

TERESIAN COLLEGE

No. 1824, Bannur Road, Siddarthnagara, Mysuru – 570 011

PROGRAMME REPORT

Name of the Department(s)	: Post-Graduate Department of Commerce
Name of programme organised	: Certificate Course
Programme title	: Certificate Course in Entrepreneurial Skills
Date of programme	: 21/11/2022 to 20/03/2023
Platform	: 301, PG Block, Teresian College, Mysuru
Number of participants	: 35
Objectives of the programme	: <ul style="list-style-type: none">• To develop an awareness of the concept Entrepreneurship• To understand and use deferent skills to improve entrepreneurial qualities.• To give an understanding about the nature of problems that are confronted by the entrepreneurs• To learn techniques to solve problems.
Programme outcomes	: <ul style="list-style-type: none">• Students got an awareness about the nature of entrepreneurship• Students were able to understand the skills to improve entrepreneurial qualities.• Students were able to understand the nature of problems that are faced by the entrepreneurs.
Summary of programme	: <ul style="list-style-type: none">• Board of studies (Certificate Courses) meeting was conducted on 14th November 2022.• Notification regarding certificate course for M.com. students was done on 14th November 2022.
Name of Organising Secretary	: Mr. W. Arun Devapura
Committee Members	: Dr. P. M. Shiva Prasad Ms. S. Tanuja Ms. S. Shambavi



(W. ARUN DEVAPURA)

Head of the Department
P.G. Department of Commerce
Teresian College, Mysore



(Dr. C. JEYANTHI)

PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 011

TERESIAN COLLEGE
MYSURU – 570 011

14 NOV 2022

NOTIFICATION
REGARDING CERTIFICATE COURSES FOR M.COM. STUDENTS

These courses are offered to facilitate the students of Post-Graduate Department of Commerce in order to acquire the skills that are required to make them employable / entrepreneurs. The courses shall be taught under choice based credit system (CBCS) using lecturing-tutorial-practical (LTP) mode of pedagogy. The details of the courses are as follows:


Sl. No.	Semester	Course Code	Title of the Course	Number of Credits			
				L	T	P	Total
01.	First	PGDC/CC/BC	Certificate Course in Business Communication Skills	1	2	2	5
02.	Second	PGDC/CC/BS	Certificate Course in Business Computing Skills	1	2	2	5
03.	Third	PGDC/CC/ES	Certificate Course in Entrepreneurial Skills	1	2	2	5
04.	Fourth	PGDC/CC/PD	Certificate Course in Personality Development	1	2	2	5

Continuous assessment scheme shall be adopted to evaluate the students according to the following schedule:

Particulars	C1	C2	C3	Total
Week	1 st to 8 th Week	9 th to 16 th Week	Semester-end Examination	
Marks	25	25	50	100

Continuous assessment criteria shall be decided at the beginning of the semester and shall be informed to the students in advance. Continuous assessment criteria shall include written tests, case study analysis and presentation, assignment writing, seminar presentation, group discussion, exercises on problem solving, viva-voce, quiz or any other criterion to be chosen by the course teacher.

These courses shall come into effect from odd semester of academic year 2022-23.


(Mr. W. ARUN DEVAPURA)
Head of the Department
P.G. Department of Commerce
Teresian College, Mysore


(Dr. C. JEYANTHI)
PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 011

TERESIAN COLLEGE

MYSURU – 570 011

POST-GRADUATE DEPARTMENT OF COMMERCE

PROCEEDINGS OF BOARD OF STUDIES (CERTIFICATE COURSES)

MEETING HELD ON 14th NOVEMBER, 2022

1. WELCOME

The meeting started with the prayer and welcome address by Mr. W. Arun Devapura, Assistant Professor and Head, Post-Graduate Department of Commerce, Teresian College, Mysuru.

2. PREAMBLE

This Board of Studies (BoS) meeting was held on 14th November 2022, at 10:00 am in the PG Block to discuss and decide the modifications in structure and curriculum for the Certificate Courses to be offered to facilitate the students of Post-Graduate Department of Commerce in order to acquire the skills that are required to make them employable / entrepreneurs.

3. MEMBERS

The members of the BoS are as follows:

Sl. No.	Name, Designation and Address	Remarks
01.	Dr. Veena M. D'Almeida, Associate Professor, Co-Ordinator of Post-Graduate Department of Commerce, Mysuru	Chairperson
02.	Mr. W. Arun Devapura, Assistant Professor and Head, Post-Graduate Department of Commerce, Teresian College, Mysuru	Member Secretary
03.	Dr. P. M. Shiva Prasad, Assistant Professor, Department of Commerce, Teresian College, Mysuru	Member
04.	Ms. S. Tanuja, Assistant Professor, Post-Graduate Department of Commerce, Teresian College, Mysuru	Member
05.	Ms. S. Shambavi, Assistant Professor, Post-Graduate Department of Commerce, Teresian College, Mysuru	Member

4. RESOLUTIONS

Following resolutions were passed during the meeting:

- i. Resolved to offer the following certificate courses for the academic year 2022-23:
 - a. Certificate Course in Business Communication Skills
 - b. Certificate Course in Business Computing Skills
 - c. Certificate Course in Entrepreneurial Skills
 - d. Certificate Course in Personality Development
- ii. Resolved to continue the Choice Based Credit System (CBCS) with Lecturing-Tutorial-Practicals (LTP) mode of teaching.
- iii. Resolved to approve the syllabus thereon.

- iv. Resolved to approve the CBCS regulations comprising of total credits, credit pattern, evaluation techniques and syllabus (regulations and syllabus enclosed).
- v. Resolved to approve the Question Paper pattern (format enclosed).
- vi. Resolved to approve the format and contents of the Certificate (format enclosed).
- vii. Resolved that all these changes shall come into effect from odd semester of the academic year 2022-23.

5. APPROVAL


The above mentioned resolutions were passed unanimously by the following members:

Sl. No.	Name, Designation and Address	Remarks	Signature
01.	Dr. Veena M. D'Almeida, Associate Professor, Co-Ordinator of Post-Graduate Department of Commerce, Mysuru	Chairperson	
02.	Mr. W. Arun Devapura, Assistant Professor and Head, Post-Graduate Department of Commerce, Teresian College, Mysuru	Member Secretary	
03.	Dr. P. M. Shiva Prasad, Assistant Professor, Department of Commerce, Teresian College, Mysuru	Member	
04.	Ms. S. Tanuja, Assistant Professor, Post-Graduate Department of Commerce, Teresian College, Mysuru	Member	
05.	Ms. S. Shambavi, Assistant Professor, Post-Graduate Department of Commerce, Teresian College, Mysuru	Member	

6. THANKING NOTE

Ms. S. Tanuja thanked all the members of BoS for contributing valuable ideas, active participation and for sparing their precious time.


(**Mr. W. ARUN DEVAPURA**)
Head of the Department
P.G. Department of Commerce
Teresian College, Mysore


(**Dr. C. JEYANTHI**)
PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 011

TERESIAN COLLEGE
MYSURU – 570 011

POST-GRADUATE DEPARTMENT OF COMMERCE

REGULATIONS AND SYLLABUS OF CERTIFICATE COURSES

1.1 PREAMBLE

These certificate courses are offered to the students pursuing Master of Commerce (M.Com.) course. The objective of offering these courses is to facilitate the student to acquire the skills that are required to be employable / entrepreneurs.

1.2 TITLE AND CREDIT PATTERN

The title of courses and credit pattern are as follows:

Sl. No.	Semester	Course Code	Title of the Course	Number of Credits			
				L	T	P	Total
01.	First	PGDC/CC/BC	Certificate Course in Business Communication Skills	1	2	2	5
02.	Second	PGDC/CC/BS	Certificate Course in Business Computing Skills	1	2	2	5
03.	Third	PGDC/CC/ES	Certificate Course in Entrepreneurial Skills	1	2	2	5
04.	Fourth	PGDC/CC/PD	Certificate Course in Personality Development	1	2	2	5

1.3 EVALUATION

Continuous assessment shall be conducted to evaluate the students according to the following schedule:

Particulars	C1	C2	C3	Total
Week	1 st to 8 th Week	9 th to 16 th Week	Semester-end Examination	
Marks	25	25	50	100

Continuous assessment criteria shall be decided at the beginning of the semester and shall be informed to the students in advance. Continuous assessment criteria shall include the following: written tests, case study analysis and presentation; assignment writing; seminar presentation, group discussion, exercises on problem solving, and any other criterion to be chosen by the course teacher.



1.4 SYLLABUS FOR CERTIFICATE COURSE IN BUSINESS COMMUNICATION SKILLS (PGDC/CC/BC)

COURSE DESCRIPTION

This course focuses on the development of the basics of English Grammar and provides guidance towards the development of language proficiency. This course will help students in improving the vocabulary.

COURSE OBJECTIVES

The course is intended to provide an opportunity to use the language as well as it gives detailed information about the language. It provides ample guidance and practice in sentence construction, correct usage, comprehension, written composition and other allied areas so as to equip the students with the ability to communicate effectively in English.

PEDAGOGY

The course content covers class room lecture, case discussion, seminar presentation, group discussion, experiential learning activities and tests.

COURSE CONTENTS

Module 1: Analysis of Simple Sentences - Alphabets, Vowels, Articles, Sentence, Subject and Predicate, Parts of Speech - Noun, Pronoun, Verb, Adverb, Adjectives - Comparison of Adjectives, Idioms, Tenses - Past, Present and Future, Active and Passive Voice, Case Study.

Module 2: Correct Usage - Formation of Words, Punctuations, Order of words, Figure of Speech, Direct and Indirect Speech, Verb Patterns, Question Tags and Short answers, Case Study.

Module 3: Writing Communication Skills - Structures, Spelling rules, Paragraph writing, Precise Writing, Essay Writing, Paraphrasing, Stages of writing, Creativity in written communication, Use of Picture, Stages of Writing, Commercial Letter Writing, Report Writing, Case Study.

Module 4: Communication in Business - Meaning of Communication, features, importance, objectives, Levels of Communication - Intrapersonal and Interpersonal. Process of Communication, Classification of Communication - Verbal, Non-verbal, Formal and Informal Communication, Listening Skills, Case Study.

REFERENCES

- Deepika Dhand, The Source of Authenticity in English Grammar and Business Communication, Himalaya Publishing House.
- Ghousia Khatoon and Kamini Dhurva, Communication Skills, Himalaya Publishing House, 2016.
- Mishra A. T. ,English Grammar and Usage, Linguistic and Literary Aspects, Phonetics and Communication Skills, Himalaya Publishing House.
- Paresh Chandra Das, Applied English Grammar and Composition, Himalaya Publishing House.
- Rajendra P. Das and Nageshwar Rao, Communication Skills, Himalaya Publishing House, 2017.
- Sampson M. A., The Complete Book of English Grammar, Himalaya Publishing House.

- Urmila Rai and S. N. Rai, Effective Communication Skills, Himalaya Publishing House, 2014.
- Wren P. C. and Martin H., High School English Grammar and Composition, S. Chand Publishing.

1.5 SYLLABUS FOR CERTIFICATE COURSE IN BUSINESS COMPUTING SKILLS (PGDC/CC/BS)

COURSE DESCRIPTION

The course covers the important topics of fundamentals of computers such as meaning of computer, data, data processing and MS office.

COURSE OBJECTIVES

The objective of this course is to make students use computer in day to day activities so that they can adopt themselves to job environment.

PEDAGOGY

Course activities consist of lectures, case study analysis, group discussions, seminar presentation, assignment writing, experiential learning activities and tests.

COURSE CONTENTS

Module 1: Introduction - Uses of Computers in Business - Computer Hardware - Types of software: System Software, Application Software - Introduction to Free and Open Source Software - Computer Virus: Types of Viruses, Use of Antivirus Software and Case Study.

Module 2: Office Productivity Tools - Word Processing - Electronic Spreadsheets and Presentation Tools, Data Analysis. Basics of Operating System - Definition of Operating System, Objectives, types, and functions of Operating Systems.

Module 3: Data Transmission Methods - Internet, Email, Chatting and video conferencing - Electronic Payment System: Introduction to EPS, Types of Payment System - Digital Cash, Electronic Cheque, Smart Card, Credit Card, Debit Card.

Module 4: Computer Application in Taxation -Online Trading and Securities, Filing of Online application for PAN and TAN, Online submission of Income tax Returns and TDS Returns, E-Filing of Indirect Taxes returns, General awareness and Application of Software Packages (Tally, Peach Tree, Quick Book, etc.) and Case Study.

REFERENCES

- Rajaram, Computer Fundamentals, Himalaya Publishing House.
- Ram, Computer Fundamentals and Architecture, New Age Publications.
- Saha and Saha, Computer Fundamentals, Himalaya Publishing House.
- Shiva, Computer Fundamentals, BPB Publications.
- Vishal Soni, Computer Fundamentals, Himalaya Publishing House.




1.6 SYLLABUS FOR CERTIFICATE COURSE IN ENTREPRENEURIAL SKILLS (PGDC/CC/ES)

COURSE DESCRIPTION

The course provides the coverage of Entrepreneurial skills, qualities of an entrepreneur, EDP, Schemes and Business Ethics.

COURSE OBJECTIVES

At the end of the course the students will be able to: (i) develop an awareness of the concept Entrepreneurship; (ii) able to understand and use deferent skills to improve entrepreneurial qualities; (iii) to give an understanding about the nature of problems that are confronted by the entrepreneurs and (iv) to learn techniques to solve the problems.

PEDAGOGY

Course activities consist of lectures, case study analysis, group discussions, seminar presentation, assignment writing, tests and Experiential Learning Activities.

COURSE CONTENTS

Module 1: Introduction -Meaning and Importance, Evolution of term Entrepreneurship, Factors influencing entrepreneurship, Psychological factors, Social factors, Economic factor, Environmental factors; Characteristics of an entrepreneur; Types of entrepreneur; Barriers to entrepreneurship; Case Study.

Module 2: Entrepreneurship Development Programme (EDP) - Meaning, objective, importance, institutions doing EDP in India, DIC, CEDOCK, SSI, NSIC, EDII, AWAKE, KVIC, RUDSET, Industrial Estate-Meaning and importance, Case Study.

Module 3: Financing of Small Business in India - Institutional and non-institutional assistance-SFCs, banks, SIDBI, NBFC - meaning and schemes; venture capital, state and central government subsidies and incentives for SSI (existing) - recent industrial policy, PM MUDRA Yojana - meaning, objectives, procedures for obtaining loan under MUDRA.

Module 4: Business Ethics - Meaning, ethics in business, importance, various social responsibility of an entrepreneur towards customers, suppliers, government and society, self-employment-recent trends in the areas of self-employment and Case Study.

REFERENNCES

- Sudipta Kishore Nanda and Tapan Kumar Lenka, Entrepreneurship: Innovations and Strategy, Himalaya Publishing House, 2012.
- Vasant Desai, Small-Scale Industries and Entrepreneurship, Himalaya Publishing House, 2017.
- Talukder A. K. and Tabassum Khan, Fundamentals of Entrepreneurship, Himalaya Publishing House, 2015.
- Naga Lakshmi, Suseela Kanduri et.al., Entrepreneurship Development and Business Ethics, Himalaya Publishing House, 2017.
- Neeta Baporikar, Entrepreneurial Education (Process of Creating Entrepreneurs), Himalaya Publishing House, 2014.

1.7 SYLLABUS FOR CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT (PGDC/CC/PD)

COURSE DESCRIPTION

The course provides the coverage of Personality Development, Creative Thinking, Stress Management, Time Management and Interview Skills.

COURSE OBJECTIVES

At the end of the course the students will be able to: (i) develop an awareness of the concept and dimensions of personality; (ii) understand the concept of goal setting and time management; (iii) understand the factors influencing creativity; (iv) to know the measures to manage stress; and (v) develop insight into the skills of effective communication.

PEDAGOGY

Course activities consist of lectures, case study analysis, group discussions, seminar presentation, assignment writing, tests and Experiential Learning Activities.

COURSE CONTENTS

Module 1: Concept of Personality Development – Personality traits; Attitude – types of Attitude – Importance of Positive Attitude – Positive Attitude v/s Negative Attitude; Goal Setting – Concepts of Goal – significance of goal setting – obstacles in goal setting; Case Study.

Module 2: Stress Management - Stress Management – Sources of Stress – measures to manage Stress – Principles of Stress Management, Mental Health. Problem Solving - Ideas in Problem Solving – Inquisitiveness – Broad Mindedness; Case Study.

Module 3: Time Management – Techniques of Time Management; Self Confidence, Self Esteem, Self-Actualisation; Socialisation – Friendliness; Health and Hygiene – Mental Health - affecting Mental Health: Anxiety, Frustration and Conflict; Critical Thinking; Case Study.

Module 4: Creativity – Elements of Creativity – Innovation – Factors influencing creativity – Techniques of Creativity: Brainstorming and Attributes Listing; Body Language – Effects of Body Language – Postures and its importance; Emotional Intelligence – elements of Emotional Intelligence; Conflict Management; Team Building; Interview Skills –Types of interview – Common Interview Mistakes; Resume Writing; Case Study.

REFERENCES

- Barker L. Larry, Personality Development and Soft Skills, Oxford University Press.
- Krishnamacharyulu C. S. G. and Lalitha Ramakrishna, Soft Skills of Personality Development, Himalaya Publishing House.
- Nageshwar Rao and Rajendra P. Das, Communication Skills, Himalaya Publishing House.
- Sajitha Jayaprakash, Interview Skills, Himalaya Publishing House.
- Sajitha Jayaprakash, The Art of Writing a Resume, Himalaya Publishing House.


Head of the Department
P.G. Department of Commerce
Teresian College, Mysore


PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 011

PGDC/CC/ES

**Certificate Course Examination, April 2023
(CBCS)
(Academic Year 2022-23)**

Entrepreneurial Skills

Time: 02 hours

Max Marks: 50

PART – A

Answer **any four** questions. Each question carries **5 marks**.

(4 X 5 = 20)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

PART – B

Answer **any two** questions. Each question carries **10 marks**.

(2 X 10 = 20)

- 7.
- 8.
- 9.
- 10.

PART – C

Case Study (**Compulsory**).

(1 X 10 = 10)

- 11.


Head of the Department
P.G. Department of Commerce
Teresian College, Mysore


PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 011

TERESIAN



COLLEGE

(Affiliated to the University of Mysore and Re-accredited by NAAC at 'A' Grade with CGPA of 3.19 in III Cycle)

POST-GRADUATE DEPARTMENT OF COMMERCE

Bannur Road, Siddarthanagara, Mysuru - 570 011
Karnataka State, India

Certificate

This is to certify that

Mr. / Ms.....

has successfully completed the

CERTIFICATE COURSE IN ENTREPRENEURIAL SKILLS

during the academic year 2022-23


Reg. No. : PGDC..... Course Code : PGDC/CC/ES


Certificate No. :..... Date of Commencement :.....

Duration : 60 Hours Date of Completion :.....

Issued under the seal of Teresian College, Mysuru, on




Mr. W. ARUN DEVAPURA
HoD
Head of the Department
P.G. Department of Commerce
Teresian College, Mysore


Dr. C. JEYANTHI
PRINCIPAL
PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 011

TERESIAN COLLEGE
POST-GRADUATE DEPARTMENT OF COMMERCE
MYSURU - 570 011

Certificate Course in Entrepreneurial Skills
List of Students during the Academic Year 2022-23

Sl. No.	Name of the Student
1	ANAGHA P J
2	ANANYA S
3	ASHWINI M K
4	DEEPU M
5	DHANUSHREE B
6	DIANABASIL A
7	HARISH K
8	HARISH R
9	HARSHITHA B L
10	HARSHITHA L
11	HRISHIKESH J
12	JASEELA
13	JAYALAKSHMI B
14	JENI RADHA I
15	JYOTHI J
16	KEERTHI B
17	LAKSHMISHREE J S
18	MAHADEVAPRASAD H M
19	MAHENDRA B
20	MANOJKUMAR B G
21	NAGALAKSHMI K M
22	NAVYASHREE Y R
23	POOJA K K
24	RAKSHITHA S B
25	RAVIKUMAR T S
26	RINCHI K M
27	RUQHAIYA BANU
28	SUKANYA D
29	SUMA M S
30	SWETHANA V
31	TAREQ AZIZ NASSER AL QASEMI
32	THEJASHWINI J
33	VIDYASHREE M
34	YASHASHWINI
35	YASHASHWINI M


Head of the Department
P.G. Department of Commerce
Teresian College, Mysore


PRINCIPAL
TERESIAN COLLEGE
MYSORE-570 01

CC IN ENTREPRENEURIAL SKILLS - 2022-23

REGISTER OF ATTENDANCE & FEES

Name of the Institute.....

FOR THE MONTH OF

20

Sl. No.	Admission No.	NAMES	Section.....												Place.....																No. Of days present	FEES		Date of Payment																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
			1 NOV-2022	2	3	4	5	6	7	8	9	10	11	12 DEC-2022	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29	30		31	Rs.	P.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
			01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
01		Anagla P.T	1	2	3	A	4	5	6	7	8	9	10	11																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								

Number present M	
Daily E	
Initial M	
E	

No. on roll at the beginning of month

No. Of Working days.

Average Attendance during the month

No. on Roll during month.

REGISTER OF ATTENDANCE & FEES

Name of the Institute.....

Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12
			Nov-2022											
16		Keerthi. B	1	2	3	4	A	5	6	7	8	9	10	11
17		Lakshminisree J-S	A	1	2	3	4	5	6	7	8	A	9	10
18		Mahadevaperasad H.M.	1	A	A	A	2	3	4	5	6	7	8	9
19		Mahendra. B	1	2	3	4	5	6	A	A	7	8	9	10
20		Manojkumar B.G	A	1	2	3	4	5	6	A	7	8	9	10
21		Nagalakshmi K-M	1	2	3	4	5	6	7	8	9	10	11	A
22		Nanyashree Y-R	1	2	3	4	5	A	6	7	8	9	10	11
23		Pooja. K. K	1	A	2	3	4	5	6	7	8	9	A	10
24		Lakshitha. S.B	1	2	3	4	A	5	6	7	8	9	10	11
25		Sanj Kumar T-S	1	2	3	4	5	6	A	A	7	8	9	10
26		Pooja. K.M	1	2	3	4	5	6	7	8	9	10	11	12
27		Rugmaiya Banu	1	2	A	A	3	4	5	6	7	8	9	10
28		Sukanya. D	1	2	3	4	5	A	6	7	8	9	10	11
29		Suma. M-S	1	2	3	4	5	6	7	8	9	A	10	11
30		Swethana. V	1	A	2	3	4	5	6	7	8	9	10	11

Number present M														
Daily E														
Initial M														
E														

No. on roll at the beginning of month

Skills - 2022-23

FOR THE MONTH OF

20

Section.....

Place.....

13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. Of days present	FEES	Date of Payment
																			Rs.	P.	
12	A	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	A			
11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28			
10	A	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26			
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28			
11	12	13	A	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27			
12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29			
A	12	13	14	15	16	17	A	18	19	20	21	22	23	A	A	24	25	26			
11	12	A	13	14	15	16	17	18	A	19	20	21	22	23	24	25	A	A			
		A							A								A	A			
12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28	29			
11	12	13	14	15	16	17	18	A	19	20	A	21	22	23	24	25	26	27			
13	14	15	16	17	18	A	19	20	21	22	23	24	25	A	26	27	28	29			
A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29			
12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29			

No Of Working days.

Average Attendance during the month

No. on Roll during month.

Section.

Place

No. on roll at the beginning of month

No Of Working days.

Average Attendance during the month

No. on Roll during month.

REGISTER OF ATTENDANCE & FEES

Name of the Institute

FOR THE MONTH OF 20

Name of the student			Section																												No. of days present	FEES		Date of payment
Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29		
01		Anagha P.J	A																															
02		Anoop S																																
03		Anusha M.K																																
04		Anup M																																
05		Chandana B																																
06		Diana Baril A																																
07		Harish K																																
08		Harish K																																
09		Harshita B.L																																
10		Harshita L																																
11		Kishoreksh J																																
12		Jayala																																
13		Jayalakshmi B																																
14		Jen Radha J																																
15		Jothi J																																
Number present M																																		
Daily E																																		
Initial M																																		
E																																		

No. on roll at the beginning of month

No. of Working days

Average Attendance during the month

No. on roll during month

REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF 20

Name of the Institute.....

Section..... Place

Sl. No.	Admission No.	NAMES	JAN - 2023												Feb - 2023												Mar		No. Of days present	FEES		Date of Payment					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		27	28		29	30	31	Rs.	P.
			04	05	06	07	10	11	12	13	17	18	19	20	23	24	25	26	27	28	29	30	31	01	02	06	07	13		14	15		22	24	27		
16		Keerthi B.	28	29	30	A	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	A	46	47	48	49	50	51	52	53	54	55					
17		Lakshminisree . J.S.	29	30	31	32	33	34	35	36	37	A	38	39	A	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56					
18		Mahadwajprasad H.M.	28	29	30	31	A	32	33	34	35	36	37	38	39	40	41	A	42	43	44	45	46	47	48	A	49	50	51	52	53						
19		Mahendra . B.	A	A	29	30	31	32	33	34	35	36	37	38	39	40	A	41	42	43	44	45	46	47	48	49	50	51	52	A	A	53					
20		Manoj Kumar B.G.	28	29	A	30	31	32	33	34	35	36	37	A	38	39	40	41	42	43	44	45	46	A	A	47	48	49	50	51	52	53					
21		Nagalakshmi. K.M.	30	31	32	33	34	35	36	A	37	38	39	40	41	42	43	44	45	A	46	47	48	49	50	51	52	53	54	55	56	57					
22		Nanyashree .Y.R.	28	29	30	31	32	33	34	35	36	A	37	38	39	40	A	41	42	43	44	A	45	46	47	48	49	50	51	52	53						
23		Pooja .K.K.	28	29	30	31	A	32	33	34	35	36	37	38	39	40	41	42	A	43	44	45	46	47	48	A	A	49	50	51							
24		Lakshitha .S.B.	30	31	A	32	33	34	35	36	37	38	39	40	A	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57					
25		Danikumar T.S.	28	29	30	31	32	33	34	35	36	A	37	38	39	40	41	42	43	44	45	46	47	48	A	A	49	50	51	52	53	54					
26		Pinchi .K.M.	30	31	31	A	33	34	35	A	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	A	55	56					
27		Rughaiya Banu	29	A	30	31	32	33	34	35	36	37	38	39	A	40	41	42	A	A	43	44	45	46	47	48	49	50	51	52	53	A					
28		Sukanya .D	30	31	32	33	34	35	A	36	37	38	39	40	41	42	43	44	45	46	47	48	49	A	50	51	52	53	54	55	56	57					
29		Suma - M.S.	30	31	32	33	34	35	36	37	38	39	40	41	42	43	A	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58					
30		Sivethana .V.	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	A	54	55	56	57	58					
Number present M																																					
Daily E																																					
Initial M																																					
E																																					


REGISTER OF ATTENDANCE & FEES

Name of the Institute.....

FOR THE MONTH OF **20**

Section Place

[illegible]


Head of the Department
P.G. Department of Commerce
Teresian College, Mysore