

## **VIDYA PARA DEVATHA**

Education is an  
ever widening process .....  
A Journey through New Horizons.....  
Be a part of this  
by seeking knowledge  
with Hard work, perseverance  
Diligence and Humility



### **OUR VISION**

To facilitate students, largely coming from rural areas, reach higher levels of knowledge, capabilities and human values by the pursuit of excellence and promotion of quality for leadership.

### **OUR MISSION**

- \* To offer quality education at an affordable cost.
- \* To promote human values by practising them.
- \* To impart skills for acquiring and generating knowledge.
- \* To promote responsible leadership through outreach programmes.
- \* To prepare the students for career responsibilities by honing their soft skills.
- \* To facilitate effective interaction among Management, Faculty, Students, Parents and Alumni.
- \* To give priority to girls' education.

### **OUR INSTITUTION**

Govinda Dasa College, founded in the year 1967 and affiliated to Mangalore University offers Bachelor Degree courses in Arts, Commerce, Science, Business Management and Computer Application for both girls and boys.

Hindu Vidyadayinee Sangha, which manages the college and other sister institutions, was founded on 30-11-1916, with the starting of Iddya Vidyadayinee School in the precincts of Sri Iddya Mahalingeshwara Temple, by the visionary teachers and well wishers. Vidyadayinee High School was started in the year 1944 and the next step was the starting of Govinda Dasa College in the year 1967.

The College Management and Faculty believe that the best way to prepare the youth for a career is through quality education with emphasis on human values and virtues.

The College is situated on N.H. 66 in Surathkal and is easily accessible by road.

## STUDENT'S PERSONAL MEMORANDA

Name	: .....	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">Photo</div>
	: .....	
Date of Birth	: .....	
Class & Roll No.	: .....	
Father's Name	: .....	
	: .....	
Mother's Name	: .....	
Residential Address	: .....	
	: .....	
	: .....	
Phone	: .....	
Permanent Address	: .....	
	: .....	
	: .....	
Phone	: .....	
Physical Fitness	: .....	
a) Height	: .....	
b) Weight	: .....	
c) Identification Mark	: .....	
d) Blood Group	: .....	
e) Doctor's Opinion	: .....	
f) Adhara Card No.	: .....	
Signature of Student	: .....	
Signature of Medical Officer	: .....	
Bank Account No.	: .....	
<b><u>Fee Receipt No. &amp; Date of Payment</u></b>	: .....	
Signature of the Father	: .....	
Signature of the Mother	: .....	
Signature of the Guardian	: .....	

**GOVERNING COUNCIL OF  
GOVINDA DASA COLLEGE, SURATHKAL**

<b>Name &amp; Address</b>	<b>Designation</b>
1 Mr. Janardan E.	President
2 Mrs. I. Umadevi	Member
3 Mr. M. Venkat Rao	Member
4 Mr. H.L. Rao	Member
5 Mr. T. N. Ramesh	Member
6 Mr. H. Sriranga	Member
7 Prof. Ramesh Kulai	Director - Administration
8 Dr. K. Narahari Das	Member
9 Dr. Muralidhara Mayyarapady	Member
10 Mr. Y.V. Rathnakar Rao	Member
11 Prof. Anantha Padmanabha Rao	Member
12 Mr. Ramavittal Das	Member
13 Dr. Rajmohan Rao K.	Member
14 Dr. K. Shivashankara Bhat	Secretary

## TEACHING STAFF

### PRINCIPAL :

Dr. K. Shivashankara Bhat, M.A., Ph.D.

### VICE PRINCIPAL :

Prof. K. Krishnamoorthy, M.A., M. Phil

### DEPARTMENT OF ENGLISH :

Mr. Ramachandra Yadapadithaya, M.A. Head of the Department

Ms. Shreeraksha, M.A. Lecturer

### DEPARTMENT OF KANNADA :

Prof. K. Krishnamoorthy, M.A., M. Phil Vice Principal

Mr. S.G. Ramesh Bhat, M.A., M.Phil. Dean, Faculty of Languages

Ms. Deepa, M.A. Lecturer, Head of the Department

### DEPARTMENT OF HINDI :

Mr. Marcel Louis Mascarenhas, M.A. Head of the Department

Ms. Jyothi Kamath, M.A. Lecturer

### DEPARTMENT OF SANSKRIT :

Mr. Vagesha S, M.A. M.Phil. Head of the Department

### DEPARTMENT OF HISTORY :

Ms. Violet Miranda, M.A., M.Phil. Dean, Faculty of Arts, H.O.D

Ms. Rashmi Kayarmar, M.A. Lecturer

### DEPARTMENT OF ECONOMICS :

Dr. K. Shivashankar Bhat, M.A., Ph.D. Principal

Mr. Hareesha Acharya P., M.A., Head of the Department

Ms. Daya M. Suvarna, M.A. Lecturer

### DEPARTMENT OF POLITICAL SCIENCE :

Capt. Sudha U., M.A. Head of the Department

Dr. Ashalatha, M.A., Ph.D. Lecturer

### DEPARTMENT OF COMMERCE & BUSINESS MANAGEMENT :

Mr. Ganesh Acharya, M.Com., M.B.A., M.Phil., P.G.D.P.M & I.R. Dean, Commerce

Ms. Shreedevi, M.Com. Dept. of Commerce, H.O.D

Ms. Punitha R., M.B.A. Lecturer

Ms. Shilparani K., M.Com. Lecturer

Ms. Pratheeksha, M.Com. Lecturer

Ms. Ravikala, M.Com. Lecturer

Ms. Kavya M.S., M.Com. Lecturer

### DEPARTMENT OF PHYSICS :

Ms. Shobha Kumari A, M.Sc. Head of the Department

Ms. Archana, M.Sc. Lecturer

### DEPARTMENT OF STATISTICS

Ms. Sujatha K.V, M.Sc. Assistant Professor

### DEPARTMENT OF CHEMISTRY :

Mr. Neelappa.V, M.Sc. Dean, Faculty of Science & Dept. of Chemistry

Ms. Adithi, M.Sc. Lecturer

**DEPARTMENT OF MATHEMATICS :**

Mr. Vamana Kamath, M.Sc., M.Phil.	Head of the Department
Ms. Sajitha K. Nair, M.Sc., B.Ed.	Lecturer

**DEPARTMENT OF COMPUTER SCIENCE :**

Ms. Geetha K., P.G.D.C.A., M.C.A.	Dean, Faculty of Computer Science
Ms. Shailaja, B.Tech.	Head of the Department
Ms. Babitha Naveenchandra, M.Sc.	Lecturer
Ms. Veena, M.Sc.	Lecturer
Ms. Vidya Patil, M.C.A.	Lecturer
Ms. Poornima J.Gokhale, M.C.A.	Lecturer

**DEPARTMENT OF JOURNALISM :**

Ms. Shwetha, M.C.J.	Head of the Department
---------------------	------------------------

**DEPT. OF LIBRARY & INFORMATION SCIENCE****LIBRARIAN :**

Ms. Savithri A., M.Lib., M.A.
-------------------------------

**PHYSICAL DIRECTOR :**

Mr. Harish Kumar, M.P.Ed.
---------------------------

**PG DEPARTMENT****M.Com.**

Dr. Harbert Nazareth, M.Com., Phd	Director P.G. Centre
Ms. Harsharani, M.Com.	Lecturer
Mr. Sajan M, M.Com.	Lecturer
Ms. Bharathi, M.Com.	Lecturer

**M.Sc.**

Dr. Sharath Kumar, M.Sc., Ph.D.	Head of the Department
Dr. Karthik J.S., M.Sc., Ph.D.	Co-ordinator, M.Sc. Chemistry
Dr. Namratha B., M.Sc., Ph.D.	Lecturer
Ms.Pooja, M.Sc.	Lecturer

**DEPLOYED STAFF :**

Mr. Gopal M Gokhale, M.Sc., M.Phil., Associate Professor in Statistics, PPC, Udupi
Mr. B.Y. Kumar, M.A., M.Phil, Associate Pro. in History, Smt.Indira Gandhi Govt. Women First Grade College, Sagara

**OFFICE STAFF****ADMINISTRATIVE SECTION :**

Mr. Venkappa Moolya M., FDC
Ms. Sonia, FDC
Ms. Shruthi I., SDC
Ms. Ashwini I., SDC
Mr. K. Basava

**LIBRARY STAFF :**

Mr. K. Chandrashekhara, FDC
Ms. Anitha H.V., SDC

**P.G. CENTRE :**

Mr. Shailaraj G. Sanil, SDC
-----------------------------

**PHYSICS LAB ATTENDER**

Mr. P. Shripathi
------------------

**ACCOUNTS SECTION :**

Mr. I.G. Satish Bhat, FDC
Ms. Shamitha U., FDC
Ms. Premalatha, SDC

**CHEMISTRY LAB ATTENDER**

Mr. Raghuram
--------------

**SUPPORT STAFF :**

Mr. Shailesh
Ms. Ashwini
Mr. Shivananda
Ms. Mallamma

**SECURITY**

Mr. Gopal Devadiga
--------------------

Mr. Surendra Kumar (Office Manager)
-------------------------------------

## TEACHER CO-ORDINATORS FOR ASSOCIATION ACTIVITIES

- |   |                         |  |
|---|-------------------------|--|
| 1 | Student Welfare Officer | Mr. S.G. Ramesh Bhat                   |
|   | Staff Secretary         | Mr. Marcel Louis Mescarenhas           |
|   | AMUCT Convener          | Mr. Vaman Kamath                       |
|   | IQAC Co-ordinator       | Mr. Hareesha Acharya P.                |
|   |                         | Mr. Neelappa V.                        |
|   | AISHE Co-ordinator      | Mr. Vaman Kamath                       |
|   | UGC Co-ordinator        | Mr. Vageesh S.                         |
|   | RUSA Co-ordinator       | Mr. Neelappa V.                        |
|   | Communicative Skills    | Ms. Shreeraksha                        |
|   | Computerised Accounting | Mr. Ganesh Acharya                     |
|   | Hardware Networking     | Ms. Geetha K.                          |
|   | Vermi Technology        | Mr. Sharath Kumar                      |
|   | Human Rights            | Dr. Ashalatha                          |
|   | Consumer Education      | Ms. Daya Suvarna                       |
|   | P.T.A. Secretary        | Ms. Geetha K.                          |
|   |                         | Ms. Shailaja                           |
|   | Literary Association    | Mr. Vageesha S.                        |
|   | Hindi Forum             | Ms. Jyothi S. Kamath                   |
|   | Sanskrit                | Mr. Vageesha S.                        |
|   | English                 | Ms. Shreeraksha                        |
|   | Kannada                 | Ms. Deepa                              |
| 2 | Vidyarthi Vani          | Mr. Ramachandra Yadapadithaya          |
|   |                         | Mr. Vageesha S., Mrs. Deepa            |
|   |                         | Mr. Marcel Louis Mescarenhas           |
|   |                         | Mr. Neelappa V.                        |
| 3 | Fine Arts               | Mr. S.G. Ramesh Bhat                   |
|   |                         | Ms. Deepa                              |
|   |                         | Ms. Punitha R.                         |
| 4 | Mahila Vedike           | Ms. Daya Suvarna                       |
|   |                         | Ms. Shreeraksha                        |
|   |                         | Ms. Ravikala                           |
| 5 | Humanities Association  | Capt. Sudha U.                         |
|   | History                 | Ms. Violet Miranda                     |
|   | Pol. Science            | Dr. Ashalatha                          |
|   | Economics               | Ms. Daya Suvarna                       |
| 6 | Science Association     | Mr. Neelappa V. & Mrs. Sajitha K. Nair |
|   | Physics                 | Ms. Shobha Kumari                      |
|   | Chemistry               | Ms. Adithi                             |
|   | Computer Science        | Ms. Veena K.                           |
|   | Mathematics             | Mr. Vaman Kamath                       |
|   | KUDDE Co-ordinator      | Mr. Neelappa V.                        |
|   | Research Cell           | Mr. Neelappa V.                        |
|   |                         | Dr. Ashalatha & Dr. Karthik J.S        |

7	Commerce & Management	Ms. Shilparani K.
8	N.S.S. Unit I	Ms. Pratheeksha
	N.S.S. Unit II	Ms. Poornima J. Gokale
	Red Cross	Ms. Adithi, Asst. N.S.S. Office
		Ms. Swetha
9	N.C.C.	Capt. Sudha U.
10	E.D.P. Cell	Ms. Punitha R.
11	Placement Officer	Mr. Vamana Kamath
12	Rovers	Mr. Harish Kumar
13	Rangers	Ms. Shilparani
14	Innovation Club	Ms. Sajitha K. Nair
15	Vidyanidhi Bank	Ms. Shreedevi, Mr. Ganesh Acharya
16	Rotaract Club	Ms. Veena K, Mrs. Shobha Kumari A
17	Womens Hostel	Ms. Geetha K, Capt. Sudha U

### **CLASS TEACHERS & MENTORS**

<b>Class</b>	<b>Class Teacher and Mentor</b>
III B.Sc.	Mr. Neelappa.V
II B.Sc.	Ms. Shobha Kumari A
I B.Sc.	Mr. Vamana Kamath
III B.A.	Ms. Rashmi Kayarmar
II B.A.	Ms. Daya Suvarna
I B.A.	Dr. Ashalatha
III B.Com. (A)	Mr. Ganesh Acharya & Mrs. Ravikala
III B.Com. (B)	Ms. Shreedevi & Mrs. Shilparani
II B.Com. (A)	Ms. Deepa & Ms. Kavya M.S.
II B.Com. (B)	Ms. Punitha R. & Ms. Shreeraksha
I B.Com. (A)	Ms. Pratheeksha & Ms. Jyothi S. Kamath
III B.C.A.	Ms. Shailaja
II B.C.A.	Ms. Babitha
I B.C.A.	Ms. Vidya Patil
M.Com.	
Ms. Harsharani	Quality Enhancement Officer
Mr. Sajan M	Placement Officer
M.Sc.	
Dr. Karthik J.S.	Co-ordinator
Dr. Sharath Kumar	H.O.D.
Dr. Namratha B.	Placement Officer

## **INTERNAL QUALITY ASSURANCE CELL**

### **Student Charter**

#### **Institution's responsibilities towards students :**

This institution shall

- communicate its goals and objectives systematically and clearly to all students.
- offer programmes that are consistent with its goals and objectives
- offer a wide range of programmes with adequate academic flexibility
- obtain feedback from students on the initiation, review and redesign of programmes if and when necessary
- facilitate effective running of the teaching-learning programmes
- implement a well-conceived plan for monitoring student progress continuously
- ensure that the student assessment mechanism is reliable and valid
- provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services
- ensure sufficient and well-run support services to all students
- promote healthy practices

#### **Student's responsibilities of learning**

The student shall

- appreciate the institutional goals and objectives and contribute to the realisation of the same by participating in relevant institutional activities
- have a clear knowledge of the programmes, admission policies, rules and regulations of the institution
- follow the time schedules, rules and regulations of the institution
- undertake regular and intense study of learning materials
- make optimum use of the learning resources and other support services available in the institution
- prepare for continuous internal assessment and term end examinations
- give feedback for system improvement
- have faith and ability to pursue life long learning
- live as worthy alumni of the institution
- promote healthy practices



## IQAC

Higher education plays a central role in the development of both human beings and modern societies as it enhances social, cultural and economic development. It is now widely acknowledged that the dynamics of teaching and learning need to be described more fully. So, institutions should articulate their own appropriate quality procedures and mechanisms.

The Internal Quality Assurance Cell (IQAC) has been formed with a view to integrate various dimensions of teaching, research organising activities and community services - in order to enhance the academic excellence of the college. It aims to protect the interests of the students and the teachers so as to improve accessibility to quality education and thereby enhancing the level of excellence in teaching and learning. Anything *excellent or meritorious or superior or ideal or perfect* is considered as quality. Anything *'the best'* is quality.

The I.Q.A.C. aims to accomplish quality with the following objectives :

- (i) Designing and implementing annual plan of activities for quality enhancement of the college.
- (ii) Development and application of quality parameters for academic and non academic activities.
- (iii) Organisation of workshops and seminars in quality related themes and themes of current significance.
- (iv) Working for quality enhancement and quality sustenance in the college.

**GOVINDA DASA COLLEGE, SURATHKAL**  
**INTERNAL QUALITY ASSURANCE CELL**

1. Secretary  
Hindu Vidyadayinee Sangha (R.)
2. Director Administration  
Govinda Dasa College
3. Principal, Govinda Dasa College
4. Vice Principal
5. S. W. O.
6. Dean, Faculty of Arts
7. Dean, Science Department
8. Dean, Commerce Department
9. President  
Parent Teacher Association, GDC
10. Co-ordinator, IQAC
11. Support Staff Representative
12. UGC Co-ordinator
13. Student Representative
14. Societal Members

**COLLEGE ACADEMIC COUNCIL**

**Members :**

1. Principal
2. Vice Principal
3. Deans and Heads of Departments
4. Staff Secretary
5. Librarian
6. Physical Director
7. Anti Ragging Committee co-ordinator
8. Student Welfare Officer

## **WOMEN GRIEVANCE REDRESSAL CELL 2019-20**

**Women Grievance Redressal Cell - 2019-20  
consists of following members.**

**President** : **Ms. Shreedevi**  
HOD of Commerce  
Govinda Dasa College, Surathkal

**Members** : **Ms. Geetha S. Salian**  
W.H.C. 782, Surathkal Police Station

Local Group

**Ms. Geetha**

Dean, Computer Science Department  
Govinda Dasa College, Surathkal

**Ms. Babitha Naveenchandra**

Department of Computer Science  
Govinda Dasa College, Surathkal

**Ms. Daya Suvarna**

Dept. of Economics  
Govinda Dasa College, Surathkal

**Ms. Shamitha U.**

I Div. Clerk  
Govinda Dasa College, Surathkal

**Ms. Sonia**

F.D.C.  
Govinda Dasa College, Surathkal

\*\*\*\*\*

## ANTI - RAGGING COMMITTEE - 2019-20

**Anti - Ragging Committee - 2019-20  
consists of following members.**

**President** : **Dr. K. Shivashankara Bhat,** M.A., Ph.D.  
Principal  
Govinda Dasa College, Surathkal

**Members** : **Prof. P. Krishnamoorthy**  
Vice Principal  
Govinda Dasa College, Surathkal

**Prof. S.G. Ramesh Bhat**  
Student Welfare Officer  
Govinda Dasa College, Surathkal

**Prof. Neelappa V.**  
Dean, Faculty of Science  
Govinda Dasa College, Surathkal

**Prof. Vaman Kamath**  
H.O.D. Maths Dept.  
Govinda Dasa College, Surathkal

**Capt. Sudha U.**  
N.C.C. Officer  
Govinda Dasa College, Surathkal

**Mr. Damodhar**  
HC 2156  
Police Representative  
Surathkal Police Station

## STUDENT QUALITY ASSURANCE CELL

The College has the primary objective of preparing the students to meet the challenges of future and shape them as responsible citizens. Various programmes are organised and courses are conducted in order to provide an environment for the all round development of students' intellectual, physical, social and spiritual potentials on the firm foundation of values like integrity, honesty, sincerity, hardwork and the like. A student quality Assurance cell has been constituted in the college to monitor quality assurance and enhancement in all spheres of student activities.

The broad objective of SQAC is to have a core group of students to play a supportive role in enhancing and assuring quality in education delivery service and activities of student associations. Its specific objectives are :

- a) To enhance academic excellence.
- b) To identify the study related problems of slow learners and bring the same to the notice of concerned teachers.
- c) To identify the hidden talents of students and encourage them to participate in various co-curricular and extra - curricular activities organised by the college.
- d) To motivate the students to exhibit their literary skills in class room notice boards, wall magazines and college annual magazine.
- e) To ensure that the students play a proactive role in maintaining the campus clean and green.
- f) To identify the problems and grievances of the students on matters like ragging, health, academics, cocurricular and extra curricular activities and refer the same to the staff coordinator for appropriate action.
- g) To help the students associations and forums in ensuring smooth conduct of programmes and document the same after the programme.
- h) To offer suggestions to the college management in improving the quality of teaching and services offered.

## CHOICE BASED CREDIT SYSTEM

In compliance of the directions of the University Grants Commission, the Mangalore University has implemented Choice Based Credit System (CBCS) in colleges affiliated to it, beginning with the academic year 2019-2020 for all graduate courses, in order to enable the Degrees of Mangalore University to be on par with the global standards. Given the present trend of globalization, it is all, but fitting that Mangalore University should adopt the CBCS so that the acceptability of programmes and degrees offered by the University becomes comparable and readily acceptable.

Under Choice Based Credit System (CBCS)

The 'Degree Course' is to be replaced by 'Degree Programme' and the term 'Subject/Paper' is to be replaced by 'Course'. Each programme of study will have "Core courses", "Electives" (of Group II & Group III), "Foundation" courses and "Extra and Co-curricular Activities". The core courses will consist of compulsory/optional courses which are compulsorily studied by a student in all six semesters, whereas Elective and Foundation courses are opted in I to IV Semesters.

Each course in a programme shall carry certain number of credits, which normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, etc. In the proposed programmes, in general, 2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation, one credit is equivalent to 50 marks in a semester. On the basis of these parameters, a three year degree programme will have a maximum of 100 or 104 credits.

## **RULES AND REGULATIONS**

### **FEES :**

- i. The prescribed fee shall be paid by the student on or before the date stipulated for that purpose. In case of default, the same shall be paid with the prescribed fine on or before the extended date. In case of further delay, the name of the student will be struck off the Admission Register.
- ii. Fees once paid will not be refunded under any circumstances.
- iii. In case a student discontinues his/her studies, he /she shall pay the fees for the whole year of study.
- iv. The student shall preserve the Receipts issued by the College and record the Receipt No. in the Calendar supplied to him/her.

### **TIMINGS :**

The college timings are 9.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 4.30 p.m. from Monday to Friday and from 9.30 a.m. to 12.30 noon on Saturday. The college anthem will be sung at 9.30 a.m. The students will have to stay for extra hours for Co-curricular and Extra-curricular activities. Whenever need arises, the classes commence at 8.30 a.m.

### **ATTENDANCE :**

- i. The students shall attend a minimum of 75% of classes held upto each subject of study as per the University circular No. MU/ACC/CR41/2014-15/A2, dated : 15.06.2016, in case the attendance falls below 75% the student will not be permitted to appear for the examination and the Principal cannot recommended for condonation of shortage of attendance. Such students will have to repeat the course. Moreover, they will not be readmitted to the college.
- ii. Attendance will be called by the Lecturers in their respective classes. In case a student is absent for any class, he/she shall submit the Leave note to the concerned lecturer before attending the next class.
- iii. If any student represents the College or University in inter-collegiate or inter - university competitions, his/her participation will be considered for the purpose of attendance.

## **COLLEGE EXAMINATIONS :**

- i. The college conducts two tests of 90 minutes duration in each term. The marks secured by the student in these tests will be considered for the purpose of awarding Internal Assessment Marks. Besides these, Viva - voce and Seminars are conducted in each term and the performance of the student in viva - voce and Seminars will be considered for the purpose of Internal Assessment.
- ii. In case a student absents himself/herself from the Tests, Viva-voce and Seminars, he/she will not get Internal Assessment marks.
- iii. Performance of students will be made known to the Parents. The parents are expected to interact with the Mentors of respective class to know the progress of their wards.

## **DRESS CODE :**

**The students must wear the prescribed uniform.**

## **BAN ON MOBILE PHONES :**



**Mangalore University, in its order No. A a A « / D q A v A © 2/21/ 2006-07 dated 7.3.2007 has strictly prohibited the students from bringing mobile phones into the college campus. Mobile phone in the possession of any student will be seized and fine will be imposed on him/her. Besides, disciplinary action will be taken on such students. Hence the parents are informed not to provide their children with mobile phones while coming to the college.**

In case the students wish to bring mobiles into the college campus, they will have to take prior permission of the principal and deposit the same in the Locker kept at the college office during college hours. If nominal fee will be charged for providing this locker facility Even in this case, they are not permitted to use such mobiles in the campus.

**If the Students wish to contact their parents during college hours, they may use the office phone free of cost.**



## **DISCIPLINE RULES AND REGULATIONS :**

**a. General Conduct :** Students are expected to treat the members of the staff (teaching as well as non-teaching) with respect and greet them every day when met for the first time. Students are considered as the goodwill ambassadors of our College. Hence they shall uphold the dignity and decorum of the college while dealing with others.

**b. Presence during College Timings :** The college timings are 9.30a.m. to 12.30 noon and 1.30 p.m. to 4.30 p.m. However, whenever need arises, the classes commence at 8.30 a.m. The students are required to be present in their respective classes during this period.

**c. Prayer :** The Nada geete, sung at 9.30a.m. The students are required to stand in silence during that time.

**d. Disciplinary Action :** The students are bound to follow all the rules and regulations notified from time to time. In case of indiscipline, suitable disciplinary action will be taken by the Principal against such student.

**e. Students' Senate :** The students are allowed to elect office bearers for the Students' Senate. However, they are not permitted to collect funds for the purpose of holding the elections. Further, they are not permitted to hold any programmes in the College premises without the permission of the Principal. **Only those students who have passed in all the subjects in previous semester exams are eligible to contest for the post of Office Bearers of the Senate.**

**f. Picnics and Tours :** Students are not permitted to conduct tours and picnics without the prior permission of the Principal.

**g. Classroom and Campus cleanliness :** Students are expected to keep the classrooms and the College premises clean. They shall not misuse or destroy the college property.

**h.** Students are prohibited from bringing 4 wheelers into the college campus and non-compliance will be dealt with severely.

**i.** Management and faculties take utmost care to ensure no untoward incident takes place in the process of academic activities of this students, be it within or outside the campus. However, the management faculties do not own up any responsibility towards any mishap that may occur in the course of above stated process.

**j.** Students are barred from formation/ participation in any union / association without the prior permission of the principal. The violation of which would invite stringent disciplinary action against any one indulging in any such activity

### **IDENTITY CARDS :**

The students must wear Identity Cards provided to them inside the College Campus. They shall produce the same whenever any Member of Teaching or Non-teaching faculty requires them to do so. You have to deposit back to the office in case candidate leave the institution for any reasons before completion of the course.

### **COLLEGE LIBRARY :**

The College Library has an excellent collection of Books, Encyclopedias, Magazines, Newspapers etc. It has also a rare collection of Folklore articles, Old Coins, Notes and Stamps. It is equipped with C.C.T.V. to monitor the movements inside the Library. A music system is used to relay light classical music for creating a conducive reading atmosphere in the Library.

The following rules will have to be followed while using the library facilities.

**Open Access System :** The Library follows 'Open Access System'. The students are permitted to verify the books personally and borrow the books of their choice. The students will have to keep their identity Cards at the Issue Counter while entering the Stack Room.

**Membership :** Membership of library is open to the Students and Staff of the College. The Library provides two Membership Cards to each student to borrow the books. The cards will have to be returned to the Library at the end of the academic year. They cannot be transferred to others.

**Duration of Borrowings :** A book can be borrowed for a period of one week. it can be renewed for another week provided that book is not demanded by any other member.

**Fine :** If the book is not returned within the due date, a fine of Rs.0.50 per day will be imposed after the due date till the book is returned.

**U.G.C. Book Loan Scheme :** Under this scheme, a student can borrow a book and retain the same with him till the end of the academic year.

**Overnight Borrowings** : Under this scheme, a book can be borrowed at 3.30 p.m. for overnight use. The same will have to be returned next day at 10.30 a.m.

**Code of Conduct** : The students should maintain Silence inside the Library. They should not write anything on the books, magazines, periodicals etc.; should not mutilate them and should not tamper the Bar Code slips pasted on the Books. Disciplinary action will be taken against such student who does not comply with this Code of Conduct.

**Services** : The students are requested to utilise the services of Library staff for any of their requirements. They are required to comply with the instructions given by the Librarian through a notification in the Library notice board.

**UGC Books under the Scheme of Remedial Education** : Under this scheme two text books are given to the students in each semester.

#### **ISSUE OF CERTIFICATES :**

Certificates such as Transfer Certificate, Study Certificate, Conduct Certificate etc. can be obtained from the College on payment of the prescribed fee. They will be issued within 24 hours of the requisition.

Marks cards will be issued directly to the students. They will not be handed over to others. However, the same will be sent to the Address of the student by Registered Post if postal charges are paid to the College in advance.

#### **STUDENT SUPPORT PROGRAMMES :**

**Students' Senate** : The college has a Students' Senate Comprising Secretaries for each course of study, elected by the students of the respective courses. It also comprises class representatives and nominated office bearers. The activities of student Senate are guided by the student welfare officer.

There are a number of Associations to encourage the students to participate in co-curricular and extra-curricular activities. Teachers in charge, Secretaries and Joint Secretaries to these Associations are nominated by the Principal on the recommendations of Student Welfare Officer and Senior Teachers.

The following Associations and their associated Forums provide opportunities for Co-curricular and Extra-curricular activities.

- ❖ Commerce and Management Association
- ❖ Science Association
- ❖ Fine Arts Association
- ❖ Aadhyaatma Vedike
- ❖ Vidyanidhi Bank
- ❖ Mahila Vedike
- ❖ Red - Ribbon Club
- ❖ National Service Scheme (N.S.S.)
- ❖ Career Guidance & Training Centre
- ❖ Yakshagana & Lalithakalegala Adhyayana Kendra
- ❖ Vidarthivani (Students' wall magazine)
- ❖ Human Rights Cell
- ❖ Humanities Association
- ❖ Sports and Games Association
- ❖ HRD Cell
- ❖ Consumer Club
- ❖ Literary Association
- ❖ Rotaract Club
- ❖ N.C.C.
- ❖ Rovers & Rangers Club

Besides these, there are a number of subject Forums to encourage student participation in the areas of their study.

**Special Certificate Courses** : The following certificate courses are conducted in the college.

1. Computerised Accounting and Taxation (3 years duration)
2. Hardware & Net working (3 years duration)
3. Communicative skills (3 years duration)

The above courses are conducted as career oriented Programmes of U.G.C. A student can opt for any one of them.

**ADD-ON Courses** : To enhance the skills and employment potentialities of students, a number of Add-On Courses are offered to the students. They include :

- a. Spoken English
- b. Computerised Accounting
- c. Personality Development
- d. Tailoring & Embroidery
- e. DTP & Photoshop
- f. Vermi Technology

**Vidyarthi Kshemanidhi** (Student Group Insurance) : This is a scheme instituted by the college for providing Group Insurance to the students. Under the scheme, The college offers the following compensation to the eligible students -

- i) hospitalisation expenses of the student due to any cause -upto ₹ 10,000
  - ii) Outpatient medical expenses due to any cause-upto ₹ 2000.
- Students eligible should submit their application to the student Welfare Officer.

**Career Guidance and Placement Support** : The Career Guidance & Training Centre, provides necessary guidance to the students to choose their career. The Placement Cell tries to provide employment opportunities to the students by acting as a nexus between Recruiting companies and Final year and former students. The College has established contacts with a number of companies such as Infosys Ltd., H.P., SLK Softwares, IBM, Cadbury India Ltd. etc. to provide employment opportunities to the students.

**Mentor System** : Students of each class are divided into different groups and are entrusted to teachers called Mentors. The Mentors supervise the academic progress, attendance and general performance of students under their care.

**Yakshagana & Lalithakala Adhyayana Kendra** : The Yakshagana & Lalithakala Adhyayana Kendra encourages and provides opportunities to the students to participate in Yakshagana and other forms of folk arts.

**Dr. See. Hosabettu Adhyayana Kendra** : This study centre is instituted in the name of former Principal and laurette Dr. Hosabettu Seetharama Achar to encourage study in literature. The Kendra possesses a Library with rare collection of books which are made available to students and others for reference and research work.

**Vidyanidhi Bank** : It is a Bank run by the students, through the students and for the students. It accepts deposits from students and allows them to withdraw the deposit amount on demand. Its main objective is to enable the students to gain practical knowledge about banking operations and inculcate savings habit in them.

**Personality Development Programme** : The College conducts personality development programmes through various agencies for the development of students personality.

## **PARENT TEACHERS ASSOCIATION**

All members of the staff, both teaching and non teaching, of the college and all parents or guardians of all students of the College are members of the Association. The day to day management of the Association vests with the Managing Committee elected each year at the General Body Meeting. They hold office till the next Managing Committee is formed.

It guides, counsels, suggests, assists and participates in all the development activities and programmes of the college.

### **Some of the special projects of GDC - PTA are :**

1. Midday Meals Scheme for providing midday meals to poor and deserving students.
2. Cash awards to students passing in distinction.
3. Felicitation of Meritorious students and old students for their excellence.
4. Felicitation to Lecturers for their achievements and retired staff members for their valuable service in the College.
5. Cash awards to physically handicapped students.
6. Cash incentive to students who represent Mangalore University in Sports & Games.
7. Financing various programmes - Career Guidance Programme, Personality Development Programme, Counselling Programmes etc.

## **GOVINDA DASA COLLEGE GRADUATE GROUP**

Govinda Dasa graduate group was formed on the occasion of the golden jubilee of Govinda Das College. All the graduates become the member of this group, plays an active role in the development of the college.

**GOVINDA DASA FIRST GRADE COLLEGE SURATHKAL  
SCHOLARSHIP DETAILS**

Sl.No	Name of the Scholarship and Amount	Who is eligible to apply	How to apply
1.	Sir C.V. Raman Scholarship	Science Students who secure 65% and more Marks in II PUC Science (60% for SC/ST) (continuing for 3 years)	Through the application form
2.	Sanchi Honnamma Scholarship	B.A., B.Sc., B.Com.,BBM & BCA girls students (continuing for 3 years)	Through the application form
3.	Science and Technology Academy	Only for Science Students who secured 85% and above marks in II PUC (PCM) (continuing for 3 years)	Office Intimation
4.	Minority Scholarship	Minority Students : Muslim, Christian, Jain, Buddhist, Parcy	Through the application form
5.	Post Metric Scholarship for Minority Students	Only for Minority Students	Through Online application
6.	SC/ST Scholarship	Annual Income less than 2,50,000/-	Through the application form
7.	Beedi Scholarship	Only for Children of Beedi workers	Through the application form
8.	Group I, IIA, IIB, IIIA, IIIB Post Metric Scholarship	Group I, IIA, IIB, IIIA, IIIB Category Students	Through the application form
9.	Post Metric Scholarship for SC/ST	SC/ST Students	Through the application form



10.	«zÁyö a È/ÀÀ	«zÁyö a È/ÀÀ	Cfö Àg ÀËPÀ
11.	MHRD Scholarship Yearly	«zÁyö a È/ÀÀ È/ÀÀ (at cut of marks)	Through Online application form
12.	SC / ST «zÁyö a È/ÀÀ ±È22.75% Ai ÈÁd ÈÈÀ «zÁyö a È/ÀÀ	CwÁ È/ÀÀ È/ÀÀ	Cfö Àg ÀËPÀ
13.	SC/ST «zÁyö a È/ÀÀ Sq «zÁyö a È/ÀÀ Ai ÈÁd ÈÈÀ «zÁyö a È/ÀÀ	CwÁ È/ÀÀ È/ÀÀ	Cfö Àg ÀËPÀ
14.	CzÁyö a È/ÀÀ CzÁyö a È/ÀÀ	CwÁ È/ÀÀ È/ÀÀ	Cfö Àg ÀËPÀ
15.	CAUÀPÀ «zÁyö a È/ÀÀ	CAUÀPÀ «zÁyö a È/ÀÀ	Cfö Àg ÀËPÀ
16.	QÁq Àg ÀËPÀ	QÁq Àg ÀËPÀ Àg ÀËPÀ	QÁq Àg ÀËPÀ «zÁyö a È/ÀÀ
17.	D-ì PAUÈÁÖ -ÁF'Öi °. «zÁyö a È/ÀÀ		
18.	¹ÁvÁgÁ À FAZÁ-ì Àg ÀËPÀ «zÁyö a È/ÀÀ		

gÁfÁ ÀUÁÁcÜ Á@gÁ Àg ÀËPÀ «zÁyö a È/ÀÀ ÀÁPiÈÁ ÀSÁAvÁ Àg ÀËPÀ

**For details, Clarifications and Application Forms Contact the Scholarship Section in the Office**



## **Dear Parents and Guardians,**

1. *Kindly remember that the college has introduced several rules and regulations for the smooth functioning of the college and in the interest of students. Your co-operation is requested in their implementation.*
2. *Sign the Record of Absence (given in the calendar) In case your ward absents himself/herself from the college. In case of a long absence due to illness leave note must be supported by a medical certificate.*
3. *You are a member of Parent - Teacher Association. Please participate in the activities conducted by it.*
4. *You will have to meet the class teacher/mentor of your ward atleast twice a year, once at the beginning of the academic year and next during November / December. In addition, you may contact the Principal or Mentors or Class Teachers whenever you wish.*
5. ***Do not give Mobile Phone to your ward while coming to the college. Mobile Phone found to be in possession of your ward will be confiscated and disciplinary action will be taken against him/her. Moreover, you will be asked to meet the Principal in that event.***
6. ***Instruct your ward to strictly adhere to the dress code.***
7. *Students are not permitted to go on picnic or tour unless they are accompanied by their class teacher or any other teacher. You will have to give your consent in writing and also give an undertaking owning the responsibility for any untoward incidence that may take place during such picnic/tour.*
9. *A Students' Bank called Vidyanidhi Bank operates in the college to inculcate savings habit and learn banking operations. Encourage your ward to open and operate his/her bank account.*
10. *Encourage your ward to take part in various co-curricular and extra-curricular activities offered by the college. They promote the overall personality development of **your ward**.*

## JUNE - 2019

1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	Khutub - E - Ramzan (Holiday)
6	THUR	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THUR	
14	FRI	
15	SAT	
16	SUN	
17	MON	Commencement of Academic Year
18	TUE	
19	WED	
20	THUR	Commencement of I, III & V Semester Classes
21	FRI	International Yoga Day
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THUR	
28	FRI	
29	SAT	
30	SUN	

## JULY - 2019

1	MON	
2	TUE	
3	WED	
4	THUR	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THUR	World Population Day
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THUR	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THUR	
26	FRI	Kargil Vijay Diwas
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

## AUGUST - 2019

1	THUR	
2	FRI	
3	SAT	
4	SUN	
5	MON	Nagarapanchami
6	TUE	
7	WED	
8	THUR	
9	FRI	
10	SAT	
11	SUN	
12	MON	Bakrid (Holiday)
13	TUE	
14	WED	
15	THUR	Independence Day
16	FRI	
17	SAT	
18	SUN	
19	MON	World Photography Day
20	TUE	
21	WED	
22	THUR	
23	FRI	Sri Krishna Janmashtami
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THUR	
30	FRI	
31	SAT	

## SEPTEMBER - 2019

1	SUN	
2	MON	Varasiddhi Vinayaka Vratha (Holiday)
3	TUE	
4	WED	
5	THUR	Teachers' day
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	Moharam (Holiday)
11	WED	
12	THUR	
13	FRI	
14	SAT	
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	Mahalaya Amavasya (Holiday)
29	SUN	
30	MON	

## OCTOBER - 2019

1	TUE	
2	WED	Gandhi Jayanthi
3	THUR	
4	FRI	
5	SAT	
6	SUN	
7	MON	Mahanavami / Ayudha Pooja (Holiday)
8	TUE	Vijayadashami (Holiday)
9	WED	World Post Day
10	THUR	
11	FRI	
12	SAT	End of I,III, V semester Classes
13	SUN	Maharshi Valmiki Jayanthi
14	MON	
15	TUE	
16	WED	
17	THUR	
18	FRI	
19	SAT	
20	SUN	
21	MON	Commencement of I, III, V Semester Examination
22	TUE	
23	WED	
24	THUR	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	Deepavali - Bali Padyami (Holiday)
30	WED	
31	THUR	



## NOVEMBER - 2019

1	FRI	Kannada Rajyothsava
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THUR	
8	FRI	
9	SAT	
10	SUN	Eid-Milad (Holiday)
11	MON	
12	TUE	
13	WED	
14	THUR	Childrens' Day
15	FRI	Kanakadasa Jayanthi (Holiday)
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THUR	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THUR	
29	FRI	
30	SAT	

## DECEMBER - 2019

1	SUN	World AIDS Day
2	MON	Commencement of II, IV, VI Semester Classes
3	TUE	
4	WED	
5	THUR	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	Human Rights Day
11	WED	
12	THUR	
13	FRI	
14	SAT	
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	Christmas Vocation
25	WED	Christmas
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	

## JANUARY - 2020

1	WED	
2	THUR	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THUR	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	Makara Sankramana (Holiday)
15	WED	
16	THUR	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THUR	
24	FRI	
25	SAT	
26	SUN	Republic Day
27	MON	
28	TUE	
29	WED	
30	THUR	Mahatma Gandhi's Martydom Day
31	FRI	

## FEBRUARY - 2020

1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THUR	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THUR	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THUR	
21	FRI	Maha Shivarathri (Holiday)
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THUR	
28	FRI	
29	SAT	

## MARCH - 2020

1	SUN	
2	MON	
3	TUE	
4	WED	
5	THUR	
6	FRI	
7	SAT	
8	SUN	International Women's day
9	MON	
10	TUE	
11	WED	
12	THUR	
13	FRI	
14	SAT	
15	SUN	World Consumer Day
16	MON	
17	TUE	
18	WED	
19	THUR	
20	FRI	
21	SAT	World Forestry Day
22	SUN	World Water Day
23	MON	
24	TUE	
25	WED	Chandramana Yugadi (Holiday)
26	THUR	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	End of the II, IV & VI Semester Classes

## APRIL - 2020

1	WED	
2	THUR	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	World Health Day
8	WED	Commencement of II, IV & VI Semester Examination
9	THUR	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	Ambedkar Jayanthi
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	World Earth Day
23	THU	World Book Day
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THUR	

### Record of Absence

- 1 -

Date	Hour	Subject	Reasons for Absence	Signature of Parent	Signature of Subject Teacher

## Record of Absence

- 2 -

Date	Hour	Subject	Reasons for Absence	Signature of Parent	Signature of Subject Teacher