Student Hand Book

2017-18

Seshadripuram Educational Trust
Seshadripuram Academy of Business Studies
(Affiliated to Bangalore University)
K S Town, Bangalore – 560 060

Student Hand Book

2017-18

Contents

ABOUT THE HAND BOOK

This hand book attempts to create awareness to students about the facilities in the campus, the specific rules and regulations that govern conduct and use of the facilities. It will also help students to know the contact persons and the processes involved in many procedures in the institute.

This hand book is an official document of *Seshadripuram Academy of Business Studies*. Every student is given access to this document and is expected to know its contents. The administration has every right to change / modify the rules at any stage and any such change will become effective upon notification.

ABOUT SESHADRIPURAM EDUCATIONAL TRUST

The Seshadripuram Group of Institutions was founded originally in 1930 by two lady educational enthusiasts of Seshadripuram, viz. Smt. Anandamma and Smt. Seethamma who started a primary school with about 20 children in two rooms in the present main campus of Seshadripuram. The present body Seshadripuram Educational Association was registered in the year 1944. Seshadripuram Educational Trust, a public Charitable Trust was established in the year 1980 by the Seshadripuram Educational Association.

The institution has grown from strength to strength and today the total student strength is about 20,000. The Trust runs in all about 30 educational institutions from kindergarten to postgraduate courses. The institution has about 1000 employees including supporting and part time staff. Today a child entering a nursery school in Seshadripuram group of institutions can complete and obtain a degree in B.A., B.Sc., B.Com. Diploma in Pharmacy, LLB. D.Ed., MBA, BBM.

Late - Smt. Anandamma
Stree Samaja

Late - Smt. Seetamma
Stree Samaja

VISION AND MISSION STATEMENT OF THE TRUST

Seshadripuram Educational Trust believes that individuals from each stratum of society needs affordable, relevant, and quality education to fulfill personal aspirations.

The Vision of the Trust is to constantly strive towards meeting this social need by inclusion and expansion of newer streams of academia in its institutions and provide World Class Infrastructure for Learning, Research and application of knowledge.

In fulfillment of its Vision, the **Trust** commits itself to a Mission to excel in all its activities, create an atmosphere of effective learning, generate a spirit of enquiry, induce healthy challenges and competitions, encourage sustainable accomplishments and ensure enriching rewards to everyone - students, teachers, trustees, associates and the society at large. Thus, the **Trust's** goal is to emerge as a global conglomerate of premier academic institutions, each taking pride in having nurtured knowledge that will lead to happiness, peace, harmony and prosperity.

ABOUT THE COLLEGE

Seshadripuram Academy of Business Studies is a unit of Seshadripuram Educational Trust. It is affiliated to Bangalore University. The college has excellent infrastructure and other facilities to cater to the needs of the student community. It aims to bring about a holistic development of the student population with equal emphasis on curricular and co-curricular activities through various associations to provide the right input to build a strong society. By the time students successfully complete their Undergraduate Course, SABS hopes to equip them with adequate

knowledge and skills that their career demands, in addition to making them virtuous citizens who can face the challenges of life with greater confidence.

VISION, MISSION, GOAL, QUALITY POLICY AND CORE VALUES OF THE COLLEGE

Vision: To impart that education that would empower every individual to grow as a nation builder in all domains of life

Mission: To inculcate humanitarian values, build professional prudence, inquisitiveness and create a drive for learning through essential motivation.

Goal: To dawn as an acclaimed educational bastion that will uphold the society.

Quality Policy: To strive for holistic development through meticulous planning and its implementation with a view to contribute socially responsible citizens.

Core values:

- Excellence.
- Service.
- Environmental Concern.
- Social Responsibility.

CAMPUS PLAN AND FACILITIES

FLOOR	FACILITIES	ROOM NUMBER
3rd	Principal's Chamber	310
	Administrative Office	311
	Seminar Hall	312
	Examination Room	308
	Class Room	309
	Electronics Lab	308
	NSS and Civil Defence Office	309
	Rest Room – Female (Staff)	

4th	Computer Lab	408
	Library	413
	Language and Computer Science Staff Rooms	407
	Audio Visual Room	406
	Placement Cell	405
	Counselling Cell	405
	IQAC Room	405
	Class Rooms	401,402,403,404, 409, 410,411,412
	Rest Room – Male	
	Commerce and Management Staff Room	505
5th	Auditorium	510
	Class Rooms	501,502,503,504, 506A, 506B, 507, 508
	Rest Room – Female	
	Sports Room	601
6th	Common Room	

COURSE STRUCTURE, SCHEME OF EXAMINATION AND REGULATIONS

The institution offers three years' degree in,

- ✓ B.Com.,
- ✓ B.B.A.
- ✓ B.C.A.

All the courses are affiliated to Bangalore University and follow the semester scheme.

Title of Papers and Scheme of Study & Examination for BCA (Bachelor of Computer Applications) Under Choice Based Credit System - Semester System (Revised w.e.f.2014-2015)

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
I	Part - 1	BCA101T	Indian Language	4	30	70	100	2	16
		BCA102T	English	4	30	70	100	2	
	Part – 2	BCA103T	Problem Solving Techniques using C	4	30	70	100	2	
		BCA104T	Digital Electronics	4	30	70	100	2	
		BCA105T	Discrete Mathematics	5	50	100	150	3	
		BCA103P	C Programming Lab	3	15	35	50	1	
		BCA104P	Digital Electronics Lab	3	15	35	50	1	
	Part – 3	-	Foundation Course	3	30	70	100	2	
		-	CC & EC		50		50	1	
II	Part – 1	BCA201T	Indian Language	4	30	70	100	2	16
		BCA202T	English	4	30	70	100	2	
	Part - 2	BCA203T	Data structures	4	30	70	100	2	
		BCA204T	Database Management System	4	30	70	100	2	
		BCA205T	Numerical and Statistical Methods	5	50	100	150	3	
		BCA203P	Data Structures Lab	3	15	35	50	1	
		BCA204T	DBMS Lab	3	15	35	50	1	
	Part - 3	-	Foundation Course	3	30	70	100	2	
		-	CC & EC	-	50	-	50	1	
III	Part - 1	BCA301T	Indian Language	4	30	70	100	2	16
		BCA302T	English	4	30	70	100	2	
	Part - 2	BCA303T	Object Oriented Programming using C++	4	30	70	100	2	
		BCA304T	Financial Accounting andManagement	4	30	70	100	2	
		BCA305T	OperatingSystem	5	50	100	150	3	
		BCA303P	C++ Lab	3	15	35	50	1	
		BCA304T	Accounting Package Lab	3	15	35	50	1	
	Part - 3	-	Foundation Course	3	30	70	100	2	
		-	CC & EC	-	50	-	50	1	
IV	Part - 1	BCA401T	Indian Language	4	30	70	100	2	16
		BCA402T	English	4	30	70	100	2	
	Part - 2	BCA403T	Visual Programing	4	30	70	100	2	
		BCA404T	Unix Shell programming	4	30	70	100	2	
		BCA405T	Operation Research	5	50	100	150	3	
		BCA403P	Visual Programming Lab	3	15	35	50	1	
		BCA404T	UNIX Lab	3	15	35	50	1	
	Part - 3	-	Skill Development Course	3	30	70	100	2	
			CC & EC	-	50	-	50	1	

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
V	Part - 2	BCA501T	Data Communication and Networks	4	50	100	150	3	20
		BCA502T	Software Engineering	4	50	100	150	3	
		BCA503T	Computer Architecture	4	50	100	150	3	
		BCA504T	Java Programming	4	30	70	100	2	
		BCA505T	Microprocessor and Assembly Language	4	30	70	100	2	
		BCA504P	Java Programming Lab	3	15	35	50	1	
		BCA505P	Assembly Language Programming Lab	3	15	35	50	1	
		BCA506P	Project	8	50	100	150	3	
	Part - 3	-	Skill Development Course	3	30	70	100	2	
VI	Part–2	BCA601T	Theory of Computation	4	50	100	150	3	20
		BCA602T	System Programming	4	50	100	150	3	
		BCA603T	Cryptographyand NetworkSecurity	4	50	100	150	3	
		BCA604T	Web Programming	4	30	70	100	2	
		BCA604P	Web Programming Lab	3	15	35	50	1	
		BCA605P	Project Work	16	100	200	300	6	
	Part – 3	-	Skill Development Course	3	30	70	100	2	

BANGALORE UNIVERSITY
B.COM (CBCS) SEMESTER SCHEME

I SEMESTER

<table>
<thead>
<tr><th rowspan="3"></th><th rowspan="3">Subjects</th><th rowspan="3">Paper</th><th rowspan="3">Instruction hrs/week</th><th rowspan="3">Duration of Exam (hrs)</th><th colspan="3">Marks</th><th rowspan="3">Credits</th></tr>
<tr><th>IA</th><th>Exam</th><th>Total</th></tr>
</thead>
<tbody>
<tr><td rowspan="2">Part 1 Languages</td><td>Language- I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi</td><td>1.1</td><td>4</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td>Language-II : English</td><td>1.2</td><td>4</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td rowspan="4">Part 2 Optional</td><td>Financial Accounting</td><td>1.3</td><td>4</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td>Indian Financial System</td><td>1.4</td><td>4</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td>Marketing and Services Management</td><td>1.5</td><td>4</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td>A. Corporate Administration OR B. Methods and Techniques for Business Decisions. (Students can choose any one)</td><td>1.6</td><td>4</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td rowspan="2">Part 3</td><td>Foundation Course*</td><td></td><td>3</td><td>3</td><td>30</td><td>70</td><td>100</td><td>2</td></tr>
<tr><td>CC & EC*</td><td></td><td></td><td></td><td>50</td><td></td><td>50</td><td>1</td></tr>
<tr><td colspan="8" align="center">Total Credits</td><td>15</td></tr>
</tbody>
</table>

II SEMESTER

	Subjects	Paper	Instruction hrs/ week	Duration of Exam (hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Languages	Language-I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	2.1	4	3	30	70	100	2
	Language–II : English	2.2	4	3	30	70	100	2
Part 2 Optional	Advanced Financial Accounting	2.3	4	3	30	70	100	2
	Retail Management	2.4	4	3	30	70	100	2
	Banking Law and Operations	2.5	4	3	30	70	100	2
	Quantitative Analysis for Business Decisions–I	2.6	4	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50		50	1
Total Credits								**15**

III SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam (hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Language	Language: I Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	3.1	4	3	30	70	100	2
	Language – II:English	3.2	3	3	30	70	100	2
Part 2 Optional	Corporate Accounting	3.3	4	3	30	70	100	2
	Financial Management	3.4	4	3	30	70	100	2
	Business Ethics	3.5	4	3	30	70	100	2
	Quantitative Analysis for Business Decisions –II	3.6	4	3	30	70	100	2
	Public Relations and Corporate Communication	3.7	3	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50		50	1
Total Credits								**17**

IV SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Language	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	4.1	4	3	30	70	100	2
	Language – II: English	4.2	3	3	30	70	100	2
Part 2 Optional	Advanced Corporate Accounting	4.3	4	3	30	70	100	2
	Cost Accounting	4.4	4	3	30	70	100	2
	E-Business and Accounting	4.5	4	3	30	70	100	2
	Stock and Commodity Markets	4.6	4	3	30	70	100	2
	Principles of Event Management	4.7	3	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50		50	1
Total Credits								**17**

V SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2 Optional	Entrepreneurship Development	5.1	4	3	30	70	100	3
	International Financial Reporting Standards	5.2	4	3	30	70	100	3
	Income Tax – I	5.3	4	3	30	70	100	3
	Costing Methods	5.4	4	3	30	70	100	3
	Elective – I	5.5	4	3	30	70	100	3
	Elective – II	5.6	4	3	30	70	100	3
Part 3	SDC		3	3	30	70	100	2
Total Credits								20

VI SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2 Optional	Business Regulations	6.1	4	3	30	70	100	3
	Principles and Practice of Auditing	6.2	4	3	30	70	100	3
	Income Tax – II	6.3	4	3	30	70	100	3
	Management Accounting	6.4	4	3	30	70	100	3
	Elective – I	6.5	4	3	30	70	100	3
	Elective –II	6.6	4	3	30	70	100	3
Part 3	SDC		3	3	30	70	100	2
Total Credits								20

ELECTIVE GROUPS
1. ACCOUNTING & TAXATION GROUP

Semester No.	Paper No.	Title of the Paper
V	AC. 5.5	Advanced Accounting
	AC.5.6	Goods and Services Tax
VI	AC.6.5	Business Taxation
	AC.6.6	Cost Management

2. FINANCE GROUP

Semester No.	Paper No.	Title of the Paper
V	FN.5.5	International Financial Management
	FN.5.6	Goods and Services Tax
VI	FN.6.5	Performance Management
	FN.6.6	International Auditing & Assurance

3. INFORMATION & TECHNOLOGY GROUP

Semester No.	Paper No.	Title of the Paper
V	I.T 5.5	Accounting Information Systems
	I.T 5.6	Enterprise Resource Planning
VI	I.T 6.5	Information Technology and Audit
	I.T 6.6	Banking Technology and Management

4. BANKING & INSURANCE GROUP

Semester No.	Paper No.	Title of the Paper
V	BI 5.5	International Banking & Forex Management
	BI 5.6	Life & General Insurance
VI	BI 6.5	Risk Management
	BI 6.6	Marketing of Insurance Products

SCHEME OF EXAMINATION of B. Com and BBA (CBCS) Degree Semester Scheme 2014-15: (Summative Approach)

1. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.

2. Of the 30 marks of Internal Assessment, 20 marks shall be based on two tests and each test shall be of at least 01-hour duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance and Skill Development Record of 05 marks each.

3. The marks based on attendance shall be awarded as given below:

   75% to 80% = 02 marks.

   81% to 85% = 03 marks.

   86% to 90% = 04 marks.

   91% to 100% = 05 marks.

4. Marks for skill development shall be awarded by the faculty concerned based on Skill Development exercises provided in the syllabus of each paper. The student is required to prepare/workout the concerned exercises in a Record Book maintained by him/her and shall submit it the faculty concerned at least 15 days before the last date of the semester.

5. Co and Extra-Curricular Activities (CC & EC) in each semester up to fourth semester carries 50 marks.

6. **Project report and Viva-Voce (BBA):** The project report in the sixth semester carries 100 marks (70 marks for project and 30 marks for Viva-Voce) which shall form part of Sixth semester examination.

SCHEME OF EXAMINATION for BCA (Bachelor of Computer Applications) Under Choice Based Credit System - Semester System (Revised w.e.f.2014-15)

1. There shall be a university examination at the end of each semester. The maximum marks for the university examination varies from paper to paper that are for 70 and 100 marks.

2. The marks of Internal Assessment shall be of 30 and 50 which shall be based on two tests, Attendance and Skill Development Record. Each test shall be of at least 01-hour duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks.

3. Co and Extra-Curricular Activities (CC & EC) in each semester up to fourth semester carries 50 marks.

4. **Project report and Viva-Voce:** The project report in the fifth semester carries 150 marks (100 marks for project and 50 marks for Viva-Voce) sixth semester carries 300 marks (200 marks for project and 100 marks for Viva-Voce) which shall form part of fifth and sixth semester examination.

PROVISION FOR IMPROVEMENT OF RESULTS:

The candidate shall be permitted to improve the results of the whole examination or of any Semester or a subject within the prescribed time by the university after the publication of the results. This provision shall be exercised only once during the course and the provision once exercised shall not be revoked. The application for improvement of results shall be submitted to the Registrar (Evaluation) along with the prescribed fee.

COURSE WISE COURSE OUTCOMES, PROGRAM SPECIFIC OUTCOMES AND PROGRAM OUTCOMES

B.Com and BBA	**COs**	1. To make students familiar and to acquaint them to the basic concepts, tools and techniques of various accounting procedures for different types of businesses. 2. The Course familiarizes the students with regards to Structure, Organization and working of financial system in India. 3. Aims to provide basic knowledge of Mathematics and Statistics, various Statistical techniques for their applications in Business Decisions. 4. To familiarize students with the Principles of Marketing and Management of Services. 5. To enable the students to understand the basic concepts of Financial Management and analysis and interpretation of Financial Statements with a view to prepare Management Reports for Decision Making. 6. To expose the students to various provisions of Direct and Indirect Taxes in India and to make them understand the process of assessment of individual firms and companies. 7. To enable the students to understand the basic concepts of Entrepreneurship, Law and Operations of Banking, Business Regulations and Methods and Practical applications of Auditing. 8. To acquaint students with Soft Skills for Employability.

POs		1. Provides in depth knowledge and creates an ability to apply theoretical knowledge in real life circumstances effectively.
		2. Imparts skills required to Plan and Pursue a Career and empowers with Employability Skills.
		3. Makes the students competent to face challenges in present Global Competitive Market by imparting an ability to engage in independent and life-long learning.
		4. Develops overall Personality of the Students.
PSOs		1. Prepares students for Profession in the field of Accounting, Auditing, Taxation, Finance, Insurance and Banking.
		2. Creates Manpower with Inter-Disciplinary approach to cater to the needs of Companies.
		3. Develops Ethical Managers and Business Philosophers with a focus on Special Responsibility and Ecological Sustainability.
		4. Develops Entrepreneurship qualities and gives ideas about the modern business strategies.
		5. Enables students to take up higher education to become Business Scientists, Researchers, Consultants and Teachers with core competencies and helps the students to face competitive examinations.

BCA	**COs**	6. Inception in to the programming world is embarked by giving insights about the basics of electronics, Mathematics and programming language. 7. The curriculum is designed to play a pivotal role in defining the structural and storage representation of the data. 8. The curriculum creates the ability to understand the interface between the user and the computer hardware. 9. The curriculum develops the efficacy to address the intermediate level of operating systems and its applications to develop GUI's. It also focuses on linear programming models. 10. To provide opportunities to explore the advanced level of programming and various phases of software development with the architecture and protocols that impart network utilization. 11. Prepares to accumulate the knowledge of hacking and its components along with the theoretical foundations in the relevant subject. It also enables to design websites. Aims to produce students skilled in computers that include latest develop ments which matches the industry needs.
	POs **PSOs**	1. This Program enables the students to avail data processing jobs. 2. To become software/hardware entre-preneurs. 3. To advertise the technology and its applications in various industries like IT, Academia, research and Government sectors.

IQAC

Quality being the buzz word at the Institution, the IQAC fosters every activity at the institution with persistent and meticulous planning. To seek fruition and completion of every endeavor is the prime focus of the IQAC. With a strict vigil on every activity of the institution, the IQAC spares no efforts to ensure Quality.

CAMPUS CULTURE AND CODE OF CONDUCT

Campus Access / Movements

Deeply committed to upholding the value system of the college, it is proper expected of students to conduct themselves in a worthy manner in their clothing, demeanor and discipline.

Movement of students in the corridors during class hours or sitting on the steps of the staircase is not permitted.

Students must wear their identity card whenever they come to the college and show it to the persons concerned whenever asked for. Students must drive their vehicles in the premises of college at a moderate speed.

Students should maintain decorum and discipline always, both inside and outside the campus. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled. Code of conduct on the campus includes safeguarding the college property, keeping the campus clean and tidy, and following the prescribed dress code.

Only students who are on the rolls of the college and their Parents shall normally be permitted to enter the campus.

Identity Card

Every student of the college is issued an identity card; all transactions within campus, library access is possible only with this card. The student must keep the card secure.

If this card is lost, a new card can be obtained by applying for and paying the card replacement fee at the library.

Handing over the card to others is strictly prohibited. The college will not be responsible for any loss due to inappropriate handling of the card. Students are expected to carry the card with them always till the completion of the course.

Dress Code

Students are expected to dress formally and modestly as per the specifications of the respective departments. Male students shall wear formal trousers and shirts and female students shall wear Salwar Kameez with Dupatta. Tights, Leggings, T-Shirts or any other tight and revealing cloths are not allowed in the campus. Body piercing, tattooing and fancy coloring of hair is not entertained.

Parking

Towards ensuring driving discipline and order of vehicular movement within the campus, the vehicle should be parked at the designated area.

Violation of these rules may lead to Towing of the vehicles and Penalty.

Avoiding of Alcohol, Tobacco and Drugs

Consumption of Alcohol, Tobacco products and drugs is strictly prohibited anywhere in the campus, its surroundings and canteen. Anyone who is found to have been indulged in the consumption and found to be in possession of these prohibited products in the prescribed areas are immediately punishable for the offence. Proper punitive actions under campus rules and local statutory laws will be initiated in such circumstances.

General Regulations:

1. The working day is divided into two sessions. 1st session will have 2 hours of classes post which 30minutes break will be provided to students. The 2nd session comprises of 4 hours of classes.

2. Late comers, will not be allowed to the classrooms instead they have to be in library and can attend the next class.

3. Attendance will be marked at the commencement of each period.

4. Use of Mobile phones in the premises, including corridors, classrooms is strictly prohibited, during class hours. If any student is found using them the mobile phones will be confiscated.

5. Attendance-cum-progress report of every student is available in IPOMO Every student and parent can access it and monitor the performance.

6. 2 tests and 1 pre-final examination is conducted every semester.

7. Students are not permitted to play any sports or join cultural teams against the institution.

8. Active participation in politics is not compatible with the academic life of students and as such students are expected not to indulge in public activities, which are of political nature.

9. Students must abide by the dress code specified by the Institution.

Leave Regulations:

1. Students must have 75% attendance to be permitted to write the end semester examinations. Approved leave applications will be considered only up to 10% of total attendance.

2. Students who fail to meet the required percentage of attendance shall be detained without permission to write the current semester exam.

3. No student shall absent himself/herself from classes without prior permission of the class teacher/HOD.

4. Students who need to be absent due to personal reasons shall apply leave with a duly signed leave letter and submit to the respective class teachers/HOD.

Fee Regulations:

1. The fee shall be paid for the full year on the day of admission. Instalment facility is provided to students. Fees once paid will not be refunded.

2. The fee shall be paid in the form of Demand Draft drawn in the favour of **"The Principal, Seshadripuram Academy of Business Studies."**

3. After the payment of fees, the students must keep the student's copy of the challan for future reference.

4. Fine shall be imposed if the students fail to pay the fees on or before due date.

Issue of Certificates:

1. Applications for Bonafide, Address Proof, Date of Birth, Tution fee, No Objection, Study or Character Certificate are to be made through a neat draft letter format to the office assistant.

2. Degree certificate, Transfer Certificate are issued to students who complete their program within the normal program period.

3. Transfer certificate will not be issued to students who discontinue the program. In such cases, an application for the same should be made to the office.

4. TC will not be issued if a student has any dues to the Institution by way of fees, fines, books issue from the library etc.,

5. Students applying for certificates, and other documents must contact the office .

Using Seminar Halls and Auditorium

1. Seminar halls and Auditorium can be used for conducting seminars, guest lectures and department events.

2. Prior request is to be made for the usage of Seminar hall and Auditorium.

3. All electric and electronic equipment are to be handled only by the personnel assigned for the purpose.

4. Auditorium should be vacated for cleaning within an hour after the program ends. And, the in-charge is to take care of all the equipment and ensure that they are safe and not damaged.

5. Program coordinator is supposed to make an entry on the usage of Seminar hall and Auditorium in the register maintained for the same.

LIBRARY SERVICES

The SABS College Library has been emerging as a Knowledge Resource Centre mainly catering to the needs of the Faculty, Research Scholars and Students towards accessing information. The Library that has a spacious and easily accessible area, is housed in a hall with good infrastructure and ambience. There is a regular subscription to leading Newspapers, Magazines and Journals thereby augmenting the library as a rich source of knowledge. The feedback from users of the Library testify that they have always cherished memories of having availed the services of this treasure-house of knowledge in the past decades.

Working Hours		
On Working Day	Monday-Saturday	8.00 am to 3.30 pm
During Examination	Monday-Saturday	8.00 am to 5.00 pm

Rules and Regulations of the Library

· All the current Students and Staff of the College are members of the Library. They are expected to observe strict silence in the Library.

· On working days, the College Library will remain open from 8.00 A.M. to 3.30 P.M. (without any break)

· The Library Follows Open Access System

· Users are to put their signature in the Gate entry register.

- Over coats, bags, etc.., and similar personal belongings shall be deposited in the property counter located in the Library premises

- Users are not allowed to carry their Books, bags, etc., inside the library.

- Personal papers and non-library materials should not be left on tables.

- Students may borrow 3 books from the Library and another 8 books from the Book Bank.

- Students should immediately report to the Librarian of any damaged books, if they come across any. Otherwise they will be held responsible for the damage of the books and the cost of the books will be recovered from them.

- Loss of ID Cards/damage in the barcode stickers are to be reported immediately.

- Students may keep books for fourteen days from the date of issue. If the book is not returned on or before the due date a fine of 1.00 Rupee per day (including holidays) will be levied. Books due on holidays must be returned (to avoid fine amount) on the following working day

- The Librarian has the authority to call back any book for return, at any time even before the due date.

- "No-dues certificate" will be issued at the time of leaving the institute only on return of all the materials borrowed and payment of overdue charges made, if any.

- Students will not be allowed to charge their laptops, mobile phones inside the library.

- No group discussions will be permitted inside the library.

- Own Textbooks, printed materials and issued books are not allowed inside the library.

- Use of Cellular phones and audio instruments with or without speaker or headphones is strictly prohibited in the library.
- Students shall show the books and other materials which are being taken out from the library to the library staff at the entrance counter.
- Library premises is under CCTV Surveillance.
- Library will not be held responsible for any kind of Loss / Damage of personal belongings

Library Staff Members

- Mr. Ravi Kumar M. M.L.I.Sc., M.Phil. - Librarian
- Mrs. Savitha S – Assistant Librarian
- Mr. Ravi. M - Attender

Existing Facilities

- Book Bank (Our library has Book Bank facility with a good collection of books that serves the students)
- INFLIBNET (which provides access to e-books, e-journals, articles and digital resources)
- The Library is Wi-Fi enabled, where the staff and students can access internet.
- CCTV surveillance for added security and for automated monitoring of users.
- Drinking water facility is available in the library premises.

DEPT OF LIBRARY AND INFORMATION CENTRE
List of National and International Journals

	Journals and Periodicals
1	International Journal of Marketing and Business Communication
2	International Journal of Financial Management
3	Prab Indian Journal of Management
4	Journals of Entrepreneurship
5	IIMB Management Review
6	Organizational Management
7	Strategic H R Management
8	Indian Journal of Marketing
9	Indian Journal of Finance
10	Financial Planning Journals
11	Management Accountant
12	Chartered Accountant
13	India Management
14	Business Manager
15	Express Computer
16	Journal of Computer Science
17	Capital Market
18	The Indian Banker
19	Smart Manager
20	Electronic for You
21	Open Source for you
22	Effective Executive
23	Industrial Economist
24	Fortune India
25	Management Research

Journals, Magazines, Project Reports, newspapers are not issued to students and faculty.

List of Magazines and News Papers

Sl. No.	Magazines	Sl. No.	News Paper
1	The week	1	Deccan Herald
2	Business World	2	Indian Express
3	Out Look Business	3	The Economic Times
4	Spardha Spoorti	4	Business Standard
5	Nimma Spardha Vijetha	5	Times of India
6	Spardha Jagattu	6	Business Line
7	Competiton Vision	7	Bangalore Mirror
8	C S R	8	The Hindu
9	Employment News (K)	9	Prajavani
10	Employment News (E)	10	Samyuktha Karnataka
11	Front Line	11	Udaya Vani
12	Out look	12	Kannada Prabha
13	India Today	13	Vijaya Karnataka
14	The week	14	Vijaya Vani
15	Woman's Era	15	Rajasthan Patrika
16	Sarvodaya		
17	Wisdom		
18	Grihshobha		
19	Mangala		
20	Yojana		
21	Sport star		
22	Mayura		
23	Karmaveera		
24	Thushara		
25	Kasturi		
26	Taranga		
27	Sudha		

PLACEMENT SERVICES

The institution conducts Job Fairs, where reputed companies participate. The Placement Cell also facilitates students to attend the job fairs conducted in other institutions. Every year the eligible final year students will be recruited through campus placements conducted by various companies.

Vision:

To Prepare Students with Competencies and Employability Skills to become successful in their career.

Mission

§ To assist the student for their overall development.

§ To enrich and enhance the knowledge, competencies and attitudes of the students

§ To improve their soft skills.

§ To build life skills and self-confidence through value-based education.

SPORTS

There is indoor sports facility such as Table Tennis, Chess, Carom and Shuttle Badminton in the campus. Student who decide to avail the sports facilities must contact the Director, Physical Education at sports room.

Code of Conduct

1. Sports room will be open from morning 8:00 am to till 3:30 pm, in between students can visit sport room, but not during the class hours.

2. During the sports hours, use of mobiles are strictly prohibited if students are, found using mobiles, phones are confiscated.

3. Whoever visits the sports room must sign in the visitor's register.

4. Whoever takes the equipment must inform and write the details of the equipment taken in the register and also submit the ID card.

5. Students should respect and take care of equipment, in case of any damage of equipment the cost of equipment should be borne by student or the same would be replaced by the student.

6. For the practice sessions, the students should be regular and punctual.

7. During practice sessions, students should follow proper dress code i.e., wear sports dress.

8. Students are not supposed to wear jewelries during practice sessions.

All students are expected to behave in a sportive manner.

MENTORING – "MANTHANA"

"No man is capable of self-improvement if he sees no other model but himself". Yes, all of us need someone of worth to guide, lead, recognize, identify and encourage us at some or the other point of time in our lives. A Mentor adorns the role of a second parent in whom the mentee confides. Holistic development of a mentee is the sole concern of a mentor.

M-Motivate, **E**- Encourage, **N**-Notice, **T**- Train, **O**-Obliging, **R**-Readiness

In Short a Mentor is a Friend, Philosopher and Guide who strives for the betterment of his/her students with a selfless attitude like a parent.

ROLES OF A MENTOR:

· To provide opportunities for students to build academic, social and professional networks through various curricular and co-curricular activities through essential motivation and constant interaction with students.

- To assist students in feeling more connected to the campus and to academia.

- To support students to improve their ability to articulate and formulate plans to actively pursue and achieve their academic and career goals and instill a sense of social responsibility in them.

Duties of the Mentee:

- To confide in the mentor.

§ To provide necessary information as and when required by the Mentor

§ To continuously give a feedback as to how the student is getting benefitted from mentor system and even suggest any changes if required for the betterment of the system.

§ To meet the mentor regularly and share his/her difficulties and problems or for general interaction.

COUNSELLING CELL : – "SPANDANA"

C – Compassion, **O** – Optimistic, **U**– Understanding,
N – Nourish, **S** – Support, **E** – Empathy, **L** – Lively,
L – Light-Hearted, **I** – Inspire, **N** – Nurture, **G** – Growth

"Your life does not get better by chance; it gets better by change"

– Jim Rohn

Integrating body, mind and soul are very essential for every human life. Counselling becomes vital part of college life to give proper guidance to the student so that they learn from their mistakes and mould themselves responsibly at the right time.

A counselling committee formed at our college interacts with students, when they come to know that a student has some problems (be it in academics or personal life). The student is put at ease by interacting with the committee members and a strict counsel is done to solve the problem of the student to the extent possible. Counselling in charge officer spends designated 2 hours every week to interact with students who need moral support, guidance and suggestions to increase their relaxation level in the institution.

VALUE ADDED COURSES

The institution in association with Edu-learning Services Pvt Ltd., conducts Value Added classes to all the students. Curriculum is framed for each semester separately, for books are also . 24 hours classes/sessions are conducted to all the students semester wise. The curriculum includes Communication – Grammar, Reading, Writing, Public Speaking etc., Logical Reasoning, Quantitative Aptitude, Business Communication etc., for Final Year Students, to support them for performing better in Interviews various activities are conducted like Resume Building sessions, Group Discussions, Simulation techniques, Mock Interviews Body Language and other Etiquettes etc., For BCA, technical workshops are conducted for final year students.

ADD-ON COURSES

Not just the syllabus and Value added courses, institution also focuses on professional supportive Add-on courses such as Tally, MS Excel, SAP etc., Below are the details of the Add on Courses organized/conducted in the premises in association with Training Partners.

Sl. No.	Name of the Course	Duration	Training Partners
1	Tally ERP 9		NICT
2	Advanced Excel		NICT

SCHOLARSHIPS, FEE CONCESSIONS, MERIT SCHOLARSHIP, FREE-SHIPS.

The institution believes in overall support to the students. It encourages them to focus more on education by providing financial assistance to the deserving students. Scholarship are given to assist and encourage students towards Education.

Students who score more than 85% and 95% in their Pre-University Examinations are awarded Merit Scholarship/Free-Ship by the SET up to the extent of Rs. 10,000/- and Rs. 20,000/- respectively, on their admission to our Institution. Sports students are awarded fee concession for their National and International Participation and achievement up to the extent of 50% and 100% respectively, fee concession for their Achievements by the SET.

Fee concession is also provided to students belonging to economically weaker section on approval from the trust.

RECOGNITIONS/REWARDS

The institution not just aims not just at providing Financial support; but also encourages the students to keep their spirit continued and to showcase their excellent performance. Its intentions are towards honoring students who completely adhere to the principles and values of the institution. There are certain schemes under which students are recognized and rewarded. Both boys and girls are rewarded to promote equity.

1. **Best Out-Going students** –Students are observed on their participation in various forums, their active involvement in all the activities of the institution, academic performance and overall behavior and their conduct with all the people. On Annual Day, the Best outgoing Boy and the Best out Girl are awarded.

2. **Academic Excellence Award -** This Award is to encourage students to score more marks in their curriculum. Students who score Centum in the final examination are awarded for their achievement on the Prize Distribution Day – Annual Day Celebrations.

3. **Attendance Award –** This Recognition is towards encouraging the students to maintain 100% attendance in the subjects. The students with 100% presence for the subjects are awarded during the Prize Distribution Day – Annual Day Celebrations.

4. **Best Sportsman and Sportswoman –** To motivate the students, they are awarded for their active participation, coordination and their achievements In National and International representations .

5. **Committee/Forum/Cell Best Out-Going Students –** This initiative is to encourage the participation and enhance the leadership capabilities of the students. Students who actively participate and volunteer in various forums and committee activities, are awarded Respective Committees/Forums/Cells honor the students for their contribution. eg Best NSS Volunteer (Boy and Girl), Best Cultural Co-Coordinator, etc.

REGULATIONS FOR PREVENTION AND CONTROL OF RAGGING AND SEXUAL HARASSMENT
Prevention of Sexual Harassment Cell

The cell deals with issues relating to sexual harassment in the college. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party.

The College has an Anti-Sexual Harassment Cell and various faculty members have been designated to take care of the Anti-Sexual Harassment Cell. The Committee deals with issues relating to sexual harassment at the college. It is applicable to all students and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party

A written complaint may be addressed to the Principal , It will be kept confidential and the action will be taken immediately. The cell provides security and counselling to those who have faced problems and suffered mental trauma. The details of the Anti-Sexual Harassment Cell members have been displayed in the college notice board for student reference.

The Cell deals with issues relating to sexual harassment. The issues related under following behaviour.

· Demand or request for sexual favours

· Sexually coloured remarks

· Eve-teasing,

· Jokes causing or likely to cause awkwardness or embarrassment,

· Gender based insults or sexist remarks,

· Unwelcome sexual overtone in any manner such as over telephone

· Touching or brushing against any part of the body and the like,

· Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,

· Physical confinement against one's will and any other act likely to violate one's privacy. The victim and harasser can be of any gender

· The harasser does not have to be of the opposite sex

Prevention of Sexual Harassment Cell Formation

Sl. No.	NAME	CATEGORY	NOMINATED AS
01	Prof. Jayaram	Head of Institution	Chairman
02	Roopashree. U	IQAC Co-ordinator	Member
03	Chethana M R	Faculty, Commerce & Management	Convenor
04	Chiranjeevi	Physical Education Director, S.A.B.S.	Member
05	Manjula.V	H.O.D Commerce	Member
06	Nagarathna .M Malagi	Faculty	Member

ANTI-RAGGING CELL: -

Ragging is an offence, in any form and is totally prohibited inside and outside the campus.

As per Sec 2(e) of AP Prohibition of Ragging Act, 1997, "ragging means doing an act which causes or is likely to insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student".

OBJECTIVE

To root out ragging from the Institute through implementing stringent measures of anti-ragging and improving severe punishments to defaulters. It is applicable to students and staffs.

For UGC guidelines from 2015 onwards

It is mandatory for all the students and parents to submit an affidavit in the prescribed format given on

https://www.antiragging.in/Site/Affidavits_registration_form.aspx or www.amanmovement.org and submit the affidavit.

· Issues will be kept confidential and actions will be taken immediately.

· If the complaint is found to be false or revengeful act, the complainant will be severely punished or penalised based on severity.

ANTI-RAGGING COMMITTEE

As per the UGC Regulations and instructions the Anti-Ragging Committee is constituted in the college as detailed below:

NAME	CATEGORY	NOMINATED AS
Prof. Jayaram	Head of Institution	Chairman
Roopashree. U	IQAC Co-ordinator	Member
Sandeep. N D	Physical Education Director, S.A.B.S.	Member
Medical Officer		Member
Nagarathna	Faculty	Member
Manjula.V	H.O.D Commerce	Member
Renuka	Faculty	Convenor

Preventive/Pro-active measures: -

- It is mandatory for all the students to register on any of the prescribed website.

- Students led campaign on awareness against ragging and Sexual Harassment is initiated every year.

- Volunteers advice the fresher's creating awareness through wide spread publicity-posters, leaflets etc.

- Members meet once in a month and discuss the measures or issues if any. Also, an immediate meeting shall be called in case of emergency.

Procedure for lodging Complaints: -

1. A written complaint may be addressed to the Squad or any of the committee members and actions will be taken immediately, if the person is unwilling to appear in self.

2. Students can also intimate the issue through phone or in person.

3. A written complaint may be dropped in the Suggestion boxes placed in each floor.

4. The issue can also be stated on the registered website.

National Anti-Ragging Help Line (UGC Crisis Hotline)

24x7 Toll Free Number* 1800-180-5522 (helpline@antiragging.in)

Punishments: -

The institution shall punish a student found guilty of ragging after

following the procedure and in the manner prescribed here as under.

1. The Anti-Ragging Committee of the institution shall take an appropriate decision regarding the punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.

2. The Anti-Ragging Committee depending upon the nature and gravity of the guilt established, will award to those found guilty, one or more of the following punishments, namely :

- Expelled from the Institution
- Cancellation of admission, debarring, suspension, rustication or expulsion from the college.
- His/ Her Scholarships can be withdrawn.
- Severe punishments when proven such as, fine/imprisonment etc.
- Prosecuted for Criminal Action.
- Institution will immediately file an FIR with the local police against those who RAG/ABET ragging
- Denied admission to any other Institution.
- Collective punishment when involved persons aren't identified.

GRIEVANCE REDRESSAL CELL

We at SABS, are strongly focused towards the sensitive circumstances faced by Faculty members/ Students/ Non-Teaching staff. Hence Grievance Redressal committee was formed. The function of the cell is to consider the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to consider matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Office. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

- Suggestion / complaint Box is installed in front of the Administrative Office in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration.

- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:

INFRASTRUCTURE

- Class Room Arrangements and cleanliness
- Wash room
- Class room equipment
- Sports
- Library

ACADEMICS

- Subject
- Notes and Assignments
- Test and Preparatory
- Faculty
- VAC

OFFICE AND ADMINISTRATION

- Admission and Fee Payment
- Office Assistance
- Scholarships
- Uniform and ID Cards
- Any Others

OTHERS
- Placements
- Workshops and Seminars
- Training Programmes
- Committees
- Any Others

FUNCTIONS:

- The cases will be attended promptly on receipt of written grievances from the students

- The cell formally will review all cases and will act accordingly as per the Management policy

- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes

- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.uthorities.

National Women Helpline Number - 18001805522
Contact On +91-8277488676
Also in the Website; the students can submit their Grievances
through filling the form online.

https://www.sabs.ac.in/grievance-redressal-cell.php

EMERGENCY CAMPUS CONTACT INFORMATION
Office Number – 080 22955377

VISION, MISSION, GOAL, QUALITY POLICY AND CORE VALUES OF THE COLLEGE

VISION :

To impart that education that would empower every individual to grow as a nation builder in all domains of life

MISSION :

To inculcate humanitarian values, build professional prudence, inquisitiveness and create a drive for learning through essential motivation.

GOAL :

To dawn as an acclaimed educational bastion that will uphold the society.

QUALITY POLICY :

To strive for holistic development through meticulous planning and its implementation with a view to contribute socially responsible citizens.

CORE VALUES :

- Excellence.
- Service.
- Environmental Concern.
- Social Responsibility.