

**THE KARNATAKA EDUCATIONAL INSTITUTIONS (REGISTRATION AND RECOGNITION  
OF COMMERCE INSTITUTE) RULES, 1999.**

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**THE KARNATAKA EDUCATIONAL INSTITUTIONS (REGISTRATION AND RECOGNITION  
OF COMMERCE INSTITUTE) RULES, 1999.**

**EDUCATION SECRETARIAT**

**No. ED 114 Vivida 98, Bangalore, dated, 04-11-1999.**

(As amended by Notification No. ED 4 LCE 2002, dt. 28.1.2003)

**NOTIFICATION**

Whereas the draft of the Karnataka Educational Institutions (Registration and Recognition of Commerce Institutes) Rules 1999 was published in Notification No. ED 114 VIVIDA 98, dated 22.3.1999 in the Karnataka Gazette in Part IV Section 2C (i) of the Karnataka Gazette Extraordinary dated 30th March, 1999 inviting objection and suggestion from the persons likely to be affected thereby;

And whereas the said gazette was made available to the Public on 30-03-1999;

And whereas the objections and suggestions received in this regard have been duly considered by the State Government.

Now, therefore in exercise of the powers conferred by Sub-section (1) of section 145 of the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995) the Government of Karnataka hereby makes the following rules namely;

**1. Title and commencement.-** (1) These rules may be called the Karnataka Educational Institutions (Registration and Recognition of Commerce Institute) Rules, 1999.

(2) They shall come into force from the date of their publication in the Official Gazette.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

Published in the Karnataka Gazette Part IV section 2c(i) Extraordinary No. 1351 dt 15.11.1999

(a) "Act" means the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995);

(b) "Form" means forms appended to these rules;

(c) "Institute" means the Commerce Institute where education in Typewriting, Shorthand and other Commerce subjects is imparted;

(d) "Registering Authority" means the Joint Director of Public Instruction of the respective Division;

(e) "Section" means section of the Act.

**3. Procedure for Registering of Institutes.-** (1) Every application for registering an Institute under section 31 shall be in form I and shall be filed before the registering authority, only in the month of October every academic year.

(2) Every such application shall be accompanied by a Registration Fee which shall be one thousand rupees in case of applicant belonging to the Scheduled Castes or the Scheduled Tribes and two thousand rupees in case of others, in the form of a Account Payee Demand

Draft, drawn within one month before the date of application for registration, in favour of the Registering Authority. The demand draft shall be made payable at the Bank, located in the headquarters of the registration authority or in the surrounding locality.

(3) The registration fee once paid shall not be refunded where Registration is granted. Where registration is refused, the amount of the registration fee paid shall be refunded without interest to the applicant, through a crossed cheque within three months from the date of refusal.

(4) The applicant shall furnish information regarding:-

- (a) the exact location of starting the Institute;
- (b) its full postal address;
- (c) accommodation proposed to be provided;
- (d) whether it has own building or rented building, along with necessary documents;
- (e) Staff proposed to be appointed;
- (f) funds at the disposal of the Management; and
- (g) such other information as may be specified by the Registering Authority.

**4. Registration of New Institutes.-** (1) The Registering Authority shall, before issue of a Certificate of registration, satisfy itself that;

- (a) there is an actual need for an Institute in the locality and there is no Institute within a distance of two kilometers from the proposed Institute in the case of rural areas, and one kilometer in the case of urban areas, by the shortest public road;
- (b) the proposed Institute is financially sound;
- (c) the premises are well-lighted and ventilated with sufficient accommodation for conducting Typewriting, Shorthand and other subjects;
- (d) the teaching Staff appointed are duly qualified as specified under rule 23.
- (e) the applicant has enclosed a photocopy of the Khata certificate in case of own building, or a consent letter from the owner in case of rented building.

(2) The Registering Authority shall, 'within a period of three months from the date of receipt of the application, register the Institute and issue a Certificate or Registration in Form 2, if all the conditions specified for registration have been complied with. The certificate of Registration shall be sent to the applicant by Registered post.

(3) The Institute shall start functioning within two months from the date of receipt of Certificate of Registration, and the date of starting the Institute shall be intimated to the Registering Authority, within two months from the date of receipt of Certificate of Registration.

(4) The Registration Fee received under the sub-rule (2) shall be held in a fixed Deposit Account, opened in the name of the Registering Authority, in the nearest Nationalised Bank/Scheduled Bank. The Registering Authority shall maintain the accounts in a register in respect of registration and registration fees received in Form-3.

(5) The refusal order shall indicate the grounds for such refusal and shall be in writing and communicated to the applicant.

**5. Registration of an Existing Recognised Institute.-** (1) For registration of a Institute referred to in Section 33 shall file a statement in Form 4 within six months from the date of commencement of these rules, or from the date of appointment of the registering authority whichever is later.

(2) No fee shall be payable for registration of an Institute under sub-rule (1).

(3) On being satisfied that the Institute is fit in all respects to be registered, the Registering authority shall issue a certificate of Registration in Form 5, within a period of three months.

**6. Form of Register of Institutes.-** The Registering Authority shall maintain a Register of registered Institutes in Form 6. Every such Register shall be firmly bound and given running Folio Number. On exhaustion of all the Folios, the date of such exhaustion shall be recorded by the Registering Authority on the first inner page.

**7. Recognition of New Institutes.-** Every Registered Institute shall make an application in Form-7 to the competent authority alongwith a Fee of one hundred rupees by way of a Demand Draft, made payable to the Joint Director of Public Instruction of the respective Division, and seeking Recognition, within a period of two months from the date of starting the Institute.

**8. Conditions for Recognition.-** (1) Every Institute seeking Recognition shall-

- (a) Pays a Security Deposit of One Thousand rupees through Demand Draft, made payable to the Joint Director of Public Instruction of the respective Division, and enclosed to the application;
- (b) Meet the conditions specified for teaching staff, accommodation, furniture, equipment, syllabi and reference books under these rules;
- (c) Make admissions in accordance with these rules;
- (d) Charge only such rate of fees as prescribed by the Department from time to time.
- (e) Does not undertake or allow job-typing within the premises of the Institute;
- (f) Maintain all records and registers specified under the Act and the rules;
- (g) provide reading and reference facilities;
- (h) ensure that the principal and staff possess the qualifications prescribed for appointment;
- (i) ensure that in the case of an institute in a town having a population of twenty-five thousand and above at least six type writers and in the case of an institute situated in places where population is less than twenty- five thousand, at least four typewriters are kept in good working condition at all times;
- (j) provide furniture of the following minimum dimensions:  
Tables 27 "wide x 30" height x 18" breadth/length

Stools 12 "wide x 21" height x 12" breadth/length;

- (k) provide all the reference/text books, teaching aids, equipment like black board, wall clocks, stopwatch, storage cabinet and a set of essential typewriter tools;
- (l) provide in respect of Shorthand classes, either desks, or tables and stools or chairs, if tables are provided, each student should have an independent table with a stool or chair. The institute should have Shorthand Dictionary, General Dictionary, Shorthand Charts and approved books;
- (m) provide in respect of theory subjects, desks, or tables and stools or chairs;
- (n) submit periodical statistical returns as on 31st December every year, in form-9 to the Competent Authority.
- (o) undertake to abide by the orders and instructions issued by the Department from time to time;
- (p) keep open the institute for visits and inspections by the officers of the Department not below the rank of the Assistant Director of Public Instruction (Commerce Education), unless it is specifically notified as exempt;
- (q) not teach a subject or grade for which it is not recognised without the previous permission of the Department; and
- (r) present candidates only for commerce Examination conducted by the Karnataka Secondary Education Examination Board.

(2) The institute which does not fulfil the conditions specified in sub-rule (1) may be approved provisionally for a period of three months in accordance with clause (b) of sub-section (6) of section 36. Such institute shall not admit fresh batch of students during the period of such provisional approval.

(3) The Institute granted provisional approval shall be given an opportunity to rectify the defects as pointed out in the Inspection Report, and fulfil all the conditions of Recognition and submit a compliance report within a period of one month from the date of granting provisional approval. If the action taken by the Management of the Institution is satisfactory and fulfils all the conditions of Recognition, issue a certificate of Registration in Form 8. If the competent authority is not for satisfied with the report, he may refuse to grant such certification.

(4) Every order of grant or refusal of recognition passed under section 36 shall be communicated to the Registering Authority and to the applicant.

**9. Recognition of Existing Institutes.-** (1) An Institute referred to in clause (a) of sub-section (1) of section 38 shall fulfil all the conditions of recognition, except that,-

- (i) no such institute shall be required to pay the security deposit;
- (ii) no fee shall be collected if it is a Government institute provided it complies with the provisions of the Act and the rules within a period of six month, and makes an application to the Competent Authority in Form-7.

(2) All the Institutes which are established and recognised in accordance with rules in force immediately before the commencement of this Act and in existence at such commencement shall be deemed to be Educational Institutions established and recognised under this Act and the rules made thereunder.

(3) The Institute imparting Commerce Education, which is in existence at the commencement of this Act, but which has not been recognised in accordance with the rules in force immediately before such commencement shall discontinue to impart Commerce Education from such commencement unless within sixty days of such commencement, an application for recognition is made as per form-8 in accordance with the provisions of the Act and the rules made thereunder, and every such application shall be disposed of within sixty days of its receipt by the competent authority. No such Institute shall run after the application for its recognition is rejected.

**10. Up-gradation of Institute.-** For the purpose of section 32, an Institute may make an application to the Registering Authority in Form-7 for grant of permission or up-gradation accompanied by a fee of fifty rupees only, and such application shall be made only in the month of October. The Certificate of Registration issued to such Institute shall be amended accordingly. The Institute shall apply for grant of recognition, in form-7 for the additional subject for which permission has been granted. The Department shall grant recognition for such additional subject only, if the Institute is already granted recognition for the other subjects.

**11. Withdrawal of Recognition.-** If an Institute which has been recognised or approved provisionally fails to fulfil one or more of the conditions of recognition and fails to comply with the orders of the Competent Authority, such non-compliance shall be recorded in writing and communicated to the Institute to remedy the defects and submit compliance report to the Competent Authority within one month from the date of receipt of such communication. If such Institute fails to submit compliance report within the specified period or if the action taken by the Institute in remedying the defects, in the opinion of the Competent Authority, is unsatisfactory, the Management shall be asked to show cause as to why recognition should not be withdrawn. If the explanation offered by the Institute is not acceptable, the Competent Authority may withdraw the recognition granted to the said Institute by an order, which shall be communicated to the Institute by Registered Post.

**12. Appeal.-** Any person may prefer an appeal under section 130 within a period of thirty days from the date of order made under these rules. For the purpose of this rule the Commissioner for Public Instruction shall be the appellate authority. The provisions of the Karnataka Educational Institutions (appeal, revisions and review) Rules 1998 shall apply *mutatis and mutandis*.

**13. Admission.-** (1) Application for admission to the Institute shall be made in Form-10. A single application be issued for all the subjects together, in case a student seeks admission for all subjects at a time. Only one admission fee and one reading room fee shall be collected from such students. If the student takes up an additional subject during the term only admission fee shall be collected for the additional subject but not the reading room fee. A student desirous of joining the higher grade after passing the lower grade shall seek fresh admission.

(2) No Institute shall admit a student who has studied in another recognised Institute without production of the Transfer Certificate

(3) No Institute shall be refused admission merely on the ground that he/she belongs to a particular community, religion, caste or creed.

**14. Category of students.-** Students of the Institute are categorised as follows:-

(a) School candidates.- School candidates shall fulfil the following conditions namely:-

- (i) Students who possess the minimum educational qualifications prescribed shall be admitted as school candidates. Only such students shall be eligible to take the examination conducted by the Karnataka Secondary Education Examination Board. Students who are on the rolls of the Institutes as on 15th February are eligible to take up examinations in the month of November of the same year and such of the students who are on the rolls as on 15th September are eligible to take up examinations in the month of May of the following year, provided their names appear in the list of school candidates submitted to the Karnataka Secondary Education Examination Board and also they have put in a minimum attendance of one hundred and eighty days from the date of admission up to the date of examination.
- (ii) The minimum qualification for admission to the Junior Grade in Typewriting, Shorthand and other theory subjects shall be a pass in S.S.L.C. or equivalent examination.

<sup>1</sup>[Provided that a candidate who has failed (including an absentee) in SSLC examination may also be permitted to appear for Junior Grade Typewriting Examination (both Kannada and English) as a School candidate.]<sup>1</sup>

1. Inserted by Notification No. ED 4 LCE 2002, dt. 28th January, 2003

- (iii) A student who has passed the Junior Grade Examination in English Shorthand or equivalent Examination and has put in a minimum of sixty working days of attendance from the date of admission up to the date of the examination, shall be eligible to appear for the intermediate Examination in English Shorthand at the immediate next examination.
- (iv) A student who has passed the Junior Grade Examination in English Typewriting or Kannada Typewriting or Kannada Shorthand shall be eligible to appear for the Senior Grade Examination in the respective subject and language provided <sup>1</sup>[he/she has passed the SSLC or equivalent examination and has put in a minimum attendance of one hundred eighty days from the date of admission up to the date of examination]<sup>1</sup>.

1. Substituted by Notification No. ED 4 LCE 2002, dt. 28th January, 2003

- (v) A student who has passed the Intermediate Grade Examination in English Shorthand and has put in a minimum attendance of sixty working days up to the



date of the examination shall be eligible to appear for the Senior Grade Examination in English Shorthand, at the immediate next examination.

- (vi) A student who has passed the Senior Grade Examination in English Typewriting or Kannada Typewriting or English Shorthand or Kannada Shorthand or equivalent examination and has put in a minimum of one hundred and eighty working days of attendance up to date of the examination shall be eligible to appear for the Proficiency Grade Examination in the respective subject and language.
- (vii) A student who has passed the Junior Grade Examination in Theory Subjects, and has put in a minimum of one hundred and eighty working days of attendance up to the date of examination shall be eligible to appear for the Senior Grade Examination in the respective subjects.
- (viii) The Examination in English Typewriting, Kannada Typewriting , and Kannada Shorthand in Junior, Senior and proficiency Grades; in English Shorthand in Junior, Intermediate, Senior and Proficiency Grades, and in Theory Subjects in Junior and Senior Grade shall be held twice every year, i.e., in May/June and November/December.

(b) **Practising Students.-** A student who does not possess the minimum prescribed educational qualification may be admitted to the Institute as a Practising Student. He shall not be eligible to appear for the Commerce Examination until he is qualified in accordance with rules and has put in minimum term days after acquiring the minimum qualification.

(c) **Repeaters.-** A candidate who has once appeared for the Commerce Examination and failed at the examination shall be treated as Repeater for the respective subject and grade. A candidate who has completed term days and absent for the Examination may also be treated as a Repeater.

(d) **Private Candidates.-** The following classes of candidates shall be considered as Private Candidates. They need not put in the required term days for appearing for commerce examinations. Candidates mentioned under (i) and (ii) below shall apply and obtain permission of the Karnataka Secondary Education Examination Board before the end of December for the next May/June Examination, and before the end of July for the November/December Examination.

- (i) Candidates who have obtained prior permission of the Karnataka Secondary Education Examination Board to appear by private study, on the conditions laid down by the Karnataka Secondary Education Examination Board for time to time.
- (ii) Teachers of Commerce Institute shall be eligible to appear for the Commerce Examinations as private candidates.

(e) **Candidates desiring Improvement in Results.-** A candidates desirous of improving his/her result shall be eligible to appear for the Examination for the same subject and grade within two years from the date of announcement of result, after applying and obtaining necessary permission in writing from the Karnataka Secondary Education Examination Board.

(f) **Candidates from other States.-** In case of students from other States who wish to take up the Commerce Examination in this State at the higher grades, in the absence of any parity of standards with other States, such candidates in all only be eligible to be admitted as school candidates, for the subject at the lowest level, irrespective of the Certificate they may have obtained in their native State.

**15. Parity of Standards.-** (1) The Diploma-in-Craftsmanship in Stenography (English) awarded by the Directorate General of Employment, and Training Ministry of Labour and Employment Government of India is treated as equivalent to the Junior Shorthand and Junior Typewriting Examination in English.

(2) A pass in II Year Diploma Examination in Commercial Practice conducted by the Board of Technical Education of Karnataka is equivalent to a pass in Junior Grade Examination in Typewriting and Shorthand of the Karnataka Secondary Education Examination Board in the respective language.

(3) A pass in III Year Diploma Examination in Commercial Practice conducted by the Board of Technical education of Karnataka is equivalent to a pass in Senior Grade Examination in Typewriting and Shorthand of the Karnataka Secondary Education Examination Board in the respective language.

(4) A pass in the Basic Examination of Secretarial Practice (English) of the Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India, is equivalent to a pass in the Junior Grade Examination in English Typewriting and English Shorthand of the Karnataka Secondary Education Examination Board.

(5) A pass in the Advanced Examination of Secretarial Practice (English) of the Directorate, General of Employment and Training, Ministry of Labour and Employment, Government of India, is equivalent to a pass in the Senior Grade Examination in English Typewriting and English Shorthand of the Karnataka Secondary Education Examination Board.

(6) A pass in the II Year B.A. (Secretarial Practice) Examination of the University of Mysore, is equivalent to a pass in Junior Grade Examination in English Typewriting and English Shorthand of the Karnataka Secondary Education Examination Board.

(7) A pass in the III Year B.A. (Secretarial Practice) Examination of the University of Mysore, is equivalent to a pass in Senior Grade Examination in English Typewriting and English Shorthand of the Karnataka Secondary Education Examination Board.

**16. Rustication of Students.-** (1) Students shall be rusticated for such period which shall not exceed one year by the Registering Authority in the following cases:

- (a) Students who are found to have secured admission or attempted to secure admission by means of false or forged School Leaving Certificate or by false representation of any kind.
- (b) Students who have been found guilty of misconduct.

(2) No students shall be rusticated without giving an opportunity of being heard.

**17. Fees for Transfer Certificate.-** No fees shall be charged for Transfer Certificate or Pass Certificate/Marks Card. A fee of Five Rupees may be charged for duplicate copy of the Transfer/Leaving Certificate.

**18. Class Hours.-** The duration of each class in Typewriting Shorthand and Theory Subjects shall be forty-five minutes. The Institutes shall work six days in a week. The Institute shall notify the working hours, for information of the public.

**19. Holidays and Vacations.-** The Institute shall observe all the General Holidays approved by the Department of Public Instruction. The Institute may observe, in addition, four days of holidays in a year, according to local needs, with due intimation to the Registering Authority. It shall also observe two vacations of one week duration each, one after the May/June examination and another after November/December examination each year.

**20. Qualification of teaching staff.-** (1) Following shall be the minimum qualifications for the teaching staff of the Institute.

- (a) The Principal employed in the Institute shall have Passed at least Pre-University Course or equivalent examination and in addition, shall have passed Senior Grade Examination in Typewriting or Shorthand or equivalent examination, as the case may be.
- (b) The Instructor employed in the Institute to teach Typewriting and Shorthand in Junior and Senior Grades shall have passed atleast Pre-University Course or equivalent examination and shall have passed Senior Grade Examination in Typewriting or Shorthand or equivalent examination in the respective language, as the case may be.
- (c) The Instructor employed in the Institute to teach proficiency Grade Typewriting or Shorthand shall be a Graduate of a recognised University and shall have passed Senior Grade Examination in the respective subjects or a pass in the Pre-University Course or equivalent examination, and in addition shall have passed the Proficiency Grade Examination in Typewriting or Shorthand in the respective language, conducted by the Karnataka Secondary Education Examination Board.
- (d) The Instructor for teaching Theory subjects shall have passed a Degree in Commerce of a recognised University, or any graduate with Diploma in Commerce awarded by the Karnataka Secondary Education Examination Board or Equivalent Examination.

(2) The Principal and the Instructor employed in the Institute must have attained the age of eighteen years and not attained the age of sixty years.

(3) The management shall report to the Registering Authority all the appointments made within three months from the date of such appointments and the Registering Authority shall grant approval for such appointments, in accordance with the rules, within three months from the date of receipt of the application.

**21. Instructor/Student Ratio.-** The Instructor/Student Ratio in respect of typewriting and shorthand classes shall be 25:1, and in respect of theory subjects 40:1.

**22. Change in Management.-** (1) If the Management of a duly recognised Institute is inherited by a legal successor, it shall be deemed as no change in the Management. The Legal Successor shall duly intimate the change in the Management in Form-12 to the Registering Authority, with necessary documents, and shall obtain approval within three months from the date of change in the Management.

(2) If the Management of a recognised Institute is changed due to sale, and the Institute continues to be in the same building, it shall be deemed as change in the Management. The buyer shall intimate the change in the Form-12, with necessary documents, to the Registering Authority within three months from the date of purchase of the Institute and obtain approval of the same. The buyer shall also give a declaration in writing to run the Institute in accordance with the rules, and instructions of the Department, issued from time to time.

(3) In case of change in the Management under sub-rule (1) and (2) the Institute is shifted to a different place, it shall be treated as a new institute. The Management of such institute shall seek fresh Registration and Recognition as per rules, within three months from the date of such change, and obtain approval from the Registering Authority.

**23. Shifting of Institute.-** (1) A Recognised Institute should not be shifted from the permitted place to any place without obtaining prior permission by the Registering Authority. The Registering Authority after necessary verification of the new premises, with respect to its suitability to run the Institute, and if there is no violation of the conditions of the Registration and Recognition, approve such shifting.

(2) No Registered and Recognised Institute shall be permitted to shift from one town to another town, or one city to another city.

(3) The application for shifting the Institute shall be submitted in Form-12 to the Registering Authority.

**24. Maintenance of Records.-** (1) Every Recognised Institute shall maintain the following Registers and Records, namely :-

- (a) **Admission Form File.-** The Application Form for Admission to the Institution shall be serially numbered and properly filled for each financial year separately, from 1st April to the 31st March of the next year. The files are to be preserved for at least Five years.
- (b) **Admission Registers.-** Fresh Admission Numbers shall be assigned from 1st April every year. All the columns in the Admission Registers shall be properly filled and attested by the Head of the Institute every month. This shall be a permanent record.
- (c) **Fee receipt.-** Printed Fee Receipt Books should be maintained in Form 14. It shall be serially numbered and shall have full details of the different kinds of fees collected. The carbon copy of the Fee Receipt should be preserved for atleast Five years.

- (d) **Fee Collection Register.-** All kinds of fees collected shall be entered in the Fee Collection Register. Monthly abstract of the fees collected shall be properly drawn. The Fee Collection Register shall be in Form - 15 and shall be retained for atleast Five years.
- (e) **Cash Book.-** Daily receipts and payments shall be recorded in the Cash Book as per in Form - 16 and balanced every month. Cash Book shall be preserved for atleast Five years.
- (f) **Library and Reading Room Account.-** Library and Reading Room Fee collected shall be maintained separately and expenditure shall be accounted for. This shall be retained for atleast Five years.
- (g) **Staff Attendance Register.-** Attendance Register of the staff shall be maintained, irrespective of the number of staff. This shall be a permanent record.
- (h) **Students Attendance Register.-** The names of the students, in each subject and grade, shall be entered in the Attendance Register under separate serial numbers. Attendance shall be marked daily and initialed by the Instructor. The Students Attendance Register shall be retained for Five years.
- (i) **Voucher File.-** Vouchers shall be obtained in respect of every payment made. They shall be kept from 1st April to 31st March every year, and shall be serially numbered and filed. Cross reference to voucher numbers shall be indicated in voucher column of the Cash Book. The Voucher's File shall be retained for atleast Five years.
- (j) **Acquittance Roll.-** Payment of honorarium shall be recorded in the Acquittance Roll, the signature of the receiver obtained and the disbursement certified. This shall be a permanent record.
- (k) **Stock Registers.-** The stock of the assets of the Institute shall be classified and recorded in the Stock Register with details of the items, date of purchase, invoice value, etc., as in Form-17. This shall be a permanent record.
- (l) **Transfer Certificate Book.-** The Transfer Certificate Book shall be maintained in Form-11. This shall be a permanent record.
- (m) **Records of Periodical Tests.-** Records of conduct of periodical tests and mechanism classes shall be maintained. This shall be retained for atleast Five years.
- (n) **Admission Ticket, Marks Card and Certificate Issue Register.-** Admission Ticket, Marks Card and Certificates issue Register shall be maintained. This shall be a permanent record.
- (o) **Follow-up Register.-** Observations made and instructions issued by the Departmental Officers at the time of visits or inspections shall be recorded and action taken shall be noted and intimated to the Registering Authority.
- (p) **Examination Fees Collection Receipt.-** The Receipt of Collection Examination Fees shall be in Form 18.

(2) The Head of the Institute/principal shall be responsible for maintenance of accounts, records and registers.

**25. Correspondence.-** The Institute filling applications, letters, appeals, etc., shall address to the concerned authorities, duly indicating the Registration number and date, if any, and applications, letters, appeals, etc., shall be personally delivered in the concerned office and due acknowledgment obtained, or shall be sent by registered post acknowledgment due.

**26. The functions and the powers of the Board.-** (1) The Board established for the Commerce Education under sub-section (4) of Section 10, shall have the following powers and functions namely:-

- (a) To advise the State Government on the Co-ordinated development of Commerce Education in the State, and
- (b) To advise on such other matters as may be entrusted by the State Government from time to time.

(2) The terms of appointment, terms of reference and other terms and conditions shall be specified in the Notification.

(3) The recommendations of the Board shall be made by a simple majority of the members present and voting. In case of equal division of votes, the Chairman of the Board shall have the right to exercise the casting vote.

(4) The Board will meet at least once in six months and will examine the need for affecting from time to time, modifications or changes in the conditions of Registration, recognition, etc., if necessary. The Board will examine the development of commerce Education and examination, its fee structure, demands of the Commerce Educational Institutes Association of Karnataka, and such other matters as may be referred to it by the State Government.

By Order and in the name of  
Governor of Karnataka

H.S. Venkatesaiah  
Under Secretary to Government  
Education Department (General)

**FORM 1**

(See Rule 3)

**Government of Karnataka**

(Department of Public Instruction )  
(Commerce Education )

Form of Application for Registering of New Commerce Institute

To

Specify here the Registering Authority

Sir,

Court fee Stamp of Rs 10.00  
should be affixed here

- 1 Name of the Applicant (in Block letter) Sri / Smt./ Kum.  
Name of the father (in Block letters)  
And Full Address Door No.  
Cross / Main / Street/Locality / Block / Stage /  
Phase with PIN code Taluk  
District
- 2 Name of the proposed Institute
- 3 Whether he/she is a Government /  
Quasi / Government Servant ?  
If yes, permission letter obtained from  
his / her Employer to run the Institute  
should be enclosed.
- 4 His / Her Qualifications  
General  
Technical / Commercial
- 5 Management and its constitution  
(individual proprietorship / Registered  
Society / Partnership)  
SC / ST / Minorities / Others
- 6 Exact location of the proposed  
commerce institute Door No.  
Cross, Main, Street  
Locality / Block  
Stage / Phase  
Place with PIN code  
Taluk  
District

7 Whether proposed building is own or rented ?

If it is own building, attested copy of Khata certificate enclosed.

If it is rented building, consent letter from the landlord to spare the building to run the commerce institute enclosed.

8 Staff proposed to be appointed (Whether full-time or part-time) shall be indicated.

9 His / Her financial capacity to start the Institute

10 Proposed subjects and grades

11 Whether he/she is able to provide all equipment as per Rules ?

12 Number of existing Commerce Institutes in the locality ( Distance from the proposed institute to the existing institute documentary proof to be enclosed)

13. Whether he/she has enclosed the demand draft being the Registration Fee ?

Demand Draft  
Name of the Bank Issuing  
Office No.

Amount Date

I, Sri /Smt. / Kum. .... hereby declare that the information furnished above are true to the best of my knowledge, and I agree to follow the rules and of the Department, if Registration is granted to run the Institute.

Place :

Date :

- Enclosures :
1. Permission letter Employer
  2. Attested copy of Khata Certificate
  3. Consent letter from landlord
  4. Distance Certificate
  5. Demand Draft / Banks's Cheque



**FORM 2**  
(See Rule 4 (2) )

GOVERNMENT OF KARNATAKA  
(Department of Public Instruction)  
(Commerce Education)

Office of the

Certificate No.

Date

Certificate of Registration (Commerce Education)

Certified that .....

..... (Full address of the person/ Management ) has  
been registered under section 31 of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of  
1995) this day the .....  
(month and year) for the purpose of running a commerce institute at .....

.....  
.....  
(detailed address of the institute with PIN code)

1. Serial No
2. Registration fees paid Rs .....
3. Type of Institution : SC/ ST or Minority / Others
4. Subjects and grades for which permission is accorded;

The commerce Institute is registered at Sl. No..... AT page No.....of  
Volume No ..... of the Register of Registered Commerce Institutions Maintained  
in this office. The Certificate of Registration issued herein is subject to conditions stipulated  
under rule 4(1) or under any provision of the Commerce Education Rules, 1998 as amended  
from time to time.

The registration granted is subject to withdrawal at any time in case any of the conditions  
of registration are violated.

Signature Name and description and Office  
Seal of the Registering Authority.

Place

Date

**FORM 3**  
See Rule 4 (4)

Name and Address of the Institute

Office of the Joint Director of Public Instruction ..... Division

**REGISTER OF REGISTRATION FEE, SECURITY FEE AND RECOGNITION FEE**

| Sl. No. | Date | Name of Applicant<br>(Person or management shall be specified person, father's name shall be specified) with full postal address | Nature of management<br>Individual/<br>Partnership/<br>Society / Trust | nature payment regn.<br>Fee Security<br>Fee<br>Recognition<br>Fee | Amount | Bank Name and Addr. | DD No. and Date | Remarks | Signature of the Registering Authority |
|---------|------|--|--|---|--------|---------------------|-----------------|---------|--|
|         |      |  |  |   |        |                     |                 |         |  |

(One Sheet for each Institute)

**FORM 4**

(See Rule 5)

(Information against all columns to be furnished in full failing which the application is able to be rejected)

To

(Specify here the designation and address of the Registering Authority)

Sir,

For and behalf of the Mangement of / For and on behalf of partners / on my own behalf

.....

.....

.....this

application is being submitted for registration of the said Institution under Section 33 of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995) for registration of an existing recognised commerce Institution, namely.....

.....

Particulars are as follows :

- 1) Name and address of the existing recognised Commerce Institution
- 2) Nature of the Management :
  - a) Individual propriorship
  - b) Partnership
  - c) Society / Trust(Attested copy of permission letter / Partnership Deed / Memorandum of Association / Trust Deed enclosed)
- 3) Details of Subjects and grades for which recognition has been granted
- 4) No. and date of the order giving recognition and the authority (Attested copy enclosed)
- 5) Nature of recognition temporary / Permanent
- 6) KSEEB Institute Code Number
- 7) Number of teaching staff and non-teaching staff employed (details enclosed)
- 8) Any other Information the applicant wished to furnish

I request that a Registration Certificate may please be issued. certified that the Information furnished above is true and correct to the best of my knowledge and belief.

Yours faithfully,

Place :

Date :

Signature, Name and Designation of the applicant seal of the Institute

**Enclosures :**

1. Attested copy of certificate of Registration of Trust / Management
2. Attested copy of Memorandum of Association of Trust / Management
3. Attested copy of Certificate of Recognition
4. Details of teaching and non-teaching staff

**FORM 5**

(See Rule 5 (3))

**CERTIFICATE OF REGISTRATION FOR RECOGNISED COMMERCE INSTITUTION  
EXISTING AT THE COMMENCEMENT OF THE ACT**

SL. No.

Certified that.....

.....  
.....  
has been running the following courses at the commencement of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995)

1. KSEEB Institue Code
2. Subjects, Grades and intake
3. Name and Address of the Registering Authority
4. Recognition Order Number and Date
5. Nature of recognition. Temporary / permanent
6. Security amount paid Rs. ....

(DD / Banker's Cheque No ..... Dated. ....)

This Certificate is issued this ..... day of..... of one thousand nine hundred .....

.....  
This Commerce Institution is registered at Sl. No. .... of page No ..... of Volume No ..... of Register of Recognised Commerce Institutions maintained in this office.

The Certificate of Registration is issued in accordance with section 33 of the Karnataka Education Act 1983 (Karnataka Act No. 1 of 1995) and rule 5 of the Karnataka Educational

Institutions (Registration and Recognition of Commerce Institutes) Rules, 1998, and is subject to withdrawal for violation of any of the conditions.

Place :

Signature, Name and Designation

Date :

of the Registering Authority Official Seal

Enclosures :

1. Attested copy of certificate of Registration of Trust / Management
2. Attested copy of Memorandum of Association of Trust / Management
3. Attested copy of Certificate of Recognition
4. Details of teaching and non-teaching staff

**FORM 6**  
(See Rule 6)

Office of the Joint Director of public Instruction..... Division

**REGISTER OF REGISTERED COMMERCE INSTITUTES**

| Sl. No. | Name of Application with full postal address | Name and address of the Institute (full postal address) | Whether Institute belongs to SC/ ST or Minority or Others | Registration No. and Date | Recognition No and Date | Subject/ grade for which recognition is granted | Nature of recognition temporary/ permanent | Remarks | Signature of the Registering Authority |
|---------|--|---|---|---------------------------|-------------------------|---|--|---------|--|
| 1       | 2  | 3   | 4   | 5                         | 6                       | 7   | 8  | 9       | 10                                     |
|         |  |   |   |                           |                         |   |  |         |  |

(One Sheet for each Institute)

**FORM 7**

See Rule (7,8,9,10,11)

**FORM OF APPLICATION FOR RECOGNITION OF COMMERCE INSTITUTES**

(Note : Information against all columns to be furnished in full  
Failing which the application is liable to be rejected.)

|  |                      |
|--|----------------------|
| Fresh Recognition for the year   | Registration number  |
| Provisional approval of existing   |                      |
| recognition Permanent Recognition  | KSEEB Institute Code |
| UPGRADATION  |                      |
| 1 Name of Institute(in Block Letter)   |                      |
| 2 Location Door No. Cross<br>/ Main / Street Locality / Block<br>/ Stage / Phase Place, pin Code, Taluk<br>District                    |                      |
| 3 Registration Number and Date and the<br>Registering Authority (Copy of the<br>Certificate of Registration enclosed)                  |                      |
| 4 Date of Establishment  |                      |
| 5 Date of Fresh Recognition Date of renewal<br>of Recognition (Copy of Certificate of<br>Recognition enclosed)                         |                      |
| 6 KSEEB Institute code   |                      |
| 7 Society, Association or person<br>owningtheinstitute attested copy of the Bye-<br>laws or Trust Deed or partnership Deed<br>enclosed |                      |
| 8 Person authorised to correspond with the<br>Department ( consent or Authority letter by<br>the owner of the Institute enclosed)      |                      |
| 9 Financial position of the Institute<br>(Permanent Fund and other sources of<br>income approximate annual income and<br>expenditure)  |                      |
| 10 Subjects and grades for which recognition<br>is sought  |                      |
| 11 Number of candidates on the roll as on  | Subject Grade Number |
| 13 Accommodationavailable (Number of rooms<br>to be specified)   |                      |

|    |   |   |
|----|---|---|
| 14 | Details to Typewriters furniture and other equipment                                    |   |
| 15 | Working Hours of the Institute  |   |
| 16 | If Library is provided the number of books in the Library                               | General Professional                                |
| 17 | Rates of Fees levied  |   |
| 18 | Details of the Records and Registers maintained   |   |
| 19 | Whether the Demand Draft in respect of Security deposit and Recognition Fee is enclosed | Name of Bank Place<br>of Issue No<br>Date<br>Amount |
| 20 | Remarks   |   |

### DECLARATION

Sri / Smt. / Kum..... on behalf of the Management of the Institution, hereby declare that the information furnished above are true and correct to the best of my knowledge and belief and I agree to abide by all the rules laid down in the conditions of Recognition of Commerce Institutes.

The Management also agrees to the condition that the Institution once recognised temporarily or permanently shall not be closed down abruptly at any time. In case of closure of the institute, the institute shall obtain

the permission of the Department. In case the Institute is closed without obtaining previous permission for closure from the Registering Authority, the security deposit may be forfeited.

Place :

Date :

the Head of the

Signature of

Institute / Management

- Enclosures :
1. Copy of Certificate of Registration
  2. Copy of certificate of Recognition
  3. Attested copy of the Bye laws of Trust Deed of Partnership Deed
  4. Consent letter by the owner of the Institute
  5. DD / Banker's Cheque

**FORM 8**

[See Rule 8(3) ]

Office of the

Date

No

**CERTIFICATE OF RECOGNITION**

Certified that.....  
(Full Address of the person / Management) .....  
..... has been  
registered under section 36 of the Karnataka Education Act 1983 (Karnataka Act No. 1 of  
1995) this day the ..... (Month and year)  
for the purpose of running a Commerce Institute name .....  
.....at .....  
(detailed address of the Institute with PIN code) .....

1. Serial No.
2. Registration No ..... Dated .....
3. Recognition fees paid :  
Rs .....
4. Nature of Recognition : Temporary / permanent
5. Type of Institution : SC /ST / Minority / Others
6. Security Deposit paid : Rs .....
7. Subjects and Grades for which recognition is granted

The Commerce Institute is registered at Sl. No. .... at page No  
..... of Volume No ..... of the Register of  
Recognised Commerce Institutes maintained in this office. The Certificate of Recognition  
issued herein is subject to conditions stipulated under rule 9 of the Commerce Registration and  
recognition of Rules 1998, as amended from time to time.

The recognition granted is subject to withdrawal at any time in case any of the conditions  
of recognitions are violated.

Signature with name and Designation of the Registering Authority with Office Seal



**STATISTICAL RETURN FOR THE YEAR ENDING  
FROM 1<sup>ST</sup> JANUARY TO 31<sup>ST</sup> DECEMBER**

**FORM 9**

[See Rule 8 (2)]

**STATISTICAL RETURNS**

Name and Address  
of the Commerce Institute

To :

**STATISTICAL RETURN FOR THE YEAR ENDING  
FROM 1<sup>ST</sup> JANUARY TO 31<sup>ST</sup> DECEMBER**

|   |   |                                 |
|---|---|---------------------------------|
| 1 | Name of the Institution   |                                 |
| 2 | Address of the Door No.<br>Institution Cross / Main / Street<br>Locality / Block / Stage / Phase<br>Place with PIN<br>Taluk<br>District |                                 |
| 3 | KSEEB Institution Code  |                                 |
| 4 | Date of Establishment   |                                 |
| 5 | Registration Number and Date<br>(Copy of Order enclosed)  |                                 |
| 6 | Recognition number and Date<br>(copy of order enclosed)   |                                 |
| 7 | Name of the owner / Management<br>(if run by Management, bye-law copy<br>enclosed)  |                                 |
| 8 | Subjects taught<br>1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.   | Grade No of students<br>on roll |
| 9 | Details of students   |                                 |

|    |  |   |
|----|--|---|
| 10 | Principal / Instruction / staff<br>1.<br>2.<br>3.<br>4.<br>5.  |   |
| 11 | Typewriters  |   |
| 12 | Own Building or Rented building<br>Furniture and other equipment   | Kannada English Total   |
| 13 | (Details to be furnished)  | 1. Tables<br>2. Chairs<br>3. Stools<br>4. Desks<br>5. Benches<br>6.<br>7.<br>8.<br>9. |
| 14 | Financial Position of the Institution  | 1. Total Receipts<br>2. Total Payment   |
| 15 | Whether the Institute is getting any financial aid from the State Government / Central Government or from any other sources, If yes give full details and enclose order copy | Balance   |
| 16 | Remarks  |   |

The information furnished above are true and correct to the best of my knowledge.

Place :

Date :

Signature of the Principal / Owner  
Seal of the Institute

ENCLOSURES :

1. Copy of Certificate of Registration
2. Copy of Certificate of Recognition
3. Copy of Bye-Law of Trust / management
4. Copy of order of financial aid

Financial Position of the Institution

**FORM 10**  
(See Rule 11)

**APPLICATION FOR ADMISSION  
TO THE COMMERCE EDUCATIONAL INSTITUTION**

Name of the Institute and Address :

|    |   |                              |
|----|---|------------------------------|
| 1  | Name of the applicant<br>(in Block letter)                              |                              |
| 2  | Father's Name   |                              |
| 3  | Residential Address   |                              |
| 4  | Sex   |                              |
| 5  | Date of Birth<br>(in figures and in words)                              |                              |
| 6  | Occupation and income of<br>(a) Father<br>(b) Guardian<br>(c) Applicant |                              |
| 7  | (a) Nationality and Religion<br>(b) Whether He / She belongs to SC /ST  | Reg. No      Year of passing |
| 8  | Educational Qualifications<br>(a) General<br>(b) Commercial             |                              |
| 9  | Last Commerce Institute attended  |                              |
| 10 | Whether leaving certificate attached                                    |                              |
| 11 | Subjects / Grades for which<br>admission is sought                      |                              |

I hereby declare that the information furnished above are true and correct. I shall abide by the rules, regulations and instructions of the Department issued from time to time

Place :

Date :

Signature of applicant

Admission No.

Date

Signature of Principal  
Seal of the Institute

**FORM 11**  
[See Rule 13 (2) and 23 (1) ]

**TRANSFER CERTIFICATE**

Name and Address of the Commerce Institute

Institute Code :

Registration No:

S. C. No.

Date :

|    |   |  |
|----|---|--|
| 1  | (a) Name of the Candidate<br>(in Block Letter)<br>(b) Sex   |  |
| 2  | Father's Name   |  |
| 3  | Date of Birth<br>(in words and figures)   |  |
| 4  | Admission No. and Date  |  |
| 5  | (a) Whether he/she paid the fees up to date<br>(b) Whether he/she has returned library books                      |  |
| 6  | Subject and grade in which the candidate was studying at the time of leaving                                      |  |
| 7  | No. of working days and number of days actually attended by the student on the date of leaving                    |  |
| 8  | Last date attended the class  |  |
| 9  | Sl. No. in the list of students sent to the Department as on 15 <sup>th</sup> February/15 <sup>th</sup> September | Sl. No. List as on<br>15 <sup>th</sup> February/<br>15 <sup>th</sup> September |
| 10 | Date of application for Transfer Certificate  |  |
| 11 | Date of Issue of Transfer Certificate   |  |
| 12 | Character and Conduct   |  |
| 13 | Remarks   |  |

Place :

Date :

SIGNATURE OF THE PRINCIPAL  
SEAL OF THE INSTITUTE

**FORM 12**  
(See Rule 21)

**APPLICATION FOR CHANGE OF MANAGEMENT OF REGISTERED/RECOGNISED  
COMMERCE EDUCATIONAL INSTITUTION**

From

To

The Joint Director of Public Instruction  
..... Division ,  
.....

Sir,

I hereby furnish the details regarding change of management of the Institute. I request you to kindly consider and approve and communicate the same at an early date.

|    |   |  |
|----|---|--|
| 1  | Name and address of the Registered Commerce Institution   |  |
| 2  | KSEEB Institute Code  |  |
| 3  | Registration Number and Date<br>(Copy enclosed)   |  |
| 4  | Particulars of Management as registered<br>(Attested copy enclosed)   |  |
| 5  | Particulars of Management as modified<br>(Attested copy enclosed)   |  |
| 6  | Reasons for change of management (Certified copies of necessary documents such as will, death certificate, sale deed, etc., enclosed) |  |
| 7  | Date of Change  |  |
| 8  | Person authorised to correspond with the Department (Consent of Authority Letter by the owner of the Institute enclosed)              |  |
| 9  | Consent letter form the landlord to rent out the building to the new owner enclosed   |  |
| 10 | Any other Particulars   |  |

## DECLARATION

I Sri/Smt./Kum. .... on behalf of the Management of the ..... Institution, hereby declare that the information furnished above are true and correct to the best of my knowledge and belief, and I agree to abide by the rules and regulations laid down in the Conditions of Recognition of Commerce Institutions.

Yours faithfully,

Place :

Date :

Signature of the Owner/Mangement

Seal of the Institute

Enclosures :

1. Copy of Certificate of Registration
2. Copy of Particulars of Management as registered
3. Copy of Particulars of Management as modified
4. Certified copy of Will/Death Certificate/Sale Deed
5. Consent letter from the Management
6. Consent letter from the landlord

(NOTE: The institution should submit application to the concerned authority within three months from the date of change of management. Failure to do so will attract action as per rule 412.)

**FORM 13**  
(See Rule 22)

**APPLICATION FOR SHIFTING OF MANAGEMENT OF REGISTERED COMMERCE  
EDUCATIONAL INSTITUTION**

Note: Information against all columns to be furnished in full failing which the application is liable to be rejected)

From

To

The Joint Director of Public Instruction,  
..... Division,  
.....

Sir,

I hereby furnish the details regarding shifting of management of the Institute. I request you to kindly consider and approve and communicate the same at an early date.

|    |   |  |
|----|---|--|
| 1  | Name and institution  |  |
| 2  | Permitted Location (Copy enclosed)  |  |
| 3  | KSEEB Institution code  |  |
| 4  | Registration Number and date (Copy enclosed)  |  |
| 5  | Date of Establishment   |  |
| 6  | Recognition Order number and date (Copy enclosed)   |  |
| 7  | Nature of recognition   |  |
| 8  | Details of proposed location (full address shall be given)  |  |
| 9  | Whether the proposed building own or rented. If it is own building certified copy of khata certificate enclosed. If rented building, consent letter from the landlord agreeing to rent out the building to run the institute enclosed |  |
| 10 | Reasons for the proposed shifting   |  |
| 11 | Whether it is shifting first time or shifted early. If shifted previously, copy of order obtained from the Department approving the shifting enclosed   |  |
| 12 | Distance by shortest public road to the nearest existing recognised Commerce Institutions (Distance Certificate enclosed)   |  |
| 13 | Any objections from nearby recognised Commerce Institutions   |  |
| 14 | Remarks   |  |

Yours faithfully,

Place :

Date :

Signature of the Applicant  
Seal of the Institute.

**ENCLOSURES :** 1. Copy of Certificate of Registration

2. Copy of Certificate of Recognition
3. Certified Copy of Khata Certificate
4. Consent letter from landlord
5. Distance Certificate.

**FORM 14**  
[See Rule 23 (c) ]

Name of Institution  
with Address

KSEEB Institute Code

Fee Collection Receipt  
No.

Date

Name of the Student

Subject

Grade

Month

|   |                   |  |
|---|-------------------|--|
| 1 | Application Fees  |  |
| 2 | Admission Fees    |  |
| 3 | Reading Room Fees |  |
| 4 | Monthly Fees      |  |
| 5 | Fine              |  |
| 6 | Re-admission Fees |  |
| 7 |                   |  |
| 8 |                   |  |
|   | Total:            |  |

Place :

Signature of Principal/Instructor



**FORM 15**

( See Rule 23 (d) )

**NAME AND ADDRESS OF THE INSTITUTE :**

**FEE COLLECTION REGISTER FOR THE MONTH OF**

| Sl. No. | Name of the Candidate | Subject | Grade | Appmn Fees | Admn Fees | R.R Fees | Monthly Fees | Read mission | Fine | Arr-ears | Total | Rt No. | Date | Re-marks |
|---------|-----------------------|---------|-------|------------|-----------|----------|--------------|--------------|------|----------|-------|--------|------|----------|
| 1       | 2                     | 3       | 4     | 5          | 6         | 7        | 8            | 9            | 10   | 11       | 12    | 13     | 14   | 15       |
|         |                       |         |       |            |           |          |              |              |      |          |       |        |      |          |
|         |                       |         |       |            |           |          |              |              |      |          |       |        |      |          |
|         |                       |         |       |            |           |          |              |              |      |          |       |        |      |          |
|         |                       |         |       |            |           |          |              |              |      |          |       |        |      |          |
|         |                       |         |       |            |           |          |              |              |      |          |       |        |      |          |

**ABSTRACT OF FEE COLELCTION DURING THE MONTH OF**

Application Fees

Admission Fes

Reading Room fees

Monthly Fees

Fine

Re-admission Fees

Arrears

Total

Signature of the Principal

**FORM 16**  
(See Rule 23 (e))

Name of the Institution and Address

**C A S H B O O K**

| <b>Dr.</b>   |   |     |     |    | <b>Cr.</b>  |     |     |
|--------------|---|-----|-----|----|---|-----|-----|
| To           | Receipt   | Rs. | Rs. | By | Payment   | Rs. | Rs. |
|              | Balance B/f   |     |     |    | Balance B/f   |     |     |
|              | Excess of Expenditure<br>over income contributed<br>by the Management |     |     |    | Excess of Income over<br>expenditure Transferred<br>to Management A/c |     |     |
| <b>Total</b> |   |     |     |    | <b>Total</b>  |     |     |

Signature of the Principal



**FORM 18**  
( See Rule 23(P) )

Name of the Institution with Address  
KSEEB Institution Code :

**EXAMINATION FEE COLLECTION RECEIPT**

No.  
Name of the Student

Date

| Subject | Grade                    | Month |
|---------|--------------------------|-------|
| 1       | Application Fees         |       |
| 2       | Marks Card Fees          |       |
| 3       | Examination Fees Subject | Grade |
| 4       | Fine                     |       |
| 5       | Mechanism Fees           |       |
| 6       | Machine Hire             |       |
| 7       | Furniture Hire           |       |
| 8       | Transportation Charges   |       |
|         | Total :                  |       |

Place :

Signature of Principal / Instructor

## **DIPLOMA IN COMMERCE AND DIPLOMA IN STENOGRAPHY :**

Candidates who pass in the Senior Grade Examination in the following subject will be eligible for award of Diploma in Commerce :

### **Compulsory Subjects :**

1. Book-Keeping and Accountancy
2. Elements of Commerce
3. Office Practice and Procedure

### **Any one of the Elective Subjects :**

- (a) Salesmanship and Marketing; or
- (b) Banking Practice; or
- (c) Insurance Practice

Candidates who pass in the Senior Grade Examination in the following subjects will be eligible for award of Diploma in Stenography (English).

English Typewriting  
English Shorthand  
Office Practice and Procedure

Candidates who pass in the Senior Grade Examination in the following subjects will be eligible for award of Diploma in Stenography (Kannada)

Kannada Typewriting  
Kannada Shorthand  
Kacheri Adalitha.

### **SCHEDULE OF CLASS FEES :**

| Grade        | Application Fees (Per Student) | Admission Fees (Per Student) | Reading Room Fee (Per Student) | Re-admission Fee (Per Student) | Monthly Fee (Per Student) | Fine (Per Subject)  |
|--------------|--------------------------------|------------------------------|--------------------------------|--------------------------------|---------------------------|---|
|              | Rs. 5.00                       | Rs. 10.00                    | Rs. 10.00                      | Rs. 1.00                       |                           | No fine up to 10 <sup>th</sup> of the month   |
| Junior       |                                |                              |                                |                                | Rs. 35.00                 | If Fees paid from 11 <sup>th</sup> to 15 <sup>th</sup> Rs.2.00                            |
| Intermediate |                                |                              |                                |                                | Rs. 40.00                 | From 16 <sup>th</sup> to the end of the month Rs. 5.00                                    |
| Senior       |                                |                              |                                |                                | Rs. 40.00                 | (If 10 <sup>th</sup> or 15 <sup>th</sup> holidays. the next working day to be considered) |
| Proficiency  |                                |                              |                                |                                | Rs. 55.00                 |   |

(Note: Monthly fees shall have to be paid on or before the 10th of every month).

### **SCHEDULE OF EXAMINATION FEES:**

| All Subjects       | Application fees per Subject/ Grade | Marks Card Fees per Subject/ Grade | Examination Fees per Subjects @ | Mechanism Fees (for Eng/Kan Typewriting) | Typewriter Hire (for Eng/Kan Typewriting) | Furniture Hire (for Eng/Kan typewriting) | Transportation on charges (for Eng/Kan Typewriting) |
|--------------------|-------------------------------------|------------------------------------|---------------------------------|--|---|--|---|
|                    | Rs. 5.00                            | Rs. 5.00                           |                                 |  |   |  |   |
| Junior Grade       |                                     |                                    | Rs. 30.00                       | Rs. 40.00                                | Rs. 40.00                                 | Rs. 15.00                                | Rs. 10.00   |
| Intermediate Grade |                                     |                                    | Rs. 35.00                       |  |   |  |   |
| Senior Grade       |                                     |                                    | Rs. 35.00                       | Rs. 50.00                                | Rs.40.00                                  | Rs. 15.00                                | Rs. 10.00   |
| Proficiency Grade  |                                     |                                    | Rs.50.00                        | Rs. 60.00                                | Rs.40.00                                  | Rs. 15.00                                | Rs.10.00  |

@ SC/ST Candidates are exempted from payment of Examination Fees.

. Repeaters are exempted from payment of Mechanism Fees. + Only for English Shorthand.

**DURATION OF CLASSES : 45 Minutes a Day, Six Days a Week.**

**FRESHIP:**The Management of the Institute may grant freships and half-freships up to 10% of the total strength of Institute after due intimation to and approval of the Registering Authority.

**SCHEME OF EXAMINATIONS :**

| Sl. No. | Name of the Subject   | Grade   | I Paper   | II Paper   | III Paper  |
|---------|---|---|---|--|--|
| 1       | Typewriting<br>English/Kannada  | Junior Senior<br>Profeiciency                   | 15 min.<br>15 min.<br>15 min.   | 90 min<br>90 min<br>90 min   | -<br>-<br>30 min<br>(for both examiners)                       |
| 2       | Shorthand<br>English  | Junior<br>Intermediate<br>Senior<br>Proficiency | Dictation : 10 min<br>Transcription: 90 min<br>Dictation : 10 min<br>Transcription:105 min<br>Dictation: 10 min<br>Transcription: 120 min<br>Dictation: 7 min<br>Transcription: 105 min | 120 min<br>120 min<br>Dictation: 5 min<br>Elaboration 120 min<br>Dictation: 5 min<br>Elaboration:180 min | -<br>-<br>120 min<br>Dictation: 10 min<br>Condensation:<br>min |
| 3       | Shorthand<br>Kannada  | Junior<br>Senior<br>Proficiency                 | Dictiation: 10 min<br>Transcritption: 90 min<br>Dictaion: 10 min<br>Transcription: 120 min<br>Dictation: 7 min<br>Transcription: 105 min  | 90 min<br>Dictation: 5 min<br>Elabration: 120 min<br>Dictation: 5 min<br>Elabration: 180 min             | -<br>150 min<br>Dictation: 10 min<br>Condensation: 90<br>min   |
| 4       | Kacheri Adalitha<br>(Kannada)   | Junior<br>Senior                                | 150 min<br>150 min  | -<br>-   | -<br>-   |
| 5       | Office Practice &<br>Procedure  | Junior<br>Senior                                | 150 min<br>150 min  | -<br>-   | -<br>-   |
| 6       | Book-keeping &<br>Accountancy   | Junior<br>Senior                                | 150 min<br>150 min  | 150 min<br>150 min   | -<br>-   |
| 7       | Elements of<br>Commerce   | Junior<br>Senior                                | 150 min<br>150 min  | 150 min<br>150 min   | -<br>-   |
| 8       | Electives :<br>Salesmanship<br>and<br>Marketing, or,<br>Banking Practice<br>Insurance<br>Practice | Junior<br>Senior                                | 150 min<br>150 min  | -<br>-   | -<br>-   |

**MAXIMUM MARKS :** Maximum Marks for each paper shall be 100, 75 % and above First Class, 60% and above up to 75% Second Class 45% and above up to 60% pass class minimum 35% and aggregate 45%.