S0046	SANJAY KUMAR	
22	CA21058	I BCA	U05BB21S0062	SHAYAN C S	
23	BA21001	I BBA	U05BB21M0027	ADITHYA K P	
24	BA21012	I BBA	U05BB21M0004	JAYASOORYA	
25	BA21024	I BBA	U05BB21M0011	SHARATH SHETTY	
26	BA21030	I BBA	U05BB21M0020	THRINESH	
27	BA21032	I BBA	U05BB21M0012	VINAYA KUMAR	
28	SC21002	I B.Sc	U05BB21S0097	ASHMITHA G POOJARY	
29	SC21016	I B.Sc	U05BB21S0082	NITHESH	
30	SC21025	I B.Sc	U05BB21S0090	SHAMANTH KUMAR H R	
31	SC21031	I B.Sc	U05BB21S0093	VAIBHAVI BHAT	



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



Certificate Course

Public Administration

This is to certify that Mr./Miss.....*V.A.I.BHAVI.....B.H.A.T.....I.B.S.C.....*

has successfully completed Public Administration Certificate Course during the year.....*2021-22....*

Prof K. Umesh Shetty
Principal
Dr. B.B. Hegde First Grade College
Kundapur 576201

Satish Shetty
Chief Co-ordinator



Certificate Course

Public Administration

This is to certify that Mr./Miss.....N.I.T.H.E.S.H.....I.B.S.C.....

has successfully completed Public Administration Certificate Course during the year.....2021-22.....


Prof K. Umesh Shetty
Principal
Dr. B.B. Hegde Grade College
Kundapura -576201


Satish Shetty
Chief Co-ordinator

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

Application for Certificate Course : 2021-22

Name of the Student : NITESH
Class & Section : I BSc
Roll No. : SC21016
Father's Name : SHANKAR
Mother's Name : BABY
Guardian's Name :
Contact Number : 9902539294
Email ID : devadiganitlesh@gmail.com
Permanent Address : KUPPUMANE KATTU HEMMADY



Preference in Numbers from 1 to 12 :

- | | |
|-------------------------------------|------------------------------------|
| 1. Consumer Education | <input type="checkbox"/> |
| 2. Functional English | <input type="checkbox"/> |
| 3. Yakshagana | <input type="checkbox"/> |
| 4. Event Management | <input type="checkbox" value="4"/> |
| 5. Rural Marketing | <input type="checkbox"/> |
| 6. Computer Fundamentals | <input type="checkbox"/> |
| 7. Public Administration | <input type="checkbox" value="1"/> |
| 8. Fashion Designing | <input type="checkbox" value="5"/> |
| 9. Yoga and Meditation | <input type="checkbox"/> |
| 10. Soft Skills Development | <input type="checkbox" value="3"/> |
| 11. Electrical Appliances & Repairs | <input type="checkbox"/> |
| 12. Stock Marketing Operations | <input type="checkbox" value="2"/> |

Undertaking :

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

Baby
Signature of the Parent

Nitesh
Signature of the Student

Date : 21-5-2022

Place : Kundapura

(For office use only)

Admitted to Public Administration Certificate Course during the Academic Year 2021-22.

[Signature]
Coordinator

[Signature]
Principal
Dr. B. B. Hegde First Grade College
Kundapura

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

Application for Certificate Course : 2021-22

Name of the Student : VAIBHAVI BHAT
Class & Section : I BSC
Roll No. : SC21031
Father's Name : RAVIRAJ BHAT
Mother's Name : USHA BHAT
Guardian's Name : -
Contact Number : 7026114183
Email ID : vaibhavibhat6@gmail.com
Permanent Address : Shri Mahishamardhini temple Ampar
Post & village Kundapura Tq

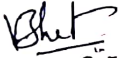



Preference in Numbers from 1 to 12 :

- | | |
|-------------------------------------|--------------------------|
| 1. Consumer Education | <input type="checkbox"/> |
| 2. Functional English | <input type="checkbox"/> |
| 3. Yakshagana | <input type="checkbox"/> |
| 4. Event Management | <input type="checkbox"/> |
| 5. Rural Marketing | <input type="checkbox"/> |
| 6. Computer Fundamentals | <input type="checkbox"/> |
| 7. Public Administration | <input type="checkbox"/> |
| 8. Fashion Designing | <input type="checkbox"/> |
| 9. Yoga and Meditation | <input type="checkbox"/> |
| 10. Soft Skills Development * | <input type="checkbox"/> |
| 11. Electrical Appliances & Repairs | <input type="checkbox"/> |
| 12. Stock Marketing Operations | <input type="checkbox"/> |

Undertaking :

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


Signature of the Parent


Signature of the Student


Date : 21-05-2022

Place : Kundapura

(For office use only)

Admitted to Public Administration Certificate Course during the Academic Year 2021-22.


Coordinator


Dr. B.B. Hegde
Principal
Kundapura College