

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

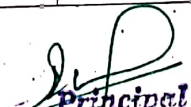
Duration of Exam: 3 hrs.

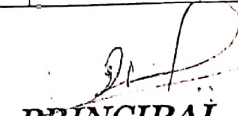
Max. Marks: 100/Subject

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


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


PRINCIPAL
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.

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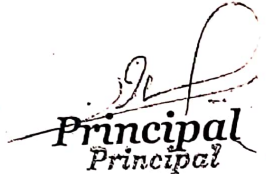
- 3.3 After the evaluation, mark sheet of students should be submitted to coordinator of the programme as per the schedule.
- 3.4 If student fails to get the minimum percentage of marks then they should appear for re-examination when it is offered.
- 3.5 The certificate will be issued by the coordinator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



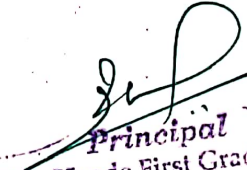
Principal
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Principal
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REMUNERATION AND FEES OF CERTIFICATE COURSE

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

Application for Certificate Course : 2021-22

Name of the Student : Divya (DIVYA)
Class & Section : IBCA
Roll No. : CA21023
Father's Name : Babu Dwadiga
Mother's Name : Ranvalho
Guardian's Name :
Contact Number : 9148024612
Email ID : DivyaDwadiga9448@gmail.com
Permanent Address : SANTHOSH NILAYA HAREGODU
HEMMAOY, KUNDAPUR (TA) UDUPI (D)



Preference in Numbers from 1 to 12 :

1. Consumer Education
2. Functional English
3. Yakshagana
4. Event Management
5. Rural Marketing
6. Computer Fundamentals
7. Public Administration
8. Fashion Designing
9. Yoga and Meditation
10. Soft Skills Development
11. Electrical Appliances & Repairs
12. Stock Marketing Operations

Undertaking :

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

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Signature of the Parent

Signature of the Student

Date : 19/5/2022
Place : Kundapura

(For office use only)

Admitted to Fashion Designing Certificate Course during the Academic Year 2021-22.

Coordinator

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

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

Application for Certificate Course : 2021-22

Name of the Student : SHREERAKSHA
Class & Section : I BCA
Roll No. : CA21060
Father's Name : VISHWANATH UPADHYAYA
Mother's Name : PUSHPALATHA UPADHYAYA
Guardian's Name : -
Contact Number : 9482415414 / 9480636414
Email ID : shreeraksha.vue@gmail.com
Permanent Address : Behind Chikkamma temple Ombattudandige,
Padukeri Kundapura. -576201



Preference in Numbers from 1 to 12 :

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

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 : 20/05/2022

Place : Kundapura

(For office use only)

Admitted to Fashion Designing Certificate Course during the Academic Year 2021-22.

Coordinator

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

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA




Certificate Course

Soft Skill Development

This is to certify that Mr./Miss.....DIVYA.....JBCA.....

has successfully completed **Soft Development Skill Certificate Course**

during the year.....2021-22.....


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


Satish Shetty
Chief Co-ordinator

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA



Certificate Course

Soft Skill Development

This is to certify that Mr./Miss.....SURE RAKSHA.....T. B. CA.....

has successfully completed **Soft Development Skill Certificate Course**

during the year.....2021.....-22.....


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


Satish Shetty
Chief Co-ordinator

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

Certificate Course
Soft Skill Development (BBHCSSD)

Syllabus

Learning Objectives:

1. To empower the students with skill sets required for their overall personality development.
2. To enhance their personal effectiveness and thereby enable the students to become effective leaders.

Unit 1 – Introduction and Self-Management (4 hours)

Definition of Soft Skill and its Significance. Self-Management-Self Evaluation, Self-Discipline, Self-Criticism, Self-Awareness.

Practical Component (Identifying one's strengths and weakness-Class room activity)

Unit 2 - Time, Stress and Conflict Management (6 hours)

Time Management-Benefits, Tools and How to manage time wisely. Stress Management-Factors causing stress, Stress removal techniques. Conflict Management-Causes and Methods of Conflict Resolution.

Practical Component (Practice by Gameplay and Video lectures)

Unit 3 – Leadership Skills, Goal Setting, Team Management (6 hours)

Leadership Skills-Qualities of good leader, Ways to develop leadership skills.

Goal Setting-Setting career goal, Measures to achieve career goal. Team Management-Concept of team, Building effective team

Practical Component (Role play on great leaders)

Unit 4 – Listening and Presentation Skills (6 hours)

Listening Skills-Barriers to listening, Overcoming listening barriers. Presentation Skills- Stages involved in an effective presentation.

Practical Component (Mock Presentation)

Unit 5-Group Discussion, Interview Skills, Corporate Etiquettes and Preparation of CV (8 hours)

Group Discussion-Importance, Skills assessed. Interview Skills-Before, During and After the Interview. Tips for Success. Corporate Etiquettes-office, meeting, telephone, dining and mail etiquette. Preparation of CV.

Practical Component (Mock GD and Mock Interview)

Books for Reference:

1. Dr.K.Alex, Soft Skills know yourself and know the world, Third Revised Edition-2009-S.Chand and Company Pvt Ltd. New Delhi.
2. Michael Le Boeuf, Essence of Time Management, Jaico Publishing House-Mumbai-2003.
- 3.T.N Chhabra and Sandhyachhabra,Personality development and communication skills-Third Revised edition-2012-Sun India Publications, New Delhi.


Principal
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Kundapura -576201

Roll No

Dr. B.B. HEGDE FIRST GRADE COLLEGE KUNDAPURA
Certificate Course in Soft Skill Development
Final Examination – August 2022

Time: 2hours

Maximum Marks: 60

SECTION A

Answer all the questions

(2 X 10 = 20)

1. a) What do you mean by soft skill?
- b) What is self management?
- c) What is time management?
- d) Give the meaning of leadership skill.
- e) What is goal setting?
- f) What is team management?
- g) Expand-SMART?
- h) Give the meaning of listening skill.
- i) Mention the various corporate etiquettes.
- j) Mention any two tips to crack interview.

SECTION B

Answer any five questions

(8 X 5 = 40)

2. Write a note on self evaluation for individual development.
3. Explain the various stress removal techniques.
4. Explain the causes and methods of conflict resolution.
5. Briefly explain the various ways to building effective team.
6. Write a note on office, meeting, telephone, dining and mail etiquette.
7. Explain the various importance of group discussion.



Dr. B. B. Hegde First Grade College Kundapura

Certificate Courses: 2021-22

Result Sheet

Course Name: Soft Skill Development (BBHCSSD) Total Marks: 60

Co-ordinator: Mr. Rajath Bangera

Sl. No.	Name	Roll No.	Marks Obtained out of 60	Marks converted to 100	Grade point	Alpha Sign Grade
1)	Anusha	CM21010	52	87	8	A++
2)	Deepika	CM21022	48	80	8	A++
3)	M Sneha	CM21031	46	77	7	A+
4)	Shiny Dsouza	CM21054	52	87	8	A++
5)	Sudeeksha G	CM21061	50	83	8	A++
6)	Surath C P	CM21064	44	73	7	A+
7)	Revathi	CM21128	56	93	9	O
8)	Sinchana	CM21139	57	95	9	O
9)	Supritha	CM21227	55	92	9	O
10)	Divya	CA21023	50	83	8	A++
11)	Shree raksha	CA21060	57	95	9	O
12)	Vijayalakshmi	CA21070	56	93	9	O
13)	Chetan	BA21011	51	85	8	A++
14)	Jnadesh	BA21013	50	83	8	A++
15)	Jyothika	BA21014	50	83	8	A++
16)	Prithvi	BA21019	53	88	8	A++
17)	Subrahmanya	BA21027	43	72	7	A+
18)	Vasu	BA21031	42	70	7	A+
19)	Anjana	BA21003	49	82	8	A++

Chief Coordinators

Coordinator

Principal

Dr. B. B. Hegde First Grade C
Kundapura - 576201

Dr. B.B. Hegde First Grade College, Kundapura
Certificate Course : Soft Skills Development : 2021-22

Sl. No	Roll No	Class/ Section	Student Reg No	Student Name	Remarks
1	CM21010	I B.Com A	U05BB21C0135	ANUSHA	
2	CM21022	I B.Com A	U05BB21C0076	DEEPIKA	
3	CM21031	I B.Com A	U05BB21C0155	M SNEHA	
4	CM21054	I B.Com A	U05BB21C0147	SHINY DSOUZA	
5	CM21061	I B.Com A	U05BB21C0077	SUDEEKSHA G	
6	CM21064	I B.Com A	U05BB21C0048	SURATH C P	
7	CM21128	I B.Com B	U05BB21C0122	REVATHI	
8	CM21139	I B.Com B	U05BB21C0127	SINCHANA	
9	CM21227	I B.Com C	U05BB21C0197	SUPRITHA	
10	CA21023	I BCA	U05BB21S0020	DIVYA	
11	CA21060	I BCA	U05BB21S0050	SHREERAKSHA	
12	CA21070	I BCA	U05BB21S0058	VIJAYALAKSHMI	
13	BA21011	I BBA	U05BB21M0002	CHETAN SURENDRA SHETTY	
14	BA21013	I BBA	U05BB21M0018	JNANESH	
15	BA21014	I BBA	U05BB21M0017	JYOTHIKA	
16	BA21019	I BBA	U05BB21M0005	PRITHVI	
17	BA21027	I BBA	U05BB21M0019	SUBRAHMANYA	
18	BA21031	I BBA	U05BB21M0028	VASU	

19. BA21003 I BBA U05BB21M0003 Anjana

Principal

Principal
 Dr. B.B. Hegde First Grade College
 Kundapura - 576206

Dr. B. B. Hegde First Grade College Kundapura

Department of Business Administration


Certificate Course on Soft Skill Development

Budget for the year 2021-22

Receipts	Rs.	Payments	Rs.
Collection from students (19 X 300)	4,750	Xerox and material	450
		Remuneration to the staff	4,000
		Certificate	300
	4,750		4,750


Chief Coordinators


Coordinator


Principal
Dr. B. B. Hegde First Grade College
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