



Follow us :

-  <https://www.facebook.com/AcharyaBBS>
-  <https://twitter.com/acharyabschool>
-  <https://plus.google.com/+AcharyabbsAcInABBS/>
-  <http://in.linkedin.com/in/acharyabangalorebschool>

Acharya Bangalore B-School

(Affiliated to Bangalore University & Recognized UGC (2F), AICTE & Govt. of Karnataka)
Andrahalli Main Road, Off Magadi Road,
Bengaluru – 560 091. INDIA
Ph.: +91 80 23245515 - 18, Fax: +91 80 23245519
www.acharyabbs.ac.in

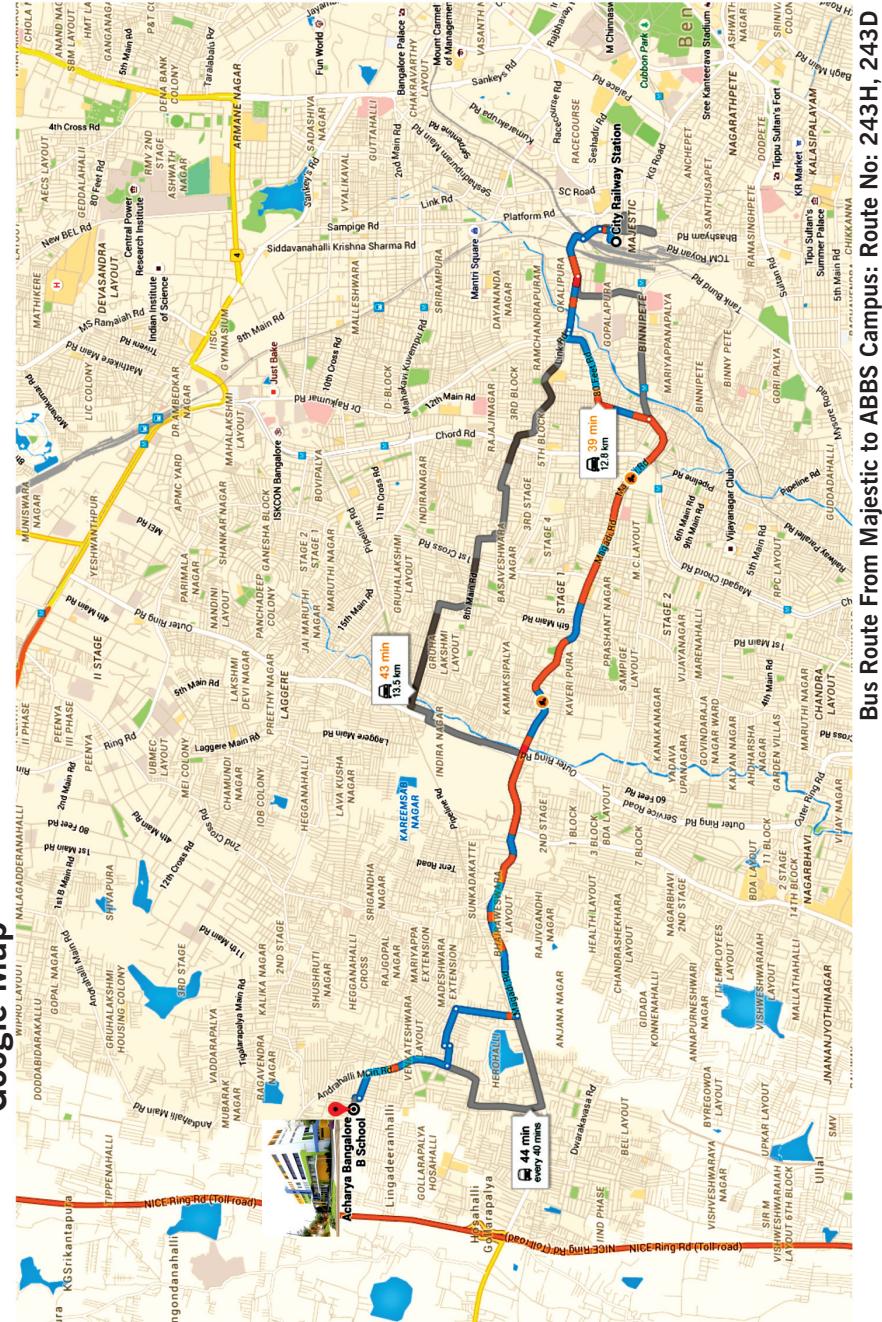


- Management - BBA
- Commerce - M.Com., B.Com.
- Computer Science - BCA
- Life Science - M.Sc., B.Sc.
- Arts & Humanities - MSW., B.A.

STUDENT
HANDBOOK
2017-18

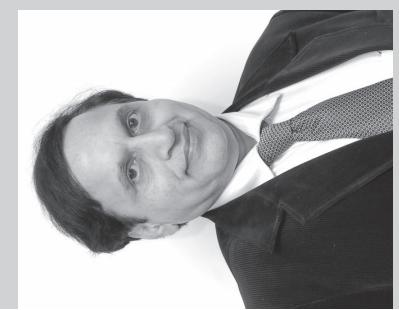
Calender 2017-2018

JANUARY 2017				FEBRUARY 2017				MARCH 2017				APRIL 2017				
SUN	1	8	15	22	29	SUN	5	12	19	26	SUN	30	2	9	16	23
MON	2	9	16	23	30	MON	6	13	20	27	MON	3	10	17	24	
TUE	3	10	17	24	31	TUE	7	14	21	28	TUE	4	11	18	25	
WED	4	11	18	25		WED	1	8	15	22	WED	5	12	19	26	
THU	5	12	19	26		THU	2	9	16	23	THU	6	13	20	27	
FRI	6	13	20	27		FRI	3	10	17	24	FRI	7	14	21	28	
SAT	7	14	21	28		SAT	4	11	18	25	SAT	1	8	15	22	29
MAY 2017				JUNE 2017				JULY 2017				AUGUST 2017				
SUN	7	14	21	28	SUN	4	11	18	25	SUN	30	2	9	16	23	
MON	1	8	15	22	29	MON	5	12	19	26	MON	7	14	21	28	
TUE	2	9	16	23	30	TUE	6	13	20	27	TUE	4	11	18	25	
WED	3	10	17	24	31	WED	7	14	21	28	WED	5	12	19	26	
THU	4	11	18	25		THU	1	8	15	22	THU	6	13	20	27	
FRI	5	12	19	26		FRI	2	9	16	23	FRI	7	14	21	28	
SAT	6	13	20	27		SAT	3	10	17	24	SAT	1	8	15	22	29
SEPTEMBER 2017				OCTOBER 2017				NOVEMBER 2017				DECEMBER 2017				
SUN	3	10	17	24	SUN	1	8	15	22	SUN	5	12	19	26	SUN	
MON	4	11	18	25	MON	2	9	16	23	MON	6	13	20	27	MON	
TUE	5	12	19	26	TUE	3	10	17	24	TUE	7	14	21	28	TUE	
WED	6	13	20	27	WED	4	11	18	25	WED	1	8	15	22	WED	
THU	7	14	21	28	THU	5	12	19	26	THU	2	9	16	23	THU	
FRI	1	8	15	22	29	FRI	6	13	20	27	FRI	3	10	17	24	FRI
SAT	2	9	16	23	30	SAT	7	14	21	28	SAT	4	11	18	25	SAT
JANUARY 2018				FEBRUARY 2018				MARCH 2018				APRIL 2018				
SUN	7	14	21	28	SUN	4	11	18	25	SUN	4	11	18	25	SUN	
MON	1	8	15	22	29	MON	5	12	19	26	MON	2	9	16	23	MON
TUE	2	9	16	23	30	TUE	6	13	20	27	TUE	3	10	17	24	TUE
WED	3	10	17	24	31	WED	7	14	21	28	WED	4	11	18	25	WED
THU	4	11	18	25		THU	1	8	15	22	THU	5	12	19	26	
FRI	5	12	19	26		FRI	2	9	16	23	FRI	6	13	20	27	
SAT	6	13	20	27		SAT	3	10	17	24	SAT	7	14	21	28	
MAY 2018				JUNE 2018				JULY 2018				AUGUST 2018				
SUN	6	13	20	27	SUN	3	10	17	24	SUN	1	8	15	22	SUN	
MON	7	14	21	28	MON	4	11	18	25	MON	2	9	16	23	MON	
TUE	1	8	15	22	29	TUE	5	12	19	26	TUE	3	10	17	24	TUE
WED	2	9	16	23	30	WED	6	13	20	27	WED	4	11	18	25	WED
THU	3	10	17	24	31	THU	7	14	21	28	THU	5	12	19	26	THU
FRI	4	11	18	25		FRI	1	8	15	22	FRI	6	13	20	27	
SAT	5	12	19	26		SAT	2	9	16	23	SAT	7	14	21	28	
SEPTEMBER 2018				OCTOBER 2018				NOVEMBER 2018				DECEMBER 2018				
SUN	30	2	9	16	23	SUN	7	14	21	28	SUN	4	11	18	25	SUN
MON	3	10	17	24	MON	1	8	15	22	MON	5	12	19	26	MON	
TUE	4	11	18	25	TUE	2	9	16	23	TUE	6	13	20	27	TUE	
WED	5	12	19	26	WED	3	10	17	24	WED	7	14	21	28	WED	
THU	6	13	20	27	THU	4	11	18	25	THU	1	8	15	22	THU	
FRI	7	14	21	28	FRI	5	12	19	26	FRI	2	9	16	23	FRI	
SAT	1	8	15	22	29	SAT	6	13	20	27	SAT	3	10	17	24	SAT



Bus Route From Majestic to ABBS Campus: Route No: 243H, 243D

Notes



Dean's Message

Greetings from ABBS !!!

ACHARYA BANGALORE B-SCHOOL has been awarded A grade by NAAC, NBA and IACBE (USA) accreditations for excellence in higher education. The award recognizes our best practices in imparting knowledge, extra edge programs, student monitoring systems and placements. The institution is also proud for having been acclaimed as the top ranking B-School in India.

The value added curriculum practiced at our campus has been effective in creating professional expertise and leadership qualities among our graduates. These programs include industrial visits, internships in industries, exposure to international arena, projects, soft skill lessons, augmentation, community development and entrepreneurship training. The wi fi campus and library facilities are providing enormous base of information for the students.

The esteem and merit of the institution is a result of the great effort by both students and faculty. We wish that each and every student participates actively in the academic and co-curricular activities and attain greater heights of their knowledge, skills and personality.

Wish you a comfortable stay at ABBS campus and a great success in your Endeavour...

Dr. D. M. Mahishi Ph D
Principal & Dean-Academics



Notes



Vision

To provide relevant education consistent with the changing world by integrating the best faculties & infrastructure to enable students to stand the test of time & be of utmost benefit to society.

Mission

- To create an interface with industry and academia.
- To offer value-added training programs in addition to the prescribed syllabus.
- To encourage knowledge synthesis through active faculty-student interaction.
- To enhance faculty knowledge base through regular training and seminar participation.
- To provide extensive experiential learning sessions enabling students to compete on a global level.
- To impart professional ethics and social responsibilities.

Quality Policy

To create an ambience which inspires professional learning and provide excellent infrastructure and faculty with both academic and industrial experience.

Environment Policy

- ABBS is committed for the protection and development of the environment by implementing sustainable practices.
- We aim for Environmental certification by achieving carbon neutrality and sustainability.

International Student Desk

Personal Profile

The International Student Centre (ISC) at ABBS facilitates the well-being of international students providing continuous support to help them for visas and other immigration forms as well as required documentation. We also provide general advice and assistance with campus life and personal needs. International students' center organizes International Students' Day every year for international students as a part of cultural exchange.

Guidelines for International Students

1. Ensure that your VISA stamping indicates ABBS as your Institution selected for higher studies.
2. Each International student should have eligibility certificate issued by Bangalore University (Contact principal office for procedure).
3. As per the rules of Indian Immigration Authority you have to obtain resident permit within 14 days of your arrival in India.
4. You can obtain your Bonafide Certificate from Principal/Director office.
5. You should reside within the jurisdiction of the college premises/and possess a rental agreement in your name (Ramanagar Range).
6. Any change in residence address should be informed to Principal office and also to FRO.
7. A Copy of VISA/PASSPORT should be submitted in the principal office for the record.
8. As & when the RP/VISA is renewed a copy of renewal should be submitted in the principal office for record.
9. You should always have a valid Passport, VISA and RP.
10. Get your VISA renewed within the expiry date.
11. Enter your details of address / VISA /RP etc. in the register maintained in principal office.
12. Your FRO (Foreign Regional Office) is at Ramanagara.
13. Keep in contact with the International student's coordinator at ABBS (Contact principal's office).
14. On completion of your Programme you have to inform FRO before leaving the country.
15. International students are responsible for possessing valid PASSPORT/VISA/RP as required by Foreign Regional Office (FRO).

Name _____	Gender _____	Blood Group _____	Registration No. _____
Mentor's Name _____	Programme / Branch _____	Class _____	Hostel Block _____
Personal Contact No. _____	E-mail _____	Local Address _____	Pin _____
Telephone _____	Contact Person's Phone No. in case of emergency _____	Permanent Address _____	Telephone _____
Pin _____	e-mail _____	Father's Name _____	Office Tel _____
Mobile No. _____	E-mail _____	Mobile No. _____	Office Tel _____
Mobile No. _____	E-mail _____	Local Guardian Name _____	Address _____
Mobile No. _____	E-mail _____	Pin _____	Pin _____

Academic Calendar 2017 - 18 (Odd Semester)

BBA, BCA, B.Com, BA, B.Sc., M.Sc.,M Com, MSUU

Disciplinary Committee

All matters pertaining to student discipline will be referred to the disciplinary committee. The committee consists of Principal/Director-Management studies, Students affair in charge , Hostel warden, concerned program head and the concerned class teacher. The decision of the committee is final and students are bound by the decision of the committee

Anti Ragging

Ragging in or off the campus is a punishable offense by law. No form of ragging or teasing will be tolerated.

Any form of intimidation, wrongful confinement or causing physical harm or injury or annoyance by playing vulgar jokes or using abusive language, hurting the feelings of any community, religion or faith in the pretext of conducting initiation ceremony of the junior students by the seniors or by any section/group of students against any individual or group of students will come under ragging as per rules of conduct and Discipline prescribed by Bangalore University, Ordinances 7.1 and as per AICTE notification.

The Karnataka State Government has banned 'RAGGING' in Educational Institutions through legislation. Any student indulging in the above mentioned act will be prosecuted under the Criminal Law (1983, Karnataka Educational Act). In this context the college authorities have formed a committee to ensure discipline in the campus. The Committee is vested with full powers to recommend appropriate action.

Students should bring it to the notice of their proctor for any incidence of ragging.

Anti Ragging Committee Members

1. Mr. Satish - Vigilance officer
2. Mr. Kiran Kumar - Physical Education Director
3. Mrs. Rekha C - Academic Coordinator
4. Mrs. Neethu Sharma- HOD- Dept.of Arts & Humanities
5. Dr. Jayanthi R - Program Coordinator MBA
6. Dr. Rajesh C - Professor
6. Mr. Raghavendra -Coordinator -BBA
7. Mr. Abhirup Ganguly- Asst. Professor

SL. No.	Activity	UG - I, III, V Sem (BBA, BCA, B.Com, BA, B.sc.)	PG - I, III (M.Sc.M.Com, MSUU)
1	Commencement of Classes	10.07.2017	10.08.2017
2	Parents - Teachers Meeting	14.07.2017	10.08.2017
3	First Internal Test	3rd week of August 2017	3rd week of October 2017
4	Industrial Visit	3rd week of September 2017	2nd week of November 2017
5	Second Internal Test	4th week of September 2017	3rd week of November 2017
6	Study Tour	2nd week of September 2017	1st week of December 2017
7	Commencement of Practical Exam	2nd week of October 2017	3rd week of December 2017
8	Last Working Day	17.10.2017	18.12.2017
9	Commencement of Theory Exam	30.11.2017	1st Week of January 2017
10	Reopening of II, IV, VI Sem	27.11.2017	01.12.2018

Academic Calendar 2017 - 18

(Even Semester)

BBA, BCA, B.Com, BA, B.Sc., M.Sc., M Com, MSUU

- Watching television after 10 PM is strictly not allowed except on weekends and day before holiday till 12.00AM.
- No birthday celebrations after 11 PM. The birthday boy/girl will be punished for the same and shall be fined Rs.1000/-.

- That the hostel authority shall do its best to provide normal medical – aid. Medi-claim insurance is subject to the schedule, rules & regulation of the Insurance Company. Hostel authority shall not be held responsible for any accidents, mishaps, illness, or sickness.
- Bringing or ordering food from outside meant to be eaten inside the hostel premises is strictly not permitted.
- Permissions of any nature should be in written format and duly signed by the director, afterwards no explanation/excuse would be entertained.
- Management reserves the right to introduce, remove, change modify any rules without prior information to parents as well as to the student.
- The Management reserves the right to take any disciplinary action including eviction from the hostel.

Campus Maintenance

It is important to consider the classrooms and college premises as one's own. Any damage to the college property (furniture, notice boards, gadgets, equipments, walls, etc..), Indiscipline behavior in the campus and damages to institution property will result in punishment and penalty.

Code of Conduct

A strict code of conduct will be in force in the college campus and the hostels. It is expected that the students behave in a cordial and civilized manner with the peers and all the employees of organization. Students are to strictly conform to the academic schedule of the department. No deviation of any sort will be allowed.

Alcohol and Drugs

Alcohol and drugs are a serious taboo. Any student found in possession of the above will be booked for crime and will face legal action.

SL. No.	Activity	UG - II, IV, VI Sem (BBA, BCA, B.com, BA, B.sc.)	PG - II, IV (M.Sc.M.Com MSUU)
1	Commencement of Classes	27.11.2017	01.02.2018
2	First Internal Test	2nd Week of January 2018	1st Week of March 2018
3	College Day	2nd Week of January	
4	National Science Day	28th February 2018	
5	Industrial Visit	2nd March 2018	2nd Week of April 2018
6	Second Internal Test	2nd Week of April 2018	3rd Week of May 2018
7	Commencement of Practical Exam	3rd Week of April 2018	3rd Week of July 2018
8	Last Working Day	Last Week of May 2018	Last Week of June / July 2018
9	Commencement of Theory Exam	27.03.2018	3rd Week of June 2018
10	Commencement of Vacation	1st Week of July 2018	As per BU Calendar

- Hostel Dues and Fees should be cleared during the end of the month specified at the time of admission thereafter, failing which Rs.1000/- per month shall be charged towards fine.
- The hostel fee once paid is non refundable if the resident is leaving the hostel in the middle of the academic year or does not utilize any facilities of hostel allotted to him. Hostel fees has to be paid in full before leaving the hostel at any time. Security Deposit shall be refunded only if full Hostel fees has been paid.
- Students who wish to withdraw from the hostel at the end of the year will have to give a written application at least one months in advance and prior to commencement of the next academic year, failing which they have to pay full hostel fee for the next academic year. Immediately on the receipt of the application their hostel seat shall be considered vacant for new admission for the new academic year. Students vacating the hostel seat are required to leave the hostel within one week from the competition of the final exams.
- Final year degree and postgraduate students shall vacate the hostel seat within one week from the date of their completion of the Final year examinations.
- Cooking & cooking equipments (e.g.-Hot Plate, Electric Kettles, Heater, Immersion Rod, LPG Stoves) are not allowed within the hostel premises. Any one found using the same in the hostel premises shall be levied a fine Rs.1000/- .Drilling, Nailing and other works, which may alter the structure of the hostel are not allowed.
- House Keeping, Maintenance, Food complaints, if any, can be written in the register provided with Warden. Complaint of whatsoever nature shall not be entertained, if not written in the complaint register. The registered complaints shall be attended at the earliest.
- Combined studies with Non Hostel Students inside the hostel premises are not permitted.
- Residents should be considerate towards one another and refrain from making noise late at night or early in morning, particularly after 10PM and before 07AM.
- Residents are not expected to be outside their room after 10.30PM as well as chatting on mobile and/or landlines after stipulated time i.e. after 11PM.

Calendar of Events – Common Programs

Sl.No.	Date	Day	Event
1	14.07.2017	Friday	UG Program Inductions
2	15.07.2017 to 22.07.2017		Bridge Course
3	15.08.2017	Tuesday	Independence Day
4	10.02.2017	Friday	International Student Day
5	05.09.2017	Tuesday	Teacher's Day
6	09.09.2017	Saturday	Ethnic Day
7	07.10.2017	Saturday	Alumni Meet
8	02.10.2017	Monday	Gandhi Jayanthi
9	01.11.2017	Wednesday	Kannada Rajyotsava
10	26.01.2018	Friday	Republic Day
11	28.02.2018	Monday	National Science Day
12	08.03.2018	Thursday	International Womens Day
13	05.06.2018	Tuesday	World Environment Day
14	21.06.2018	Thursday	International Day of Yoga
15	22.04.2018	Friday	Earth Day

General Holidays Calendar - 2017

Note: Every 3rd Saturday in month is a holiday for ABBS Faculty and students

Sl.No.	Date	Day	Occasion
1	14.01.2017	Saturday	Makara Sankranthi
2	26.01.2017	Thursday	Republic Day
3	24.02.2017	Friday	Maha Shivarathri
4	29.03.2017	Wednesday	Chandramana Ugadi
5	14.04.2017	Friday	Dr. B.R.Ambedkar Jayanthi, Good Friday
6	29.04.2017	Saturday	Sri Basava Jayanthi
7	01.05.2017	Monday	May Day
8	26.06.2017	Monday	Kutub-E-Ramzan
9	15.08.2017	Tuesday	Independence Day
10	25.08.2017	Friday	Vinayaka Chaturthi
11	02.09.2017	Saturday	Bakrid
12	19.09.2017	Tuesday	Mahalaya Amavasye
13	29.09.2017	Friday	Maha Navami Ayudha Pooja
14	30.09.2017	Saturday	Vijayadashami
15	02.10.2017	Monday	Gandhi Jayanthi
16	05.10.2017	Thursday	Maharshi Valmiki Jayanthi
17	18.10.2017	Wednesday	Naraka Chaturdashi
18	20.10.2017	Friday	Balipadyami, Deepavali
19	01.11.2017	Wednesday	Kannada Rajyothsava
20	06.11.2017	Monday	Kanakadasa Jayanthi
21	01.12.2017	Friday	Eid- Milad
22	25.12.2017	Monday	Christmas

Hostel

Strictly To Be Followed By the Resident Students

- Students should not stay out after 6 PM (Girls) / 8 PM (Boys). Students who wish to stay out beyond the above timings should obtain permission from Hostel In-charge in writing. Any one staying out thereafter will not be allowed to enter the hostel premises. Going for the night show movies is strictly prohibited. Weekends, i.e. Saturday and Sunday students are allowed to be out till 7 PM (Girls) 9 PM (Boys).
- Visitors, family members and friends are not permitted to stay in the hostel premises. No outsider including parents are allowed inside the students' room. No visitors are permitted after 7.00PM.
- The Hostel staff can inspect the rooms at any given point of time. All residents are expected to keep their room and common areas clean & tidy.
- Students are responsible for the furniture and fittings given, any damage caused to them due to own fault or negligence, has to be replaced by the students themselves.
- Misuse of the hostel facilities will not be tolerated. It applies to Scribbling, Spitting and/or Sticking posters on the walls and such other activities as it may be specified from time to time. Strict disciplinary action would be taken.
- Smoking & Drinking, slang, borrowing & lending, quarrel and arguments, driving without license or without proper documents, impulsive drive, narcotics, accidents, if any of the students is involved in the above mentioned activities, they shall be liable for punishment as per the law of the Government of India. Chewing of tobacco items, smoking either inside or outside the hostel will not be excused.
- Management can change the room/hostel of any student without any notice to the students or to the parents as per rules & regulations.
- Hostel residents should be careful about their belongings in the hostel premises. The students are advised not to keep valuables like gold chain, ring, transistors, personal stereo systems, unnecessary cash holding, cameras etc. Management does not take the responsibility for loss of such or other valuables. STUDENTS ARE REQUIRED TO BE EXTRA – CAREFUL WITH RESPECT TO THEIR MOBILE HANDSETS and Gadgets.

Info Pack

Principal & Dean Academics	Dr.D.M.Mahishi	mahishi@acharyabbs.ac.in
Director (Management Studies)	Dr.H.R.Venkatesha	hrvenkatesha@acharyabbs.ac.in
Vice Principal	Dr. D. Vasudeva Naidu	vasudeva@acharyabbs.ac.in
Placements	Head Corporate Relations and Placements	Mr. Arun Kumar Rajput arun.placements@acharyabbs.ac.in
Management Studies - PG		
Program Coordinator BU	Dr. R. Jayanthi	jayanthi@acharyabbs.ac.in
Program Coordinator ALRI	Mr.Ravi Aditya	raviditya@acharyabbs.ac.in
Head of Research	Dr.Padma Srinivasan	research@acharyabbs.ac.in
Coordinator		
Entrepreneur Cell	Dr.R.Jayanthi	jayanthi@acharyabbs.ac.in
Toast Master Club	Mr. Abhirup Ganguli	abhirup@acharyabbs.ac.in
Alumni Coordinator	Mr. Ragavendra	
Life Sciences		
HOD Biotechnology	Dr.Somachaki	hod.biotechnology@acharyabbs.ac.in
Computer Science		
Academic & ICT coordinator, HOD Computer Science	Ms.Rekha C	hod.cs@acharyabbs.ac.in
Management Studies -UG		
Program Coordinator-Commerce	Ms. Kavitha S	skavitha@acharyabbs.ac.in
Commerce, BBA	Mr. Ragavendra	
Department of Arts, Humanities & Language		
Program Co ordinator	Ms. Neetu Sharma	neetusharma@acharyabbs.ac.in
Library & Information Center		
Librarian	Mr.Jairaj Hosamani	jairaj@acharyabbs.ac.in
Asst.Librarians	Mr. Nagesh/ Mr. Mallaya	asst.librarian@acharyabbs.ac.in
Physical Education - Sports & Yoga		
Physical Education - Director	Mr.Kiran Kumar N.S	kirankumar.ns@acharyabbs.ac.in
ABBS Community Services		
Coordinator - ABBS Rotaract club	Mr. Abhirup Ganguli	abhirup@acharyabbs.ac.in
Coordinator - Red Cross	Mr.Kiran Kumar N.S	kirankumar.n.s@acharyabbs.ac.in
Coordinator - NSS	Mr.Raghavendra K	raghavendra.k@acharyabbs.ac.in
Coordinator - Women's Wing	Ms.Prathibha Raj MS	prathibharai@acharyabbs.ac.in
Student Counselling Center	Dr.R.Jayanthi	jayanthi@acharyabbs.ac.in
General Administration		
Admissions		
Admission Head	Mr. T Krishna Reddy	tkreddy@acharyabbs.ac.in
Team Leader	Mr. Vijay Sreeram	vijay.sreeram@acharyabbs.ac.in

- The library rules and regulations shall be modified from time to time and shall be binding on all concerned.
- Violation of these Rules will call for punitive action against the erring student.

Note: All students should return the books borrowed from the library before the completion of Semester exams

Fee Payment

- Fee shall be paid at the beginning of every semester on the day of reporting.
- Fees once paid shall not be refunded under any circumstances.
- Non-eligibility for the higher class should not be the criteria for non-payment offees.
- The Fee shall be remitted at college fee counter only. Online transfer to college bank a/c or through DD in the name of the college payable at Bangalore. Cheques are strictly not accepted. Make sure to obtain receipt for the amount paid.
- The College Bank A/c details can be obtained at the fee counter for online transfer and once the transfer done immediately the same has to be intimated and receipt for the same shall be obtained.
- Students are also allowed to make debit/credit card payments at the College fee counter.
- Students are advised to check the Notices, Circulars etc from the Accounts department which would be displayed in the Notice Boards from time and time and act accordingly.
- The student joining the college after the commencement of academic year should also pay the full fees for the year.
- Non payment of College & Hostel Fee on time would attract fine and students are expected to clear all the dues before collecting the admission tickets.

Info Pack



- Students are to refrain from any anti social activities which will be viewed seriously. Possession of objectionable articles is strictly prohibited.
 - Respect for the employees of the institution is expected from the students.
 - Indiscipline on or off the campus and damage caused to the property belonging to the institution will invite punishment and penalty.
 - Students have to undertake to abide by all the rules and regulations of the institution which may be framed from time to time.
 - Any misuse of cyber facility provided by the institute will be dealt seriously.
 - Students should carry their ID cards everyday.
- Library**
- All kinds of personal belongings except notebook are supposed to be kept in the property counter at the entrance.
 - Silence is must inside the library.
 - Mobile phone in switched off/vibration mode only is permissible.
 - Member shall not smoke or spit in any part of the library.
 - The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.
 - Underlining, marking, folding of pages, etc. in the book is strictly prohibited.
 - The librarian reserves the right to suspend or delinquent membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
 - The members caught tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against him/her by the institution.
 - Periodicals, journals, magazines, newspapers and reference books can be read only in the Library. These are non-circulating items.
 - Membership card is non-transferable. Students must not lend their Borrower's Ticket to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.

Accounts	Chief Accounts officer	Mr. Kiran Shankar	kiran@acharyabbs.ac.in
Support Staff			
PA to Principal	Ms. Manjula Siddesh	manjula@acharyabbs.ac.in	
PA to Director (Mgmt Studies)	Ms. Latha B S	latha@acharyabbs.ac.in	
International Student Liasoning			
FRRO Co-ordinator	Ms. Hema Chandra Mr. George Santhosh Mr. Praveen Kumar V	hemachandra@acharyabbs.ac.in georgesanthosh@acharyabbs.ac.in praveenkumar.v@acharyabbs.ac.in	
University Liaison Officer			
(U. G Dept)	Mr. Kumar MP	kumarp@acharyabbs.ac.in	
(PG Mgmt Studies)	Mr. Pradeep Kumar K	ullo@acharyabbs.ac.in	
IT and Internet Facility			
Team Lead - IT	Mr. Sandeep Chathoth	sandeep@acharyabbs.ac.in	
System Admin	Mr. Livingston D	systemadmin@acharyabbs.ac.in	
Transport			
Transport in charge	Mr. K N Maruthy	transportdept@acharyabbs.ac.in	
Stores			
ID Card/stationery/Uniform	Mr. Venkata Rami Reddy	stores@acharyabbs.ac.in	
Gymnasium			
Health & Fitness Instructor	Mr. Shek Azad Ali	Mob: 8861271129	
Health & Fitness Instructor	Mr. Umesh	Mob: 9739667773	
Health & Fitness Instructor	Mr. Bhaskar	Mob: 8970148673	
Health Center			
Health Care Assistant	Dr. Geetu	Mob:9972869363	
Campus & Hostel Maintenance			
Campus Supervisor	Mr. Ravi Nagaraj Mob: 9035334581	campussupervisor@acharyabbs.ac.in	
Housekeeping Supervisors	Mr. Prashanth K Ms. Nethravathi C S	Mob: 9741335977 hkd@acharyabbs.ac.in	
Miscellaneous Services			
Courier & Xerox Incharge (Letters / Couriers)	Mr. Eiralingaiha R	frontoffice@acharyabbs.ac.in	
ABBS Campus Reception			
		Tel: 8023235151/16/17/18 Fax: 080 23245519	
Hostels			
Hostel Allotment & Checkout	Mr. Manjunath Reddy G	manjunathreddy@acharyabbs.ac.in Mob: 9148977317	
Warden - Boys Hostel	Mr. Gajendra Saial	Mob: 9538457317	
Warden - Girls Hostel	Ms. Savitha	Mob: 8553733180/ 080 23245571	
Vigilance Officer	Mr. Sathish	Mob : 7899977317	

Learning Resources and Support System

Policies and Procedures

Classrooms

Every class room is well ventilated with broad windows. Each class room is equipped with LCD projector and wifi connectivity.

Laboratories

There are five laboratories for life science subjects namely Biotechnology, Genetics, Microbiology, Chemistry and Biochemistry. Each lab is equipped with the most advanced equipments and other facilities.

The language lab, Business lab and investment lab are equipped with LCD, TV and multimedia facility to conduct club activities and other student centric programs.

ABBS Library and Information Centre

The ABBS library is housed in 15000 square feet carpet area with more than 250 seating capacity. It has a comprehensive collection of literature predominantly related to science, management and its allied subjects to meet the information needs of its users. All housekeeping operations are automated using State - of - the- art - library management system. The library is kept open for its users from morning 8.30 am to 7 pm on all working days.

ABBS encourages the use of its library for professional purposes. The library has a total collection of 13500 documents (books, back volumes of journals, project reports etc.). The library has access to 6000+ online full text journals through online databases PRQUEST and J-GATE PLUSE, 1000+ e-books and also library has subscribed for 74 print journals, 12 newspapers 400 CDs and 84 AV resources. It also networks with libraries of leading institutions.

Some of the major services/facilities rendered by the library are:

- Reference Service: It provides reference and research assistance to students and staff of ABBS.
- Photocopy Service
- Inter Library Loan Service: Inter Library loan facility shall be provided to library users on request.
- AV Room Facility: Use of audio-visual and electronic material such as video CD/DVDs, CD-ROMs, slides etc. are provided to promote teaching and learning programs of the respective subject areas.
- CAS (Current Awareness Service): In order to keep library users, informed about the latest additions, the following are displayed on regular basis:
 - Recent editions of books
 - Announcement of information on National/International Conference etc.

Punctuality & Attendance

Students have to strictly adhere to the college timings that have been specified in the time table. Students to submit leave letter compulsorily in their absence. As per the university regulations it is mandatory for a student to have a minimum of 75 % attendance in each of the subjects to be eligible to appear for university examinations. The remaining 25 % margin is provided to the student for absence due to ill health and other personal reasons. All supporting documents like letter from parents, medical certificates etc. to be submitted for Principal/Director's approval. However, college expects all the students to have a minimum of 85% attendance in each of the subjects.

Attendance will be given for students participating in co-curricular activities that are approved by the principal/Director. Absenteeism in the class tests and university exams will be viewed seriously.

Examinations

- Every student enrolled at ABBS will write the examinations conducted by University. The concerned faculty will explain the exam pattern and the academic admin staff will provide you the details of the fees to be paid and issue the hall tickets. The performance in the exam is directly evaluated by the university with a provision for internal assessment by the college faculty. The examination will include practical test/viva wherever applicable. Student should read the College Regulations.
- Students are to adhere to the prescribed dress code strictly on all week days.
- Students are allowed to dress in decent casuals on Saturdays. It is however expected that all students would be formally dressed when they are attending a guest lecture, participating in seminars and workshops or representing the institution in any outside event.
- Use of Mobile phones within the college campus is strictly prohibited at all times.
- All Augmentation courses are compulsory and will be treated on par with the prescribed courses. It is mandatory for students to attend guest lectures, seminars and workshops and other events. Students are also expected to participate in all curricular, co-curricular and sports activities organized in the campus. Students are trained in yoga by experts and it is mandatory that all students undergo the 20 hours training.

Campus Security

24 x 7 Security is being provided to the entire campus including critical installation like generator, sewage treatment plant (STP) etc.,. Entry and exit points of the campus are manned by Security guards. Entry of visitors is controlled. Night campus rounds by the security guard to ensure there are no untoward incidents. Both boys hostel and girls hostels are also provided with round-the-clock security. Fire extinguishers have been installed at prominent locations. Select team of staff has been given training in operation of fire extinguisher in case of fire emergency. CCTV has been installed at campus and the boys' hostel. Installation of CCTV in the campus is under progress.

Placement

ABBS Placement department provides an interface between students and industry for placements and Internship. Update the students with latest information on Industries, recruiter's expectation and emerging trends. We provided 100% placement assistance for all the deserving candidates. We Support & Facilitate to hone the employability skills through Pre- placement training, skill development programs, Industry-Interaction sessions, Workshops, Alumnus interface & Career counseling. During the 1st Semester the industry executives will be engaged, they will update the market requirement, companies expectation and area of focus. 2nd Semester the soft skill training & Assessment will be carried out and in the 3rd Semester Pre-placement training and interview preparedness. 4th Semester the companies will be announced ON/OFF campus.

Alumni

ABBS Alumni Association extends across the country and Middle East. Every year Alumni 'get together' is organized in a grand manner during last Saturday of August, where alumnis' participate from different batches and cherish their golden moment & old memories.

APJ Abdul Kalam Seminar hall

A seminar hall with sophisticated audio-visual and air conditioning facility has a capacity for 120 participants.

Newspaper Clippings on important news.

- SDI (Selective Dissemination Information) Service: Selective dissemination of information(SDI) services regularly alert users to new information on their chosen topics.
- Book Bank: The Library has Book Bank facility for all SC/ST students. The Books from the Book Bank are issued for every semester.
- Digital Library (Digital Library includes e-books, e-journals and databases.)
- Database search facility: ABBS central library provides search facility for online databases to its users on campus as well off campus.

ONLINE DATABASES:

- PROQUEST : <http://search.proquest.com>
- J-GATE PLUS : <http://jgateplus.com>

Wi-Fi

The entire ABBS campus is 24X7 Wi-Fi enabled with a high speed internet connection to allow the students to access the internet no-matter wherever they are. The coverage of Wi-Fi is not only accessible to class rooms but also extends to all the areas including Seminar Hall, Library, Auditorium, Cafeteria and Hostels. All the websites browsed by him/her are regularly monitored.

The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & Communication resources, offers students the facilities of e-mail, net surfing, up/down loading of web based application, besides helping them in preparing projects & seminars.

To access ABBS Wi-Fi students need to get registered their laptops from the system administrator providing their valid identity card issued by college after 3 pm daily. Hostels Wi-Fi will be provided from 6:00 pm till 8:00 am on all working days, all the day on Holidays.

Sexual Harassment Preventive and Redressal cell

The right of women for protection from sexual harassment and the right to work with dignity are recognized as universal human rights. The basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places are ensured. The University Grants Commission (UGC) has issued to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and

colleges. It has further advised the institutions to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected. Keeping the above guidelines in view, ABBS has constituted a Sexual Harassment Preventive and Redressal Cell where various initiatives have been organized to create awareness regarding safety and security and provide them with equal opportunity at every level.

Student Grievance Redressal Cell

It Deals with any requirement of the student to make their stay comfortable with the campus.

Women's cell

A special hall with all facilities has been provided for conducting events for the girl students and lady faculties / staff.

Equal opportunity cell

The cell provides support for different categories in terms of scholarships/ opportunities.

Campus Stores

A separate stores facility is located in the Block- B ground floor to cater distribution of uniform, stationery and ID card etc.. Students to produce the SVAN fee paid receipt at the time of collecting the Stationery, Uniform, Student ID card etc..

S2S Stores

A general store managed by students provide souvenir items like T-Shirts, Watches, Clocks, Leather goods, Pens and various other items with ABBS logo on them. A facility available to one and all, an opportunity to own a Souvenir. It is located in the arrival plaza and is open on all working days between 9 AM and 6 PM.

Cafeteria

The Hide Out-Café- ABBS College Cafeteria is located adjacent to the basket ball court in the campus. The Cafeteria offers a variety of freshly prepared food selections and serves hot breakfast, lunch and Bakery Products. Vegetarian and Non Vegetarian options are available. It is open from 7:30 am till 6:00 pm

Transport

ABBS through its fleet of vehicles provides transport facilities to students and staff. Institution vehicle covers almost all major parts of Bangalore. In addition to daily pick-up and drop of students and staff, transport department also provides vehicles for local study tours, industrial visits, taking part in competition at other colleges, placement activities etc.,

Fitness Centre

The ABBS Fitness Center was constructed to serve as a recreational facility for the benefit of students, faculty, and staff. Equipped with state-of-the-art equipment, it is designed to serve the needs of Physical Education of students, athletes, and the campus community in general.

- Indoor sports which includes Table Tennis, Carom, Chess and Badminton.
- Outdoor sports which includes Basket ball and Volley Ball.
- Aerobic classes are conducted on Thursday and Friday from 4 pm onwards.
- Yoga classes are conducted every day from 4pm onwards.
- Gymnasium will open all working days

(Boys session: 4pm to 7 pm and Girls Session: 6am to 8 am)

Health Center

A qualified medical personnel with basic facilities is available round the clock on call. All the students undergo general health check periodically. The clinic is open from 9:00 am till 4:30 pm The First Aid medicines are also made available in hostels.

Campus Maintenance

The Office of Facilities and Campus Services includes the following departments: Housekeeping, Maintenance, Planning and Projects, Dining Services, Conference & Event Planning and Emergency Management. These departments are responsible for all facilities and the environment including new construction and renovation on campus, maintenance and repair of facilities, daily cleaning of all campus buildings, maintenance of the College's landscaped areas and athletic fields, and coordination of on-campus conferences.