

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ: ಇಡಿ 135 ಎಸ್‌ಓಹೆಚ್ 2011

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,  
ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ,  
ಬೆಂಗಳೂರು, ದಿನಾಂಕ:18-09-2013

ಇವರಿಂದ:

ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿ,  
ಪ್ರಾಥಮಿಕ ಮತ್ತು ಪ್ರೌಢ ಶಿಕ್ಷಣ,  
ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ,  
ಬೆಂಗಳೂರು - 560001.

ಇವರಿಗೆ:

ಆಯುಕ್ತರು,  
ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ,  
ಬೆಂಗಳೂರು.

ಮಾನ್ಯರೆ,

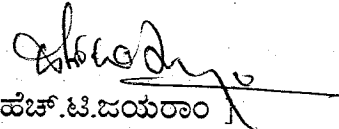
ವಿಷಯ: ವಾಣಿಜ್ಯ ಶಾಲೆಗಳಲ್ಲಿ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಬೋಧನೆ ಜಾರಿಗೆ ತರುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ : ಆಯುಕ್ತರು, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು ಇವರ ಪತ್ರ  
ಸಂಖ್ಯೆ :ವಾ.ಶಿ/69/ಗ.ಯಂ.ಶಿ.ಬೋ/2013-14 ದಿ :24-07-2013

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ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಉಲ್ಲೇಖಿತ ಪತ್ರದ ಕಡೆ ಗಮನ ಸೆಳೆಯಲಾಗಿದೆ. ಸದರಿ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಪರಿಶೀಲಿಸಲಾಯಿತು. ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಬೋಧನೆಯನ್ನು ಪ್ರಾರಂಭಿಸಲು ಇಲಾಖೆಗೆ ಸಲ್ಲಿಸಲ್ಪಡುವ ಅರ್ಜಿಗಳನ್ನು ಪರಿಶೀಲಿಸಿ, ಶಾಲೆಗೆ ಭೇಟಿ ನೀಡಿ ನೋಂದಣಿ ನೀಡಲು ಕಾಲಾವಕಾಶ ಬೇಕಾಗಿರುವುದರಿಂದ 2013-14ನೇ ಸಾಲಿಗೆ ಮಾತ್ರ ವಿಶೇಷ ಪ್ರಕರಣವೆಂದು ಪರಿಗಣಿಸಿ, ಅಕ್ಟೋಬರ್ 2013ಕ್ಕೆ ಬದಲಾಗಿ ಆಗಸ್ಟ್ 2013ರಲ್ಲಿ ಅರ್ಜಿಗಳನ್ನು ಕರೆಯಲು ಆದೇಶ ನೀಡುವಂತೆ ಕೋರಿದ್ದು, ಕೋರಿಕೆಯಂತೆ 2013-14ನೇ ಪ್ರಸಕ್ತ ಸಾಲಿಗೆ ಮಾತ್ರ ಅನುಮತಿ ನೀಡಲಾಗಿದೆ ಎಂದು ತಮಗೆ ತಿಳಿಸಲು ನಾನು ನಿರ್ದೇಶಿತನಾಗಿದ್ದೇನೆ.

ತಮ್ಮ ನಂಬುಗೆಯು,

  
[ ಹೆಚ್.ಟಿ.ಜಯರಾಂ ]

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,  
ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಪ್ರೌಢ ಶಿಕ್ಷಣ).

18/9/13

ಪ್ರತಿ :-

ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರ, ಕಾಮರ್ಸ್ ಎಜುಕೇಷನ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟುಷನ್,  
ವಿಜಯಲಕ್ಷ್ಮಿ ಅಪಾರ್ಟ್‌ಮೆಂಟ್, ನಂ.20, ಜಿ-ಎ, 5ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ಮಹಾಮದನ  
ಬ್ಲಾಕ್, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು-560 003



ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಆಯುಕ್ತರ ಕಛೇರಿ, ನೃಪತುಂಗ ರಸ್ತೆ, ಬೆಂಗಳೂರು.

ಸಂಖ್ಯೆ:ವಾ.ಶಿ:68:ವಾ.ಶಿ:ಬೇಡಿಕೆ ಬಗ್ಗೆ:2011-12

ದಿನಾಂಕ:20ನೇ ಸೆಪ್ಟೆಂಬರ್ 2013

: ಸು ತ್ತೋ ಲೆ :

**ವಿಷಯ:** ವಾಣಿಜ್ಯ ಶಾಲೆಗಳಲ್ಲಿ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಬೋಧನೆಯನ್ನು ಜಾರಿಗೆ ತರುವ ಬಗ್ಗೆ.

**ಉಲ್ಲೇಖ:** ಈ ಕಛೇರಿಯ ಪತ್ರ ಸಮಸಂಖ್ಯೆ ದಿನಾಂಕ:16.01.2013.

2] ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಇಡಿ:135:ಎಸ್‌ಓಹೆಚ್:2011, ದಿನಾಂಕ:28.05.2013.

3] ನಿರ್ದೇಶಕರು, ಪ್ರೌಢ ಶಿಕ್ಷಣ ಇವರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ನಡೆದ ಸಭಾ ನಡವಳಿ ದಿನಾಂಕ:08.07.2013.

4] ಈ ಕಛೇರಿ ಪತ್ರ ಸಂಖ್ಯೆ:ವಾ.ಶಿ:69:ಗ.ಯಂ.ಶಿ.ಬೋ:2013, ದಿನಾಂಕ:24.07.2013.

5] ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಇಡಿ:135:ಎಸ್‌ಓಹೆಚ್:2011, ದಿನಾಂಕ:18.09.2013.

6] ಸರ್ಕಾರದ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ:ಇಡಿ:38:ಎಲ್‌ನಿಇ:2008, ದಿನಾಂಕ:10.02.2009.



ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖ [1]ರಲ್ಲಿ ತೋರಿಸಿರುವಂತೆ ವಾಣಿಜ್ಯ ಶಾಲೆಗಳಲ್ಲಿ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಬೋಧನೆ ಪ್ರಾರಂಭಿಸುವ ಬಗ್ಗೆ ಸರ್ಕಾರಕ್ಕೆ ಪ್ರಸ್ತಾವನೆ ಸಲ್ಲಿಸಲಾಗಿತ್ತು. ಉಲ್ಲೇಖ [2]ರಲ್ಲಿ ಸರ್ಕಾರದ ಪತ್ರ ಸಂಖ್ಯೆ:ಇಡಿ:135:ಎಸ್‌ಓಹೆಚ್:2011, ದಿನಾಂಕ:28.05.2013ರಂತೆ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪತ್ರದಲ್ಲಿ ಅಧಿಸೂಚನೆ ಹೊರಡಿಸಲಾಗಿದೆ. ಸದರಿ ಅಧಿಸೂಚನೆಯ ನಿಯಮ-2.ಬಿ ಪ್ರಕಾರ ಗಣಕಯಂತ್ರ ಕೋರ್ಸ್‌ಗಳನ್ನು ಪ್ರಾರಂಭಿಸಲು ನೊಂದಣಿಗಾಗಿ ಪ್ರತಿ ವರ್ಷ ಏಪ್ರಿಲ್ ಮತ್ತು ಅಕ್ಟೋಬರ್ ಮಾಹೆಯಲ್ಲಿ ಅರ್ಜಿಗಳನ್ನು ಕರೆಯಲು ಅವಕಾಶ ನೀಡಲಾಗಿದೆ. ಉಲ್ಲೇಖ [3]ರಲ್ಲಿ ತೋರಿಸಿರುವ ಸಭಾ ನಡವಳಿಯಂತೆ 2013 ಆಗಸ್ಟ್ ಮಾಹೆಯಲ್ಲಿಯೇ [2013-14ನೇ ಸಾಲಿಗೆ ಮಾತ್ರ] ಅರ್ಜಿ ಕರೆಯುವ ಬಗ್ಗೆ ರರಾವು ಮಾಡಿ, ಉಲ್ಲೇಖ [4]ರಲ್ಲಿ ಆಗಸ್ಟ್ 2013ರಲ್ಲಿ ಅರ್ಜಿಗಳನ್ನು ಕರೆಯಲು ಅನುಮತಿ ಕೋರಿ ಸರ್ಕಾರಕ್ಕೆ ಪತ್ರ ಬರೆಯಲಾಗಿತ್ತು. ಸರ್ಕಾರವು ಉಲ್ಲೇಖ [5]ರ ದಿನಾಂಕ:18.09.2013ರ ಪತ್ರದಲ್ಲಿ ಅನುಮತಿ ನೀಡಲಾಗಿದೆ.

ಉಲ್ಲೇಖ [2] ಮತ್ತು ಉಲ್ಲೇಖ [5]ರ ನಿರ್ದೇಶನಗಳಂತೆ ನಿಮ್ಮ ವಿಭಾಗಗಳ ವ್ಯಾಪ್ತಿಗೆ ಒಳಪಡುವ ವಾಣಿಜ್ಯ ಶಾಲೆಗಳಿಂದ ಮತ್ತು ವ್ಯಕ್ತಿಗಳಿಂದ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಕೋರ್ಸ್‌ನ್ನು ಪ್ರಾರಂಭಿಸಲು ಅರ್ಜಿಗಳನ್ನು ಕರೆಯುವುದು. ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸಲು ಕೊನೆಯ ದಿನಾಂಕ:31.10.2013. ಅರ್ಜಿಗಳನ್ನು ಸಲ್ಲಿಸಲು ಇಚ್ಛಿಸುವವರು ನಿಗದಿತ ದಿನಾಂಕ:31.10.2013ರೊಳಗೆ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳ ನೊಂದಣಾಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸಲು ಸುತ್ತೋಲೆ ಹೊರಡಿಸುವುದು. [ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಆಯಾ ವಿಭಾಗೀಯ ಸಹನಿರ್ದೇಶಕರು ನೊಂದಣಾಧಿಕಾರಿಗಳಾಗಿರುತ್ತಾರೆ]

ವಿಭಾಗೀಯ ಕಛೇರಿಗಳ ನೊಂದಣಾಧಿಕಾರಿಗಳು ಸ್ವೀಕೃತವಾದ ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸಿದ ಕೊನೆಯ ದಿನಾಂಕ:31.10.2013 ರಿಂದ ಮೂರು ತಿಂಗಳೊಳಗಾಗಿ ಶಾಲೆಗಳಿಗೆ / ಸ್ಥಳಕ್ಕೆ ಭೇಟಿ ನೀಡಿ, ಪರಿಶೀಲಿಸಿ, ನಿಯಮದಂತೆ ಅರ್ಹವಿರುವ ಅರ್ಜಿಗಳಿಗೆ ನೊಂದಣಿ ನೀಡುವ ಬಗ್ಗೆ ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು. ಅನರ್ಹಗೊಂಡ ಅರ್ಜಿಗಳನ್ನು ತಿರಸ್ಕರಿಸಿ, ಕಾರಣಗಳೊಂದಿಗೆ ನಿಗದಿತ ಅವಧಿಯೊಳಗೆ ನೊಂದಣಿ ಅಂಚೆ ಮುಖಾಂತರ ಅರ್ಜಿದಾರರಿಗೆ ತಿಳಿಸುವುದು. ಮತ್ತು ಬೇಡಿಕೆ ಹುಂಡಿಗಳನ್ನು ಹಿಂದಿರುಗಿಸುವುದು. ಅನುಮತಿ ನೀಡಿದ ಅರ್ಜಿಗಳ ಬೇಡಿಕೆ ಹುಂಡಿಗಳ ವಿವರಗಳನ್ನು ವಹಿಗಳಲ್ಲಿ ದಾಖಲಿಸಿಡತಕ್ಕದ್ದು. ಬೇಡಿಕೆ ಹುಂಡಿಗಳನ್ನು ನೊಂದಣಾಧಿಕಾರಿಗಳ ಹೆಸರಿನಲ್ಲಿ ಬ್ಯಾಂಕ್ ಖಾತೆಗೆ ಜಮಾ ಮಾಡತಕ್ಕದ್ದು.

ಅರ್ಜಿದಾರರು ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಕೋರ್ಸ್‌ನ್ನು ಪ್ರಾರಂಭಿಸಿದ ಒಂದು ತಿಂಗಳೊಳಗಾಗಿ ಪ್ರಥಮ ಮಾನ್ಯತೆ ಕೋರಿ ನಮೂನೆ-7ರಲ್ಲಿ ನಿಯಮ ಪ್ರಕಾರ ಅರ್ಜಿ ಸಲ್ಲಿಸಲು ಸೂಚಿಸತಕ್ಕದ್ದು. ಪ್ರಥಮ ಮಾನ್ಯತೆ ಕೋರಿ ಸಲ್ಲಿಸಲ್ಪಟ್ಟ ಅರ್ಜಿಗಳ ಸಂಸ್ಥೆಗಳಿಗೆ ಬೇಟಿ ನೀಡಿ ತಪಾಸಣೆ ನಡೆಸಿ ಮಾನ್ಯತೆ ನಿಯಮಗಳನ್ನು ಪೂರೈಸಿರುವುದನ್ನು ಖಚಿತಪಡಿಸಿಕೊಂಡು, ನೊಂದಣಾಧಿಕಾರಿಗಳು ಪ್ರಥಮ ಮಾನ್ಯತೆಯನ್ನು ಮೂರು ವರ್ಷಗಳ ಅವಧಿಗೆ ನೀಡತಕ್ಕದ್ದು. ನಂತರ ನಿಯಮ ಪ್ರಕಾರ ಪ್ರತಿ ಮೂರು ವರ್ಷಗಳಿಗೊಮ್ಮೆ ಮಾನ್ಯತೆ ನವೀಕರಣ ನೀಡಲು ಕ್ರಮ ಕೈಗೊಳ್ಳತಕ್ಕದ್ದು.

ವಾಣಿಜ್ಯ ಶಿಕ್ಷಣ ನಿಯಮ [ತಿದ್ದುಪಡಿ] 2013ರಂತೆ ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಕೋರ್ಸ್‌ಗಳ ಪರೀಕ್ಷೆಗಳಾದ [1]ಬೇಸಿಕ್ ಕೋರ್ಸ್ [ಆಫೀಸ್ ಆಟೋಮೇಷನ್] ಮತ್ತು ಅಡ್‌ವಾನ್ಸ್ ಕೋರ್ಸ್ [ಗ್ರಾಫಿಕ್ ಡಿಸೈನರ್ ಕೋರ್ಸ್‌ಗಳ "ಥಿಯರಿ" ಮತ್ತು ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ಪ್ರತಿ ಆರು ತಿಂಗಳಿಗೊಮ್ಮೆ ಅಂದರೆ, ಜುಲೈ ಮತ್ತು ಡಿಸೆಂಬರ್ ತಿಂಗಳ ಕೊನೆಯ ವಾರದಲ್ಲಿ ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ, ಸರ್ಕಾರದ ಅಧಿಸೂಚನೆಯಂತೆ ಮತ್ತು ಉಲ್ಲೇಖ [6]ರಲ್ಲಿನ ಸಿಲೆಬಸ್ ಪ್ರಕಾರ ನಡೆಸಲು ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.

ಈ ಸುತ್ತೋಲೆಯೊಂದಿಗೆ ಸರ್ಕಾರದ ಅಧಿಸೂಚನೆಯ ಪ್ರತಿಯನ್ನು ಲಗತ್ತಿಸಿದೆ.

  
ಆಯುಕ್ತರು.

ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ

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### ಇವರಿಗೆ:

01. ನಿರ್ದೇಶಕರು [ಇತರೆ ಪರೀಕ್ಷೆಗಳು], ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
02. ಸಹನಿರ್ದೇಶಕರು-1, ಬೆಂಗಳೂರು ವಿಭಾಗ, ಆಯುಕ್ತರ ಕಛೇರಿ, ಸಾ.ಶಿ.ಇಲಾಖೆ, ಬೆಂಗಳೂರು-560001.
03. ವಿಭಾಗೀಯ ಸಹನಿರ್ದೇಶಕರು, ಸಾ.ಶಿ.ಇಲಾಖೆ, ಮೈಸೂರು, ಬೆಳಗಾಂ ಮತ್ತು ಗುಲ್ಬರ್ಗಾ ವಿಭಾಗ.
04. ಅಧ್ಯಕ್ಷರು, ಕರ್ನಾಟಕ ವಾಣಿಜ್ಯ ಶಾಲೆಗಳ ಸಂಘ, ವಿಜಯಲಕ್ಷ್ಮಿ ಕಟ್ಟಡ, ಮೊಹಮಡನ್ ಬ್ಲಾಕ್, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು-560003.
05. ಅಧ್ಯಕ್ಷರು, ಶೀಘ್ರಲಿಪಿಗಾರರ ಸಂಘ, ಡಿ.ಸಿ.ಆಫೀಸ್ ಕಾಂಪೌಂಡ್, ಕೆಂಪೇಗೌಡ ರಸ್ತೆ, ಬೆಂಗಳೂರು.
06. ಮಾನ್ಯ ಆಯುಕ್ತರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ಆಯುಕ್ತರ ಕಛೇರಿ, ಸಾ.ಶಿ.ಇಲಾಖೆ, ಬೆಂಗಳೂರು. ಇವರಿಗೆ ಕಳುಹಿಸುತ್ತಾ, ಮಾನ್ಯ ಆಯುಕ್ತರ ಗಮನಕ್ಕೆ ತರಲು ಕೋರಿದೆ.
07. ನಿರ್ದೇಶಕರು [ಪ್ರೌಢ ಶಿಕ್ಷಣ]ರವರ ಆಪ್ತ ಸಹಾಯಕರು, ಆಯುಕ್ತರ ಕಛೇರಿ, ಸಾ.ಶಿ.ಇಲಾಖೆ, ಬೆಂಗಳೂರು, ಇವರಿಗೆ ಕಳುಹಿಸುತ್ತಾ, ನಿರ್ದೇಶಕರ ಅವಗಾಹನೆಗೆ ತರಲು ಕೋರಿದೆ.
08. ಮಾನ್ಯ ಅಪರ ಆಯುಕ್ತರ ಆಪ್ತ ಸಹಾಯಕರು, ಆಯುಕ್ತರ ಕಛೇರಿ, ಸಾ.ಶಿ.ಇಲಾಖೆ, ಬೆಂಗಳೂರು. ಇವರಿಗೆ ಕಳುಹಿಸುತ್ತಾ, ಮಾನ್ಯ ಅಪರ ಆಯುಕ್ತರ ಗಮನಕ್ಕೆ ತರಲು ಕೋರಿದೆ.
09. ಕಛೇರಿ ಪ್ರತಿ.



# ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು  
ವಿಶೇಷ ರಾಜ್ಯ ಪತ್ರಿಕೆ

ಭಾಗ - IV-A	ಬೆಂಗಳೂರು, ಮಂಗಳವಾರ, ಮೇ ೨೯, ೨೦೧೩ (ಜ್ಯೇಷ್ಠ ೮, ಶಕ ವರ್ಷ ೧೯೩೫)	ನಂ. ೮೧೦
Part - IV-A	Bangalore, Wednesday, May 29, 2013 (Jyeshtha 8, Shaka Varsha 1935)	No. 810

## EDUCATION SECRETARIAT

### NOTIFICATION

NO. ED 135 SOH 2011, Bangalore, Dated: 28 May 2013

Whereas the draft of the following rules further to amend the Karnataka Educational Institutions (Registration and Recognition of Commerce Institutes) Rules, 1999 was published as required by sub-section (1) of section 145 of the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995) in Notification No. ED 135 SOH 2011, dated: 16<sup>th</sup> October 2012 in Part IV-A of the Karnataka Gazette (Extraordinary No.740) dated: 16<sup>th</sup> October 2012 inviting objections or suggestions from all the persons likely to be affected thereby and notice was given that the said draft will be taken into consideration, after thirty days from the date of its publication in the Official Gazette.

Whereas, the said Gazette was made available to the public on 16<sup>th</sup> October 2012;

And whereas, the objections and suggestions received in respect of the said draft rules have been considered by the Government.

Now, therefore, in exercise of the powers conferred by section 145 of the the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995), the Government of Karnataka hereby makes the following rules further to amend the Karnataka Educational Institutions (Registration and Recognition of Commerce Institutes) Rules, 1999, namely:-

### RULES

**1. Title and Commencement.**- (1) These rules may be called the Karnataka Educational Institutions (Registration and Recognition of Commerce Institutes)(Amendment) Rules, 2013.

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

**2. Amendment of rule-2.**- In rule 2 of the Karnataka Educational Institutions (Registration and Recognition of Commerce Institutes) Rules, 1999 (hereinafter referred as said rules):-

(i) After clause(a), the following shall be inserted; namely:-

"(a) "Computer Education Course" means education in Computer Technics through computer instrument including. its application of. Computers Technics in office practice and procedures"

(a2) "Advisory Board" means the Body appointed by the Government- to advice on the matters relating to Computer Education"

(ii) For clause (c), the following shall be substituted, namely,-

"(c) "Institution" means an Institution where commerce education in Typewriting, Shorthand, other commerce subjects or computer education is imparted."

**3. Insertion of new rule 2A.**- After rule 2 of the said rules, the following shall be inserted, namely :-

"2A. **Advisory Board.**- (1) There shall be an Advisory Board for Computer Education to advise the Department.

- (1) In matters of Policy, Syllabus and Examination Scheme;
- (2) In fixing the qualifications and Salary, Structure for Institutions from time to time;
- (3) In fixing qualification for pupils, fee structure and examination fee;
- (4) In fixing the parity of standards and equivalence of various courses;
- (5) In conducting the examinations from time to time;
- (6) In recommending reference books and journals; and
- (7) In any other matter referred by the Government.

(2) The Advisory Board shall consist of following members, namely:

- |   |           |
|---|-----------|
| (1) The Director of Public Instructions (Secondary Education)   | Chairman  |
| (2) The Director of Public Instructions (Other Examinations)  | Member    |
| (3) The Joint Directors of public Instructions of all the four Divisions or their representative.                                       | Member    |
| (4) One representative of the Secretary to Government, Department of e-governance not below the rank of Deputy secretary to Government. | Member    |
| (5) The President of the Commerce Educational Institutes' Association of Karnataka Bangalore or his nominee                             | Member    |
| (6) The President of the shorthand writers' Association of Karnataka Bangalore his nominee  | Member    |
| (7) One representative of Computer training Institutes in the state nominated by the Government.  | Member    |
| (8) One Principal from each of the four divisions of commerce institutes.   | Member    |
| (9) The Senior Assistant Director Public Instruction (Commerce Education), CPI's Office, Bangalore                                      | Member    |
|   | Secretary |

(3) The Advisory Board shall ordinarily meet once in six months. In case of emergency, it may meet even earlier, depending upon the circumstances. It shall recommend to the Government from time to time modifications or changes in the criteria for registration, recognition etc., within the purview of the Act, if necessary. It shall examine the development of Computer Education, its fee structure, demands/suggestions of the Commerce Educational Institutions' Association of Karnataka and such other matters as referred to it by the Government or Department. The expenditure to be incurred in conducting the meetings towards refreshments, travelling allowance and daily allowance and sitting fees to the members etc., shall be met out of the contingency fund provided to the commissioner for Public Instruction.

(4) Any decisions of the Advisory Board shall be made by a simple majority of the members. In case of equal division of votes the Chairman of the Advisory Board shall have the right to exercise the casting vote.

**2B. Procedure for Registering.**- [1] Any Person or Institution intending to establish and start Computer Education courses or both commerce and computer education courses in their Institutions or otherwise shall make an application to the Registering Authority in form-1 as the case may be in the **month of April and October** every year, furnishing all information and particulars along with a **fees -1 of rupees two thousand** in the form of Demand Draft drawn in favour of the Joint Director of Public Instruction of the respective Division. Incomplete applications shall be rejected. The Registering Authority shall take immediate action to arrange to visit such of the institutions and verify the information and particulars furnished in the application and to dispose of all applications according to rules, within a period of three

month, i.e., before the end of July or January respectively. The decision taken in respect of their applications received in this context shall be communicated to the concerned person or Institutions by registered post within the stipulated time.

(2) After obtaining permission to start course in Computer Education, the institution shall start the course within a period of three months from the date of receipt of the orders in this regard. The institute seeking recognition shall submit the application in form-7, to the Registering Authority, within one month from the date of starting course, along with the recognition fee of rupees five thousand in the form of demand draft, drawn in favour of the Joint Director of Public Instruction of the respective Division. The Registering Authority shall grant First Recognition, after inspection of the Institution, if all the conditions of recognition are satisfactorily fulfilled, which will be valid for three years. The Institution shall apply for renewal of the Temporary Recognition in form-19 to the Registering Authority, one month before the expiry of the recognition, together with the **renewal fee of rupees one thousand** in the form of demand draft drawn in favour of the Joint Director of Public Instruction of the respective Division. The Registering Authority shall renew the recognition for a further period of three years, provided if all the conditions for recognition are duly fulfilled and review the above charges for every three years.

**2C. Conditions for grant of First/Renewal Recognition.**- The Institution shall,-

- (a) Provide separate or partitioned accommodation to run the classes;
- (b) provide Computers Tables and Chairs for each candidate;
- (c) appoint qualified instructors;
- (d) collect the fees at the rate fixed by the Department and issue printed receipt to the students for all the fees to collected and preserve the duplicate carbon copy for reference and for verification by the Department;
- (e) maintain separate admission, attendance and fee registers and records for the Computer Section, as laid down by the Department in respect of Commerce Education;
- (f) not to do Job work in the Institution;
- (g) provide not less than six Computer Systems and One Printer in the District Headquarters and in major town areas, and four Computer Systems and One Printer at the Taluk and village level and battery Backup (UPS). The Computer systems should be of such configuration to enable the teaching of the courses of study;
- (h) follow the rules and regulations of the Department issued from time to time; (i) follow the syllabus and Text book prescribed by the Department;
- (j) make admissions in accordance with these rules and any such rules issued from time to time; and
- (k) follow the rules in respect of holidays already in vogue in respect of Commerce Institutions.

**2D. Admission of Students and Courses of Study.**- (1) Students seeking admission to the **Basic Course in Computer Education, Office Automation Course** must have passed **SSLC Examination**. For Advance Course of **Graphic Designer Course(GDC/DTP)** and must have passed **SSLC and A.O.** to admit Advance course. He shall submit the application form for Admission together with the prescribed application and prospectus fee, reading room fee and monthly tuition fee to the Institution, which has obtained recognition from the Department to conduct Commerce Education.

(2) Students shall be admitted to the Basic Course i.e., Office Automation (OA) in the first week of June and January of every year. The list of the students on roll on the 10<sup>th</sup> of July and February every year shall be submitted to the Registering Authority to enable him to submit the list to the Board. The course is of six months and total working days are eighty days. Only such of the candidates whose names appear in the list and who have put in an attendance of at least 75% in both theory and Practical shall be permitted to take up the Computer Examination to be conducted in the last week of July and December every year.

(3) The Students seeking admission to the Advanced Course in Computer Education i.e., Graphic Designer Course (GDC/ DTP) and shall pass "OA" and. Attested copy of the certificate along with the application form prescribed for admission together with the reading room fee, admission fee and monthly tuition fee. Students shall be admitted in the first week of June and January of every year. The list of the students on roll on the 10<sup>th</sup> of July and February every year shall be submitted to the Registering Authority to enable him to submit the list to the Board. The course is Six months and total working days are eighty days.

Only such of the candidates whose names appear in the list and who have put in an attendance of at least 75% in both Theory and Practical shall be permitted to take up the Commerce Education Examination to be conducted in the last week of July and December every year.

(4) The intake of students shall be restricted based on the number of systems and batches available for the practical classes. The maximum intake shall be equal to the number of systems, the number of batches per day multiplied, by two taking into consideration, the possibility of two batches running concurrently having theory and practical on alternate days.

**2E. Fee Structure:-** (1) The fee Structure for Office Automation (OA) and Graphic Designer Course (GDC/DTP) shall be as follows, namely:-

**Office Automation Fees.**

(1) Application <sup>and</sup> prospectus Fees.	Rs.100.00
(2) Reading Room Fee	Rs. 100-00
(3) Admission Fee	Rs. 100-00
(4) Monthly Tuition Fee	Rs. 600-00x6=3,600-00
<b>Total</b>	<b>Rs:3,900-00</b>

**Graphic Designer Course (GDC/DTP)Fees.**

(1) Application <sup>and</sup> Prospectus Fee.	Rs. 100-00
(2) Reading Room Fee	Rs. 100-00
(3) Admission Fee	Rs. 100-00
(4)-Monthly Tuition Fee	Rs 800-00x6=4800-00
<b>Total</b>	<b>Rs. 5,100.00</b>

(2) Monthly Tuition Fee shall be paid by the students on or before the 10<sup>th</sup> of every month. After the 10<sup>th</sup> of every month, till the end of the month, a fine of Sfe.20-00 shall be collected from the students. If the student pays the entire course fee in one installment at the time of admission, he shall be given a concession of 10% (Ten percent) for both the courses.

**2F. Duration of Classes.-** The duration of courses six months and each class shall be of one hour per day. Three periods of theory and three periods of practical classes in a week. The classes shall be conducted only by qualified and approved instructors. The instructors shall prepare programme of work and notes of lessons well in advance, and conduct the classes accordingly.

**2G. Examination.-** (1) The examination in Computer education shall be conducted once in every six months, by the Karnataka Secondary Education Examination Board, during the last week of July and December month in every year.

(2) Candidates intending to appear for the examinations in computer education shall submit the application forms together with the prescribed examination fee prescribed by the KSEEB.

**2H. Mode of Examination.-** (1) The examination for the basic course i.e., Office Automation [O.A.] and the advance course i.e., Graphic Designer Course[GDC/DTP] in Computer Education cover two parts, Theory and Practical. Questions on the Theory portions shall be objective type like, fill in the blanks, true or false and matching, carrying 100 marks and the duration shall be of 60 minutes. Questions on all the practical paper shall carry 100 marks covering a duration of 120 minutes 4 questions, each questions carry 25 marks. The practical examination shall be conducted in suitable batches spread over the day.

(2) The Karnataka Secondary Education Examination Board, Bangalore, shall appoint qualified persons as paper setters and evaluators, chief Superintendents, Custodians, Invigilators and others staff for conducting the computer examinations.

(3) Marks cards shall be issued to all the candidates appearing for computer examinations [including absentees]. Candidates who secure at least 75% and above in the aggregate shall be declared to have passed in First Class; 60% and above but less than 75% in second class, 45% and above but less than 60% in pass class. All successful candidates shall be awarded certificates by the Karnataka Secondary Education Examination Board, in Office Automation and Graphic Designer Course.

(4) Candidates who have failed in the examination may appear for the subsequent examination by submitting the application form and enclosing the failed/absent marks card, through the recognized Institution.

(5) Candidates desiring of improving the results in the computer examination appear for examination within a period of two years. In the same grade by surrendering original marks card and certificates issued by the Karnataka Secondary Education Examination Board, Bangalore after obtaining the permission from the board.

21. Closure of the Computer Wing.- Any Institution which desired to close the Computer wing in the institutions shall obtain prior permission from the department and also make suitable arrangements for the students to continue their studies.

2J. Visits and Inspections.- The Institutions shall be open for inspection and visit on any working day during the working hours by the departmental officers not below the rank of Assistant Director of Public Instruction [Commerce Education].

2K. General Conditions.- - The provisions regarding conditions of recognition change in management, shifting of the institutions, disciplinary action age of instructors, Fee receipt Register, Cash Book, Accounts, Attendance, Vouchers, Acquaintance role, Stock register, Transfer Certificate Book, Examination Fee Receipt and other forms, Maintenance of Records applicable to commerce institutions and non compliance with rules, the relevant rules as specified in the rules for Commerce Education shall mutatis mutandis be applicable to Computer Education also.

2L. Qualifications for Computer Instructors.- The Instructor appointed in the Institution, on part time or full time basis, shall have either of the following qualifications:

(1) must be a graduate of any recognized university and shall have studied Computer Science as one of the major subjects at the degree level or equivalent . qualification, by the Government.

or

(2) must have passed the Diploma in Computer Science from any of the recognised Polytechnics.

Or

(3) must have passed Diploma in Commercial practice conducted by Polytechnic by Technical Board and Computer applications and Graphic designer course conducted by Karnataka Secondary Education Examination Board, from any of the leading Computer Training Centers provided the syllabus prescribed for the Basic and Advanced Courses in Computer Education have been covered fully in their study.

or

(5) have obtained the \* O " Level Certificate issued by the Department of Electronics Accreditation of Computer Courses (DOEACC)

(6) 2M. QUALIFICATION FOR COMPUTER COURSE.- a pass in S.S.L.C

(7) 2N. Salary Structure for Instructors:- The minimum salary payable to the Instructors shall be,-

(a) Full-time Instructors (for 6 hrs/day) -Rs.3000-00 p.m.

(b) Part-time Instructors (for 3 hrs/day) -Rs. 1500-00 p.m.

4. Substitution of Forms 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18.- For forms 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, II, 12, 13, 14, 15, 16, 17 and 18 of the said rules, the following shall be substituted, namely:-



**"FORM 1**

(See rule 3 and read with rule 2B)

Government of Karnataka

(Department of Public Instruction)

(Commerce Education/Computer Education Course)

Form of Application for Registering of New Commerce Institute

To

Specify here the Registering Authority

Sir,

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 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 ?	

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 computer course 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 cheque

**FORM 2**  
(see rule 4 (2) and read with rule 2B)  
GOVERNMENT OF KARNATAKA  
(Department of Public Instruction)  
(Commerce/Computer Education Course)

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 / Other	
4	His/Her Qualifications General Technical/ Commercial	
5	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) of 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.

**FORM 3**  
(see rule 4(4) and read with rule 2B)

Name and Address of the Institute  
Office of the Joint Director of Public Institution.....Division

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

Sl. No	Date	Name of Applicant (person or management shall be specified person, father's name shall be specified) with full postal address	Nature of management individual/partnership/society/trust	Nature of payment Regn. Fee Security Fee recognition Fee	Amount	Bank	DD No. And Date	Remarks	Signature of the Registering Authority

**FORM 4**

(See rule 5 read with rule 2B)

(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 Management 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 recognized commerce Institution, namely.....

Particulars are as follows:

1	Name and address of the existing Recognized Commerce Institution	
2	Nature of the Management: a) Individual Proprietorship 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 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) read with rule 2B)  
**CERTIFICATE OF REGISTRATION**  
**FOR RECOGNISED COMMERCE INSTITUTION/COMPUTER EDUCATION COURSE**  
**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 Institute Code	
2	Subjects, grades and intake	
3	Name of 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 of ..... of one thousand nine hundred.....

This commerce Institution is registered at Sl. No. .... of page No. .... of Volume No. .... of Recognized 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:

Date:

Signature, name and Designation  
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 read with rule 2B)

Office of the Joint Directory of Public Institution..... Division

**REGISTER OF REGISTERED COMMERCE/COMPUTER EDUCATION COURSE**

Sl No.	Name of Application with full postal address	Name and address of Institute (full postal address)	Whether Institute belongs to SC/ST or minority or others	Registrar 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

## FORM 7

(See rule 7,8,9,10,11 read with rule 2B)  
 FORM OF APPLICATION FOR RECOGNITION OF  
 COMMERCE INSTITUTES/COMPUTER EDUCATION COURSE

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

	Fresh Recognition for the year Provisional approval of existing Registration number Recognition Permanent Recognition UPGRADATION KSEEB Institute code	
1	Name of Institute in Block Letter)	
2	Location Door No. Cross / Main / Street Locality / Block / stage / Phase Place, Pin Code, Taluk District	
3	Registration number and date and the registering Authority (Copy of the Certificate of Registration enclosed)	
4	Date of establishment	
5	Date of fresh Recognition Date of renewal of Certificate of Recognition Enclosed)	
6	KSEEB Institute code	
7	Society, Association or person owning the Byelaws Of Recognition enclosed)	
8	Person authorized to correspond with the Department (consent or Authority letter by the owner of the Institute enclosed)	
9	Financial Position of the institute (permanent fund And other sources of income approximate annual Income and expenditure)	
10	Subjects and grades for which recognition is sought	
11	Number of candidates on the roll as on Subject Grade number	
12	Accommodation available (number of rooms to be specified)	
13	Details to typewriters, Furniture and other equipment	
14	Working Hours of the Institute	
15	If Library is provided the number of books in the Library, General/professional	
16	Rates of fees levied	
17	Details of the Records and Registers maintained	
18	Whether the Demand Draft in respect of Security deposit And Recognition. Fee is enclosed Name of bank Place of issue No. Date Amount	
19	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 recognized 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:

Signature of the Head of the  
Institute / Management

Enclosures:

1. Copy of Certificate of Registration
2. Copy of Certificate of Recognition
3. attested copy of the Bye laws of
4. Trust Deed or Partnership Deed.
5. Consent letter by the owner of the institute
6. DD / Banker's Cheque.
7. Date:
8. Amount.

## FORM 8

{See rule 8(3) read with rule 2C}

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 Institutions/ ST/ Minority/ Others	
6	Security Deposit paid: Rs .....	
7	Subjects and Grades for which recognition is granted	

This Commerce Institute of registered at Sl.No..... at page No..... of Volume No..... of the Register of Recognized 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 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**  
 (Sec rule 8 (2) read with rule 2C)  
 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 Institution Cross/Main/Street/Locality/Block/stage/Phase Place with PIN Taluk District	
3	KSEEB institution Code	
4	Date of Establishment	
5	Registration Number and Date (Copy of Order enclosed)	
6	Recognition number and Date (Copy of order enclosed)	
7	Name of the owner/Management (if run by Management, bye-law copy enclosed)	
8	Subjects taught Grade No.of students on roll	
9	Details of students SC, ST Others Boys Girls	
10	Principal/Instruction/Staff	
11	Typewriters Kannada English Total	
12	Own Building or Reemitted building Furniture and other Equipment	
13	(Details to be furnished) 1. Tables 2. Chairs 3. Stools 4. Desks 5. Benches	
14	Principal Position of the Institution	
15	Total Receipts	
16	Total Payment	
17	Whether the Institute is getting any financial aid from the State Government/Central Government or from any other sources,	
18	if yes give full details and enclose order copy	
19	Remarks	

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

Place:

Signature of the principal/Owner

Date:

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 read with rule 20)  
**APPLICATION FOR ADMISSION**  
**TO THE COMMERCE EDUCATION/COMPUTER EDUCATION COURSE**  
Name of the Institute and Address:

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

Admission No.

Signature of applicant

Signature of Principal / Seal of the Institute

**FORM 11**  
(See rule 13 (2) and 23 (1) read with rule 2K)  
**TRANSFER CERTIFICATE**

Name and Address of the Commerce Institute

Institute Code :

Registration No:

T.C. No:

Date:

1	(a) Name of the Candidate (in Block Letter) (b) Sex	
2	Father's Name	
3	Date of Birth (in words and figures)	
4	Admission No. and Date.	
5	(a) Whether he/she paid the fees up to date (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 days and number of days actually attended by the student 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 5 <sup>th</sup> September Sl. No. list as on 15 <sup>th</sup> February/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



**FORM 12**

(See rule 21 read with rule 2K)

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

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 (copy enclosed)	
4	Particulars of Management as registered (Attested copy enclosed)	
5	Particulars of Management as modified (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 authorized to correspond with the Department (Consent of Authority Letter by the owner of the institute enclosed)	
9	Consent letter from the landlord to rent out the building to the new owner enclosed	
10	Any other Particular	

**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.

Place:  
Date:

Yours faithfully,

Signature of the Owner/Management  
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 Certificates/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 21 read with rule 2K)

**APPLICATION FOR SHIFTING OF MANAGEMENT OF REGISTERED  
COMMERCE EDUCATIONAL INSTITUTION/COMPUTER EDUCATION COURSE**

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 approved 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 recognized Commerce Institutions (Distance Certificate enclosed)	
13	Any objections from nearby recognized Commerce Institutions	
14	Remarks	

Yours faithfully

Place:

Date:

Signature of Applicant  
Seal of the Institute**ENCLOSURES:**

1. Copy of Certificate of Registration
2. Copy of copy of Certificate of Registration
3. Certified Copy of khata Certificate
4. Consent letter from landlord
5. Distance Certificate.

**FORM 14**  
(See rule 23(c) regd. With rule 2k)

Name of the Institution with Address  
 Fee Collection Receipt  
 No.  
 Name of the Student  
 Subject

KSEEB Institute Code  
 Date  
 Month

Grade

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) read with rule 2k)

**NAME AND ADDRESS OF THE INSTITUTE**

**FEE COLLECTION REGISTER FOR THE MONTH OF**

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

**ABSTRACT OF FEE COLLECTION DURING THE MONTH OF**

- Application Fees
- Admission Fees
- Reading Room Fees
- Monthly Fees
- Fine
- Re-admission Fees
- Arrears
- Total

Signature of the Principal.

**FORM 16**

(See rule 23(e) read with rule 2k)

Name of Institute with Address

**CASH BOOK**

Dr.				Cr.			
To	Receipt Balance B/f	Rs.	Rs.	By	Payment Balance B/f	Rs.	Rs.
Excess of Expenditure over Income Contributed by the Management				Excess of Income over Expenditure Transferred to Management A/c			
Total				Total			

Signature of the principal

**FORM 17**

(See rule 23(k) read with rule 2k)

**STOCK REGISTER**

Name of the Institute

Sl. No.	Name of the goods and its number	Quantity (if number given, mention the number also)	Date of purchase	Voucher Number and Date	Cost	From whom it was purchased and address(details to be noted)	Remarks
1	2	3	4	5	6	7	8

**FORM 18**

(See rule 23(p) read with rule 2k)

Name of the Institution with Address

KSEEB Institute Code

**EXAMINATION 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 19**

(See rule 2B)

Government of Karnataka

(Department of Public Instruction)

(Commerce/Computer Education)

**APPLICATION FORM FOR RENEWAL OF COMPUTER EDUCATION FOR TEMPORARY RECOGNITION COURSES**

1	Name of Institute (In Block Letters)	
2	Location of the Existing Commerce Institute Door No. Cross, Main, Street, Locality/Block/Stage/Phase/Place with pin code Taluk dist	
3	Date of Establishment	
4	Institute Reg No. Date of Fresh Recognition Date of renewal of Recognition (Copy of Certificate of Recognition Enclosed)	
5	KSEEB Examination code	
6	Society, Association or Person owning The institute attested copy of the Bye Laws or Trust Deed or partnership or partnership Deed enclosed	
7	Person authorized to correspond with the Department (consent or Authority letter by the owner of the institute enclosed)	
8	Financial position of the Institute (Permanent Fund and other sources of income approximate annual income and expenditure)	
9	Subject which recognition is sought	
10	Number of candidates on the roll as on : Subject: No.	
11	Accommodation available (Number of rooms/space to be Specified)	
12	Details to Computers furniture & Other equipment	
13	Working hours of the Institute	
14	If Library is provided the number General/Professional of books in the library	
15	Rates of fees levied	
16	Details of the Records and Registers maintained	
17	Whether the D.D-in respect of : Name of bank security deposit and Recognition Place of Issue Fees is enclosed. No. Amt Date	
18	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 recognized 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:

Signature of the Head of Principal  
Of the Institute/Management

Enclosures:

1. Copy of Certificate of Registration.
2. Copy of certificate of Recognition.
3. Consent letter by the owner of the Institute
4. D D.

By Order and In the name of the Governor Of Karnataka,

**H.T. JAYARAM**  
Under Secretary to Government  
Primary and Secondary Education