



# SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

MANGALORE - 575 003 (DAKSHINA KANNADA)

Office : 0824-2494186  
Principal : 0824-2496980

NAAC Reaccredited (2017)  
with 'A' Grade

Fax : 0824-2494186  
E-mail : sdmcbm@gmail.com  
Website : www.sdmcbm.ac.in

## Composition of IQAC 2021-2022

### Members:

1. **Chairperson:**

Prof. Aruna P. Kamath, Principal.

2. **Faculty Members:**

Dr. Muraldihara Rao K.S., Vice Principal, IQAC coordinator.

Mrs. Shashikala Shetty, Asst. Professor, IQAC coordinator.

Mrs. Smitha, Dean of BBM department.

Mrs. Divya Uchil, Dean of BCA department.

Mrs. Gayathri, Dean of BA(HRD) department.

Mrs. Manju, Dean of Commerce department.

Mrs. Arun F. Sequeira, HOD of BCA department, NAAC coordinator.

Mrs. Jeevitha, HOD of Kannada department.

3. **Management Representative:**

Dr. B. Yashovarma, Secretary, SDME Society

4. **Administrative Staff:**

Mrs. Ramya Ballal, Superintendent, Office Representative

5. **External Experts:**

Mr. Clement D'Souza, M.A., M.Phil [Specialized in Econometrics and Quantitative Economics], Vice Principal & Associate Professor, St. Joseph College (Autonomous), Bangalore.

Mr. Ashwin Mendonca, Assistant Professor, Govt. First Grade College, Haleyangadi.

6. **Industry representative:**

Mr. Karthikeya, Karthik Enterprises, Baikampady, Mangalore.

7. **Alumni Represenatative:**

Mrs. Nanditha Acharya, Entrepreneur, (Alumni).

8. **Student representatives:**

Mr. Skanda N., BBA

Ms. Anushree, BCA

Ms. Vijetha Poojary, BA(HRD),

Mr. Abhishek, BCom.

Principal  
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## QAC MEETING for the academic year 2021-2022

Date: 6 November 2021

### Members Present

### IQAC

1	Mrs. Aruna P Kamath	Principal, Chairman	<i>Aruna</i>
2	Dr. Muralidhar Rao, K. S.	Vice.Principal, Coordinator	<i>Muralidhar</i>
3	Mrs. Shashikala Shetty	Asst. Professor, Coordinator	<i>Shashikala</i>
4	Mr. Clement D'Souza	Vice Principal and Associate Professor, St. Joseph College Bangalore External Expert	<i>cds</i>
5	Mr. Ashwin Mendonca	Assistant Professor, Govt. College, Haleyangadi, External Expert	<i>Ashwin</i>
6	Dr. B. Yashovarma	Secretary, SDME Society, Ujire, Management Representative	<i>B. Yashovarma</i>
7	Mr. Karthikeya	Proprieter, Karthik Enterprises, Industry Representative	<i>Karthikeya</i>
8	Mrs. Nanditha Acharya	Entrepreneur, Alumni Representative	<i>Nanditha</i>
9	Mrs. Divya Uchil	Dean. BCA Department, Member	<i>Divya</i>
10	Mrs. Smitha	Dean, BBA Department, Member	<i>Smitha</i>
11	Mrs. Jeevitha D.	HOD, Language Department, Member	<i>Jeevitha</i>
12	Mr. Arun Francis Sequeira	HOD, BCA Department, NAAC coordinator, Member	<i>Arun Francis</i>
13	Mrs. Manju	Dean, BCOM Department, Member	<i>Manju</i>
14	Mrs. Gayathir K.	Dean, BA(HRD) Department, Member	<i>Gayathir</i>
15	Mrs. Ramya Ballal	Office Superintendent, Administrative Staff Representative	<i>Ramya</i>
16	Mr. Skanada N. BBA	Student Representative	<i>Skanada</i>
17	Ms. Anushree BCA	Student Representative	<i>Anushree</i>
18	Ms. Vijetha Poojary BA(IIRD)	Student Representative	<i>Vijetha</i>
19	Ms. Abhishek BCOM.	Student Representative	<i>Abhishek</i>

*Aruna*  
Principal  
Shri Dharmasthala Manjunatheshwara  
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## Extended IQAC

20	Thilakraj G		39	Deepashree G Shenoy	
21	Madhumathi J Raja		40	Prasanna Kumar T	
22	Shobha S		41	Salian Parinitha	
23	Renuthakshi		42.	Gururaj G	
24	Kavitha Prabhu		43.	Kavya U	
25	Deepa D Hegde		44.	Praveena D	
26	Shashikala K G		45.	Sanjana	
27	Sowmya Jyothi		46	Akshith Kumar K	
28	Dr. Jyothi		47.	Lolita Neeta Dsouza	
29	Shashiprabha		48.	Sudarshana K	
30	Supritha A		49.	Kavitha K	
31	Dr. Shalini M		50.	Mamatha Theresa Noronha	
32	Anasuya		51.	Sowmya S	
33	Reshmi B R		52.	Swathi	
34	Shwetha Y		53.	Muralidhar Hegde	
35	Veena D Kotian		54.	Ramya S Ballal	
36	Ushika Dharmapuri		55.	Nagaraja P.B.	
37	Rashmi T		56.	Yashaswini	
38	Sowmya Hedge				

Principal

Shri Dharmasthala Manjunatheshwara  
College of Business Management  
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Principal  
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## ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2020-2021

The deans of all the department reported that communication with the class groups is happening through what Sapp groups. The class advisors of the respective classes are coordinating with the same.

Mrs. Shashikala Shetty, IQAC Coordinator reported that faculty members enriched their academic knowledge through several faculty development programmes and webinars.

Mrs. Divya Uchil, Dean BCA Department reported that as per the plan official Email ID for the staff and students was created through SDM CBM domain. The class wise student data was collected from Mrs. Ramya, Office Assistant in order to send Google classroom invite for all the students. All the students have systematic online classes through SDM CBM mail ID.

Mrs. Shashikala Shetty, IQAC Coordinator reported that the Deans and IQAC members conducted academic audit on 5 and 6 June 2020. The report of the same has been documented in IQAC.

Mrs. Divya Uchil, Dean of BCA Department reported that online teaching methodology was held successfully through Google Classroom. She added that the FDP about Google Classroom enabled the faculty members to upload their lecture videos, study materials and assignments to the students.

Mrs. Smitha, Coordinator of Admission committee reported that admission for the academic year was held successfully through online mode.

The deans of the respective departments gave a brief report on the various webinars organized by the college. The following webinars were organized:

- “Investments in Stock Market during Pandemic” by Commerce department on 27<sup>th</sup> June 2020
- “Self-Analysis during the Pandemic” by BA(HRD) department on 30 June 2020
- “Reflections of Higher Education Scenario-Post COVID -19” by BBA department on 2 July 2020
- “Tech for good – Using Technology to make a Better World” on BCA department 4 July 2020

Deans of all the department reported that faculty members conducted online classes in a systematic manner through Google meet.

Mr. Arun Sequeira, NAAC Coordinator reported that feedback regarding online teaching methodology was collected from the students.

The Deans of the respective departments reported that department wise online certificate courses were successfully conducted from 15 July to 31 July 2020 on the following topics:

- Personality Development and Entrepreneurial Leadership by BBA and HRD department to be coordinated by Mrs. Smitha and Mrs. Gayathri.
- Google App for E- Learning by BCA department to be coordinated by Mrs. Divya Uchil.
- Stock Market Operations by commerce department to be coordinated by Mrs. Manju H.

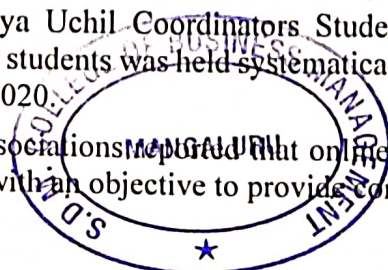
The Deans of the respective departments reported that readmission process for second and final year students was done through both online and offline mode.

The Deans of the respective departments reported that common guidelines for online classes were provided to staff and students to have uniform system for online classes. All the class advisors shared the guidelines for students in their whatsapp groups.

Mrs. Veena and Mrs. Divya Uchil, Coordinators Student Council reported that orientation programme for the first year students was held systematically through both Google meet and live streaming on 1 September 2020.

The Deans of respective associations reported that online guest lectures on wide range topics. The lectures were planned with an objective to provide corporate exposure to the students.

S. D. R. S. JUNATHESHWARA  
College of Business Management  
MANGALORE.



Mrs. Gayathri, Timetable In charge reported that online classes were held systematically. The class advisors of the respective classes coordinated with the subject teachers to provide compiled Google meet links.

Mr. Muralidhar, Librarian reported that students have started to access Google E books and N List for their study purpose.

Ms. Sanjana and Mr. Akshith NSS nodal officers reported that the NSS unit of the college has successfully signed into an MOU with Delampady Yoga Foundation. The unit has jointly organized several yoga programmes for the students and faculty members.

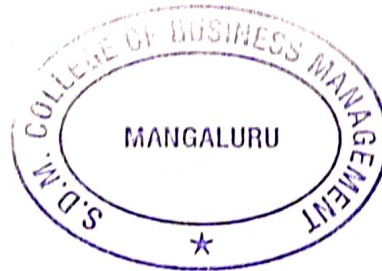
Mrs. Smitha, Incharge of Calendar Committee, reported that the college calendar based on the Mangalore University calendar has been circulated to the students. This initiative was taken as a step towards paperless project.

Mrs. Divya Uchil, Dean, BCA Department reported that a Faculty development programme on "Learning the new features and enhancements available in Google meet" was organized on 5 October 2020. Faculty members were trained to conduct classes with the added features.

Mrs. Smitha Dean of BBA Department in association with Sakuraa Nihongo Resource Centre, Bangalore reported that a webinar on "Global Industry Scenario and Job Opportunities" was organized in the college.

Mrs. Smitha, Dean BBA Department reported that an FDP on "Awareness on Banking Facilities" by Survesh Thripati, Assistant Manager, Corporation Bank was organized on 1 October 2020.

Mrs. Shashikala K G, Coordinator of Human Rights Cell reported that as per the suggestion given by the Human rights cell various departments organized the following programmes on gender sensitizing issues



## AGENDA

- QAC20-21/1.1 Review of the Minutes of the previous meeting
- QAC21-22/1.2 Orientation Programme
- QAC21-22/1.3 Commencement of classes for next academic year
- QAC21-22/1.4 Sharadha pooja celebration
- QAC21-22/1.5 Vaccination Drive for students
- QAC21-22/1.6 NSS Field Visit by MCF
- QAC21-22/1.7 NSS seminar by MC
- QAC21-22/1.8 E- Conference by MBA
- QAC21-22/1.9 Gradation List
- QAC21-22/1.10 Commencement of academic year 2021-2022
- QAC21-22/1.11 Annual college calendar
- QAC21-22/1.12 Consolidated Timetable
- QAC21-22/1.13 Subject allocation
- QAC21-22/1.14 Syllabus workshop
- QAC21-22/1.15 Physical director classes
- QAC21-22/1.16 College Uniform distribution
- QAC21-22/1.17 I Internal assessment test
- QAC21-22/1.18 Student council inauguration
- QAC21-22/1.19 NEP syllabus
- QAC21-22/1.20 Yoga training programme
- QAC21-22/1.21 FDP on yoga
- QAC21-22/1.22 Skill enhancement Programmes
- QAC21-22/1.23 Training the trainers programme in yoga
- QAC21-22/1.24 Short term courses
- QAC21-22/1.25 UNDP classes for students
- QAC21-22/1.26 AQAR preparation
- QAC21-22/1.27 Updating PBSA
- QAC21-22/1.28 NAAC presentation
- QAC21-22/1.29 Blended teaching approach
- QAC21-22/1.30 Student welfare programme
- QAC21-22/1.31 FDP on research publication
- QAC21-22/1.32 FDP on Guidelines for preparing required documents for the assessment scheme of NAAC



- QAC21-22/1.33 Official Email ID for students and non-teaching staff
- QAC21-22/1.34 Plan of action
- QAC21-22/1.35 NSS Inauguration
- QAC21-22/1.36 NSS 7 Days NSS Camp
- QAC21-22/1.37 Activity log in EEPRMS
- QAC21-22/1.38 Budget for 2022-2023
- QAC21-22/1.39 Programmes for various cross cutting issues
- QAC21-22/1.40 FDP on "Systematic Organization and Uploading of Quantitative Metrics in NAAC Report"
- QAC21-22/1.41 MOU with several organizations
- QAC21-22/1.42 Mangalore university letters
- QAC21-22/1.43 Genesis and Inspire 2022
- QAC21-22/1.44 Interns from Roshni Nilaya School of Social Work
- QAC21-22/1.45 FDP on Teaching Methodology
- QAC21-22/1.46 FDP on EEPRMS
- QAC21-22/1.47 Sampoorna Suraksha Scheme
- QAC21-22/1.48 Internal assessment weightage as per NEP
- QAC21-22/1.49 1 year students to register in UUCMS government portal
- QAC21-22/1.50 FDP on "New Interventions of Quality in Higher Education
- QAC21-22/1.51 Department of backward class project for teaching faculties
- QAC21-22/1.52 International yoga day
- QAC21-22/1.53 Blood Donation Camp
- QAC21-22/1.54 Factory Visit
- QAC21-22/1.55 Discussion on feedbacks
- QAC 21-22/1.56 Information Literacy Programme
- QAC 21-22/1.57 Inaugural function of the SCAN association
- QAC 21-22/1.57 Business Law Association inauguration
- QAC 21-22/1.58 The Marketing association inauguration
- QAC 21-22/1.59 The Youth Red Cross association organized
- QAC 21-22/1.60 Orientation programme by Library department
- QAC 21-22/1.61 Consumer Cell organized an orientation programme
- QAC 21-22/1.62 Short Term Certificate Programme on Indian Securities Market



QAC 21-22/1.63A faculty development programme on “Effective Teaching Skills”

QAC 21-22/1.64 A faculty development programme on “Training on uploading the reports in EERPMS”

QAC 21-22/1.65 The Career Guidance and Placement Cell organized On-campus placement drive for the final year students by ICICI Bank

QAC 21-22/1.66 Workshop on Entrepreneurship and corporate social responsibility

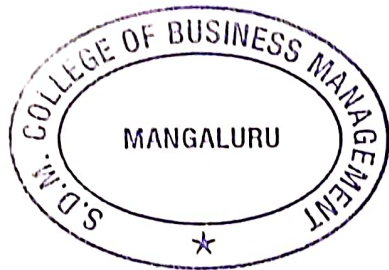
QAC 21-22/1.67 FDP on Digital documentation

QA1-22/1.68 Webinar on Prevention of Child Sexual Abuse

QAC 21-22/1.69 University level Interzonal Essay and Debate Competition

QAC 21-22/1.70 An awareness programme on “ World Suicide Prevention Day”

QAC 21-22/1.71 A Guest lecture on Online Investors Awareness Programme on the topic ‘Principles of Investing





Principal Prof. Aruna P. Kamath welcomed the members and pointed out the need for planning all the activities for the academic year 2021-2022

**QAC21-22/1.1 Review of the Minutes of the previous meeting:** Resolutions of the previous meeting were read out and discussions carried on regarding implementation of the same.

**QAC21-22/1.2 Orientation Programme:** Mrs. Veena D Kotian, Student Council in charge suggested to organize an orientation programme for I year students of 2021-2022 batch and brief them about the course and guidelines of the college.

**QAC21-22/1.3 Commencement of classes for next academic year:** Principal Prof. Aruna P Kamath said that as per the circular received from university the next academic year is likely to commence from October last week. Mrs. Smitha, Dean of BBA department suggested that creating course wise Whats App groups will help in better coordination.

**QAC21-22/1.4 Sharadha pooja celebration:** Mr. Muralidhar Hegde, Librarian reported that the library department is planning to organize Sharadha pooja on 12 October 2021.

**QAC21-22/1.5 Vaccination Drive for students:** Mrs. Shwetha, Red Cross Coordinator said that Red Cross and NSS Units are planning to organize a free vaccination drive for the staff and students of the college.

**QAC21-22/1.6 NSS Field Visit by MCF:** Mr. Akshith K, NSS Programme Officer reported that NSS Unit in association with MCF is planning to organize a field visit to Bantwal for our NSS volunteers on the occasion of Azadi ka Amruth Mahotsav

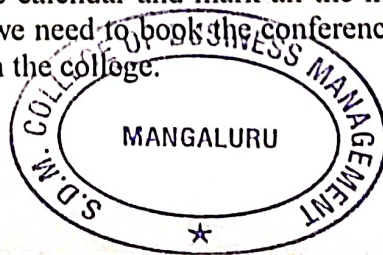
**QAC21-22/1.7 NSS seminar by MCF:** Mr. Akshith K, NSS Programme Officer reported that NSS Unit in association with MCF is planning to organize a seminar for our NSS volunteers on the occasion of Azadi ka Amruth Mahotsav

**QAC21-22/1.8 E-Conference by MBA:** Mrs. Shashikala Shetty, IQAC coordinator, briefed about the two days international E- Conference on "Covid 19 Pandemic- A Game Changer for Industry and Academia" to be organized by SDM PG Centre on 8 October 2021.

**QAC21-22/1.9 Gradation List:** Principal Prof. Aruna P Kamath said that university has requested the college to update the details of the faculty members in the gradation list. The faculty members are expected to verify the same before 25 October 2021.

**QAC21-22/1.10 Commencement of academic year 2021-2022:** Principal Prof. Aruna P Kamath said that as per the university instructions the academic year for 2021-2022 batch commences on 8 November 2021.

**QAC21-22/1.11 Annual college calendar:** Deans from all the departments said that we need to formulate annual college calendar and mark all the important events. Mrs. Manju H, Dean of B.Com also added that we need to book the conference room and auditorium for the important events to be organized in the college.



**QAC21-22/1.12 Consolidated Timetable:** Principal Prof. Aruna P Kamath asked about the progress in the final timetable including all the new subjects as per NEP curriculum. The Deans reported that they have finalized all the subject allocation as per NEP.

**QAC21-22/1.13 Subject allocation:** Mrs. Smitha, Dean of BBA department said that subject allocation has to be made as per the NEP syllabus wherein new subjects have to be included.

**QAC21-22/1.14 Syllabus workshop:** Mrs. Divya Uchil, Dean of BCA department reported that Mangalore University is organizing a one day syllabus workshop for the faculty members on 20 November 2021.

**QAC21-22/1.15 Physical director classes:** Principal Prof. Aruna P Kamath said that as per NEP syllabus sports has been added in the curriculum from this academic year. As per the instructions received sports classes has to be conducted for the students.

**QAC21-22/1.16 College Uniform distribution:** Mrs. Renuthakshi, Coordinator for college uniform reported that uniform measurements for all the first year students have been taken and the suppliers have promised to deliver the uniforms by 30 November 2021.

**QAC21-22/1.17 Internal assessment test:** Mrs. Sowmya Jyothi, Examination Committee coordinator said that as per the university calendar of events we have to schedule internal assessment for the students.

**QAC21-22/1.18 Student council inauguration:** Mrs. Mrs. Veena D Kotian, Student Council Coordinator, reported that all the class advisors have submitted the list of student secretaries for the various associations and inauguration to be planned.

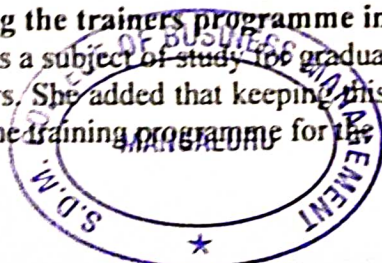
**QAC21-22/1.19 NEP syllabus:** Prof. Aruna P Kamath briefed about the updated version of NEP syllabus uploaded in the university website.

**QAC21-22/1.20 Yoga training programme:** Mr. Sudarshan, Physical Education Director, briefed about the yoga syllabus for I year students as per NEP. He added that Shree. Gopalkrishna Delampady, Yoga trainer has consented to train the students as per the Mangalore university syllabus.

**QAC21-22/1.21 FDP on yoga:** Mrs. Shashikala Shetty, IQAC Coordinator reported that IQAC is planning to organize faculty development programme about yoga "Train the Trainers" from 23 November 2021 to 1 December 2021 in the college auditorium.

**QAC21-22/1.22 Skill enhancement Programmes:** Dr. Muralidhar Rao, Vice Principal said that all the associations can plan for various skill enhancement activities and include the same in the plan of action for the academic year 2021-2022.

**QAC21-22/1.23 Training the trainers programme in yoga:** Principal Aruna P Kamath said that NEP has included yoga as a subject of study for graduation students. This has resulted in a need to have trained yoga masters. She added that keeping this in mind our college is planning to take an initiative to conduct online training programme for the colleges under Mangalore University.



**QAC21-22/1.24 Short term courses:** Dr. Muralidhar Rao K S, Coordinator Short term courses asked the members to think innovative topics related to emerging trends for short term courses.

**QAC21-22/1.25 UNDP classes for students:** Mr. Sumesh Matada, coordinator for UNDP programme briefed about the status of UNDP classes being held in the college. He also added that large number of students have enrolled for the course.

**QAC21-22/1.26 AQAR preparation:** Mrs. Divya Uchil gave a detailed information regarding the requirements of AQAR preparation and requested the members to contribute for the same.

**QAC21-22/1.27 Updating PBSA:** Mr. Thilak Raj, PBSA coordinator said that faculty members have to update their PBSA details. He shared the details of the required data.

**QAC21-22/1.28 NAAC presentation:** Mr. Arun F Sequeira, NAAC Coordinator, briefed about the documentation procedure to be followed for NAAC assessment. IQAC members shared their insights.

**QAC21-22/1.29 Blended teaching approach:** Principal Prof. Aruna P Kamath insisted that all the faculty members should follow blended teaching approach in the coming days. A combination of chalk and talk and digital mode has to be implemented as their teaching methodology.

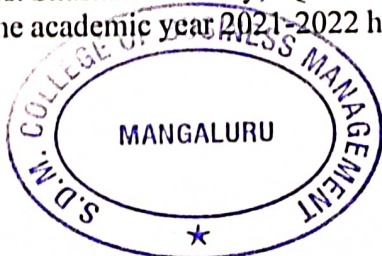
**QAC21-22/1.30 Student welfare programme:** Mrs. Veena D Kotian, student council coordinator said that Mr. K Narayan Nayak, Retired school teacher is willing to share the details of list of government scholarships, post matric scholarships, Maulana azad education foundation, Ministry of minority affairs, community scholarships and the scholarships awarded by various philanthropists for the meritorious students.

**QAC21-22/1.31 FDP on research publication:** Mrs. Shashikala Shetty, IQAC Coordinator, said that an FDP on research publication by Dr. Sudha, Principal Besant institutions to be organized to aid and guide the faculty members to proceed with their publications in various journals.

**QAC21-22/1.32 FDP on Guidelines for preparing required documents for re assessment scheme of NAAC:** Mrs. Shashikala Shetty, IQAC Coordinator, said that an FDP on Guidelines for preparing required documents for re assessment scheme of NAAC by Naveen Kumar, Assistant Professor, Poorana Prajna Institute of Management.

**QAC21-22/1.33 Official Email ID for students and non-teaching staff:** Mrs. Divya Uchil, Dean of BCA department first year students' official email has to be created in order to equip them with online teaching methodology. Mrs. Shashikala Shetty, IQAC Coordinator suggested that the official email ID can be of help for the non-teaching staff also for better coordination and communication.

**QAC21-22/1.34 Plan of action** Mrs. Shashikala Shetty, IQAC Coordinator said that the association and department plan of action for the academic year 2021-2022 has to be prepared by the concerned faculty members.



**QAC21-22/1.35 NSS Inauguration:** Mrs. Sanjana, NSS Programme Officer said that the Inauguration of NSS Unit for the academic year 2021-2022 should be planned to begin with further NSS activities.

**QAC21-22/1.36 NSS 7 Days NSS Camp:** Mrs. Sanjana, NSS Programme Officer said that the college has received fund for NSS activities and thus proposed a plan to have 7 days NSS camp for the academic year 2021-2022.

**QAC21-22/1.37 Activity log in EEPRMS:** Mrs. Geetha, Office Assistant brought to notice that reports of all the activities organized by the faculty members have to be uploaded in the EEPRMS software.

**QAC21-22/1.38 Budget for 2022-2023:** Mrs. Shashikala Shetty, IQAC coordinator reported that the college has to submit the budget planning for the academic year 2022-2023. Principal Prof. Aruna P Kamath added that the budget planning to be further classified into consumables, assets and associations.

**QAC21-22/1.39 Programmes for various cross cutting issues:** Mrs. Madhumathi J Raja, Criteria Seven coordinator reported that criteria seven needs to fulfill certain requirements regarding Cross cutting issues like Gender studies and Environmental issues. As per the requirement the college has to organize the programmes for various cross cutting issues.

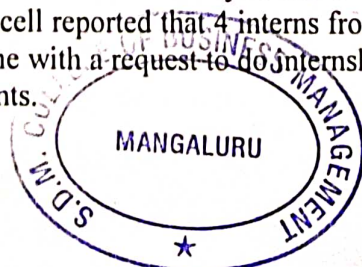
**QAC21-22/1.40 FDP on “Systematic Organization and Uploading of Quantitative Metrics in NAAC Report”:** Mrs. Shashikala Shetty, IQAC coordinator suggested of having an FDP on “Systematic Organization and Uploading of Quantitative Metrics in NAAC Report” in order to equip and familiarize the faculty members on data uploading procedure.

**QAC21-22/1.41 MOU with several organizations:** Principal Prof. Aruna P Kamath said that as per NAAC requirements the college needs to have several MOU’s with various organizations. She added that the Deans and department heads to assign goals for the members in order to have new MOU’s and to renew the existing MOU’s.

**QAC21-22/1.42 Mangalore university letters:** Mrs. Divya Uchil, Dean of BCA Department said that one of the question in AQAR requires to upload the university letters received by the faculty members. She added that scanned letters of BOE, BOS and Valuation orders needs to be uploaded in PDF format.

**QAC21-22/1.43 Genesis and Inspire 2022:** Mrs. Parinitha and Mrs. Reshmi B R coordinators for Genesis and Inspire 2022 gave a proposal for organizing University level Management and IT fest in the college. They added that students gain exposure regarding the management and IT sector through the events organized and ultimately enhancing the organizing skills among the students.

**QAC21-22/1.44 Interns from Roshni Nilaya School of Social Work:** Mrs. Madhumathi J Raja Coordinator Counseling cell reported that 4 interns from Roshni Nilaya School of Social Work have been identified come with a request to do internship in our college during which they will be counselling our students.



**QAC21-22/1.45 FDP on Teaching Methodology:** Mrs. Shaashikala Shetty, IQAC coordinator suggested to organize an FDP on Teaching Methodology for the faculty members.

**QAC21-22/1.46 FDP on EEPRMS:** Mr. Arun F Sequeira, suggested that a training on EEPRMS activity register can help the faculty members to enter the activities in the software.

**QAC21-22/1.47 Sampoorna Suraksha Scheme:** Mrs. Geetha, Office Assistant briefed about the Sampoorna Suraksha Scheme and added that faculty members can avail the same.

**QAC21-22/1.48 Internal assessment weightage as per NEP:** Deans reported that as per NEP the weightage of marks differs from other batches. Mrs. Smitha, Dean of BBA department suggested that a discussion with the respective subject teachers can provide better understanding of the grading system.

**QAC21-22/1.49 I year students to register in UUCMS government portal:** Principal Prof. Aruna P Kamath said that as per the instructions received from Mangalore University are expected to register in UUCMS government portal in order to follow NEP regulations. IQAC members suggested that the process for registration can be explained to the students through an online meeting.

**QAC21-22/1.50 FDP on “New Interventions of Quality in Higher Education:** Mrs. Shashikala Shetty, IQAC Coordinator said that an FDP on “New Interventions of Quality in Higher Education” can be organized in the college.

**QAC21-22/1.51 Department of backward class project for teaching faculties:** Mr. Muralidhar Rao, Vice Principal said that the college has received a circular from Department of backward class project regarding training programme for post matric students. He shared the details of the courses offered and the remuneration provided by the government.

**QAC21-22/1.52 International yoga day:** Mr. Sudarshan, Physical Education Director, said that in connection with international yoga day the college can organize a programme in association with the Delampady yoga foundation.

**QAC21-22/1.53 Blood Donation Camp:** Mrs. Shwetha, Youth Red Cross coordinator said that the unit is planning to organize a blood donation camp in the college. She added that Dr. Srilekha, MD, Regional Blood Transfusion center specialist has consented to support the programme.

**QAC21-22/1.54 Factory Visit:** Mrs. Manju H, Dean of B.Com and coordinator for factory visit stated that we can plan for factory visit for the academic year 2021-2022 can be scheduled in July. She provided the list of factories which can be approached in order to provide practical exposure to the students.

#### **QAC17-18/1.55 Discussion on feedbacks**

The faculty decided the list of the students to receive best outgoing in various aspects.

Following feedbacks received from various stakeholders were discussed.

- 1) Feedback on Faculty performance by students
- 2) Feedback on Institutional Performance by students



- 3) Feedback on curriculum by students
- 4) Feedback on curriculum by Alumni
- 5) Feedback on curriculum by Faculties

Feedback was analyzed by IQAC and based on the finding, suggestions were given in the staff meeting.

**QAC 21-22/1.57 Inaugural function**

Inaugural function of the SCAN association on 6 December 2021

**QAC 21-22/1.57 Business Law Association**

Business Law Association inauguration on 20 December 2021.

**QAC 21-22/1.58 The Marketing association**

Marketing association inauguration on 1 January 2022

**QAC 21-22/1.59 The Youth Red Cross association**

Youth Red cross association organized an orientation programme on 20 December 2021

**QAC 21-22/1.60 Orientation programme**

Orientation programme by Library department from 2 December to 9 December 2021

**QAC 21-22/1.61 Consumer Cell**

Consumer cell organized an orientation programme on 22 December 2021.

**QAC 21-22/1.62 Short Term Certificate Programme**

Short Term Certificate Programme on Indian Securities Market from 20 December to 24 December 2021

**QAC 21-22/1.63A faculty development programme**

Faculty development programme on "Effective Teaching Skills" on 11 February 2022

**QAC 21-22/1.64 A faculty development programme**

FDP on "Training on uploading the reports in EERPMS" on 17 February 2022

**QAC 21-22/1.65 The Career Guidance and Placement Cell**

Career Guidance and Placement drive organized On-campus placement drive on 8 February 2022 for the final year students by ICICI Bank

**QAC 21-22/1.66 Workshop on Entrepreneurship and corporate social responsibility**

IQAC organized workshop on Entrepreneurship and corporate social responsibility on 1st June 2022



**QAC 21-22/1.67 FDP on Digital documentation for NAAC**

FDP on Digital and documentation for NAAC on Digital and documentation on 11 July 2022.

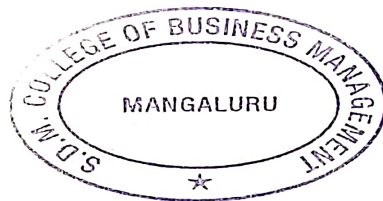
**QAC 21-22/1.68 Webinar on Prevention of Child Sexual Abuse  
Webinar on Prevention on 24 July 2022**

**QAC 21-22/1.69 University level Interzonal Essay and Debate Competition**  
University y level international Essay and Debate competition on 0 July 2022

**QAC 21-22/1.70 An awareness programme**  
An awareness Programme on World Suicide Prevention Day” 16 September 2022

**QAC 21-22/1.71 A Guest lecture**

A guest lecture on Online Investors awareness programme on the topic ‘Principles of Investing on 12 July 2022



## RESOLUTIONS OF THE MEETING

QAC21-22/1.2 It was resolved to organize orientation programme for the 2021-2022 batch students on 6 November 2021. Mrs. Veena D Kotian, Student council incharge to coordinate the same.

QAC21-22/1.3 It was resolved to collect documents from the students on 21, 22 and 23 October 2021 for BBA, B.Com, BA HRD and BCA respectively to avoid crowd. Mrs. Jeevitha to coordinate the same for the smooth functioning of the document verification process.

QAC21-22/1.4 It was resolved to organize Sharadha Pooja on 12 October 2021.

QAC21-22/1.5 It was resolved to organize vaccination drive on 1 October 2021. Mr. Muralidhar Hegde, Mr. Akshith K and Mrs. Shwetha to coordinate the same.

QAC21-22/1.6 It was resolved to organize the field visit to Bantwal in collaboration with MCF on 6 October 2021. Mrs. Jeevitha D, Dr. Jyothi and Mr. Sudarshan to coordinate the same.

QAC21-22/1.7 It was resolved to organize the seminar for NSS Volunteers in collaboration with MCF on 5 October 2021. Mrs. Renuthakshi, Dr. Shalini and Mrs. Sneha to coordinate the same.

QAC21-22/1.8 It was resolved that large number of faculty members should submit their research papers. Details of the E- Conference was shared through the IQAC mail.

QAC21-22/1.9 It was resolved that the faculty members should verify the gradation list and update the same by 25 October 2021. Mrs. Geetha, Office Assistant to coordinate the same.

QAC21-22/1.10 It was resolved to commence classes for the academic year for 2021-2022 batch on 8 November 2021 as per the university notification.

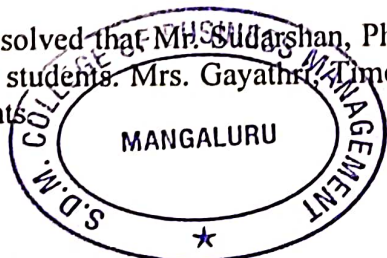
QAC21-22/1.11 It was resolved that the college annual calendar will be formulated keeping in mind all the important timelines of the Mangalore University. The coordinators of the major events to finalize the dates for Synergy, Sygma, Genesis, sports day and College day. The responsibility was entrusted to Mrs. Smitha, Deam of BBA Department.

QAC21-22/1.12 It was resolved that Mrs. Gayathri, Timetable incharge will submit the consolidated timetable at the earliest as the language issue is still pending.

QAC21-22/1.13 It was resolved that Deans of various department will allot the subjects to the concerned faculties as per the NEP guidelines.

QAC21-22/1.14 It was resolved that the BBA and BCA faculty members will attend the syllabus workshop on 19 and 20 November respectively.

QAC21-22/1.15 It was resolved that Mr. Sudarshan, Physical Education Director will take up theoretical classes for the students. Mrs. Gayathri, Timetable in charge will add sports classes for all the first year students.





**QAC21-22/1.16** It was resolved that first year class advisors should coordinate with Mrs. Renuthakshi with regard to college uniform supply.

**QAC21-22/1.17** It was resolved that Internal assessment to be scheduled as per university calendar of events. The exam committee to formulate the timetable and guidelines for invigilators and students. The faculty members to mail their question papers to [examint@sdmcbm.ac.in](mailto:examint@sdmcbm.ac.in).

**QAC21-22/1.18** It was resolved to inaugurate student council on 4 December 2021. Mrs. Veean D Kotian, Student council Coordinator was entrusted the responsibility to finalize an inaugurator and an alumni guest for the council inauguration. Deans to draft guidelines for the students for the programme keeping in mind all the covid protocols. Responsibilities were shared among the faculty members for the smooth functioning of the programme.

**QAC21-22/1.19** It was resolved that all the faculty members have to look into the changes in their subjects and prepare accordingly.

**QAC21-22/1.20** It was resolved to organize yoga training programme by Yogarathna Shree Gopalakrishna Delampady in the auditorium from 25 November to 1 December 2021. The I year class advisors to coordinate with Mr. Sudarshan and ensure active student participation.

**QAC21-22/1.21** It was resolved that faculty members should attend the Faculty development programme on Yoga training in the auditorium from 23 November 2021 to 1 December 2021.

**QAC21-22/1.22** It was resolved that all the association heads to submit their association and department plan of action by 26 November 2021.

**QAC21-22/1.23** It was resolved that two weeks online training programme on "Train the Trainers" by Yogarathna Shree Gopalakrishna Delampady will be held from 15 November to 26 November 2021. Mrs. Sanjana, NSS Co-ordinator was given the responsibility.

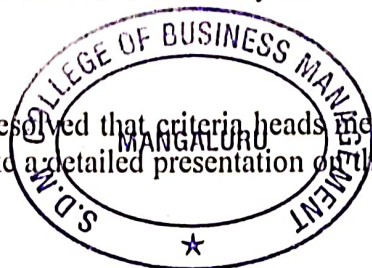
**QAC21-22/1.24** It was resolved that all the teachers will be taking up a short term course. The faculty members were instructed to submit their topics to Dr. Muralidhar Rao K S by 17 December 2021.

**QAC21-22/1.25** It was resolved that Mr. Sumesh Matada to coordinate with Mrs. Gayathri, Time table in charge and make necessary arrangements for UNDP classes to be held in the college.

**QAC21-22/1.26** The IQAC members discussed and prepared a report on the required data. It was resolved that IQAC members will prepare templates for data collection and forward the same to the faculty members.

**QAC21-22/1.27** It was resolved that faculty members to update the required data by 23 December 2021.

**QAC21-22/1.28** It was resolved that criteria heads meeting to be held on 15 December 2021. The criteria heads to make a detailed presentation on the list of documents to be maintained by



the faculty members. Mr. Arun F Sequeira, NAAC Coordinator, to consolidate the list provided by all the criteria heads and forward the same to all the faculty members.

**QAC21-22/1.29** It was resolved that faculty members will make use of Google meet and Google classroom along with classroom teaching in order to enhance the adaptability of the students.

**QAC21-22/1.30** It was resolved that a student welfare programme by Mr. K Narayan Nayak on Scholarship can be held on 9 December 2021. Mrs. Veena D Kotian to coordinate the same.

**QAC21-22/1.31** It was resolved that FDP on research publication by Dr. Sudha, Principal Besant institutions to be held on 13 December 2021. Mrs. Shashikala Shetty to coordinate the same.

**QAC21-22/1.32** It was resolved that FDP on Guidelines for preparing required documents for re assessment scheme of NAAC by Naveen Kumar, to be organized on 21 December 2021.

**QAC21-22/1.33** It was resolved that Mrs. Divya Uchil, Dean of BCA department to prepare official email ID for all the first year students and non - teaching staff members. I year class advisors to familiarize the students with Google meet and Google classroom applications.

**QAC21-22/1.34** It was resolved that Mrs. Shashikala Shetty, IQAC Coordinator to send the format to all the faculty members through IQAC mail. The faculty members to mail the association and department plan of action for the academic year 2021-2022 to [iqac@sdmebm.ac.in](mailto:iqac@sdmebm.ac.in) by 15 January 2022.

**QAC21-22/1.35** It was resolved that NSS Unit for the academic year 2021-2022 to be inaugurated by Mr. Venkataramana, Lecturere in Sanskrit, NSS Programme Officer, Govinda Dasa College on 4 January 2022. Mrs. Sanjana and Mr. Akshith Kumar to coordinate the same.

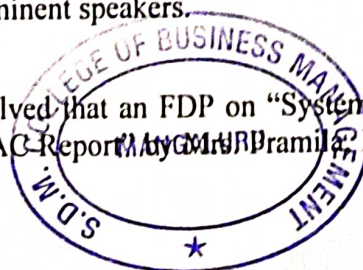
**QAC21-22/1.36** It was resolved that 7 days NSS camp for the academic year 2021-2022 to be held at Government School Shamboor from 2 March to 8 March 2022. Mrs. Sanjana and Mr. Akshith Kumar to coordinate the same.

**QAC21-22/1.37** It was resolved that the reports of all the activities organized by the faculty members have to be uploaded in the EPRMS software.

**QAC21-22/1.38** It was resolved that all the Deans and association heads to submit the budget planning for the academic year 2022-2023 to Mrs. Shashikala Shetty on 8 January 2022. Mrs. Veena D Kotian, student council coordinator to compile the budget planning for all the associations. Mrs. Srilakshmi, Office Assistant to coordinate with same.

**QAC21-22/1.39** It was resolved that the associations heads and faculty members to organize guest lectures related to the cross cutting issues. The staff members were also encouraged to organize guest lectures by eminent speakers.

**QAC21-22/1.40** It was resolved that an FDP on "Systematic Organization and Uploading of Quantitative Metrics in NAAC-Report by Mrs. Pramila, IQAC coordinator, SDM MBA to be held on 5 February 2022.



**QAC21-22/1.40** It was resolved to have a minimum of one MOU per department. The deans and department heads to follow up with the same.

**QAC21-22/1.41** It was resolved that all the faculty members to scan the university letters, convert all the letter into one PDF file and mail the same to Mrs. Divya Uchil, Dean of BCA Department by 1 February 2022.

**QAC21-22/1.42** It was resolved that Genesis and Inspire 2022 to be held on 18 February 2022. The staff coordinators Mrs. Parinitha and Mrs. Reshmi B R to plan for the same and submit an outline for the programme.

**QAC21-22/1.43** It was resolved that 4 interns from Roshni Nilaya School of Social Work will be available in the college for counselling. Mrs. Madhumathi J Raja Coordinator Counselling cell to coordinate with same.

**QAC21-22/1.44** It was resolved that an FDP on Teaching Methodology by Mr. Jnaneshwar Pai Maroor, Assistant Professor, Department of Humanities, NMAM Institute of Technology to be organized on 11 February 2022.

**QAC21-22/1.44** It was resolved that an FDP on EEPRMS software by Mr. Arun F Sequeira to be organized on 17 February 2022.

**QAC21-22/1.45** It was resolved that faculty members wishing to avail the Sampoorana Suraksha Scheme to meet Mrs. Geetha for further details.

**QAC21-22/1.46** It was resolved that Deans of the respective departments and all the faculty members teaching I semester to have a meeting on 21 February. Marks distribution for I semester students as per NEP were finalized in the meeting and it is being recorded by HOD's. It was resolved that the Deans to discuss the mark allocation with the concerned subject teachers and ensure uniformity for all the subjects.

**QAC21-22/1.47** It was resolved that Mrs. Ramya, Office Assistant to brief the class advisors and students about the registration process. Class wise Google meet to be scheduled by the class advisors where in Principal will preside over the meeting and Mrs. Ramya, Office Assistant to clarify the doubts of the students. Mrs. Ramya, Office Assistant added that video regarding the same will be shared to the students to provide the steps for registration for further help.

**QAC21-22/1.48** It was resolved that that an FDP on "New Interventions of Quality in Higher Education" by Mr. Clement D'Souza, Vice Principal, St. Joseph College Bengaluru to be organized on 28 May 2022. BA HRD Department to coordinate with the same.

**QAC21-22/1.49** It was resolved that the details of the courses offered by Department of Backward classes to be shared among the faculty members and faculty members interested in taking up the courses to give names to Mrs. Nagral, Office Assistant.



**QAC21-22/1.50** It was resolved that international yoga day in association with Delampady yoga foundation to be celebrated in college on 21 June 2022. Red Cross and Rovers and Rangers association to coordinate the same.

**QAC21-22/1.51** It was resolved that blood donation camp to be organized by Youth Red Cross unit in association with Wenlock Hospital. The event to be coordinated by Youth Red Cross coordinators Mrs. Shwetha and Mrs. Preethika Dharmapal.

**QAC21-22/1.52** It was resolved that factory visit to be organized on 28 July 2022. The visit to be planned and coordinated by Mrs. Manju H. All the class Advisors along with one faculty member to guide the respective classes to the allotted factory. Students to submit the factory visit report the respective class advisors by 12 August 2022.

### **QAC17-18/1.53 Discussion on feedbacks**

The faculty decided the list of the students to receive best outgoing in various aspects.

Following feedbacks received from various stakeholders were discussed.

- 6) Feedback on Faculty performance by students
- 7) Feedback on Institutional Performance by students
- 8) Feedback on curriculum by students
- 9) Feedback on curriculum by Alumni
- 10) Feedback on curriculum by Faculties

**QAC 21-22/1.57** It was decided to conduct Inaugural function of the SCAN association on 6 December 2021

**QAC 21-22/1.57** It was decided Business Law Association inauguration on 20 December 2021.

**QAC 21-22/1.58** Marketing association decided Marketing association inauguration on 1 January 2022

**QAC 21-22/1.59** Youth Red cross association decided to organized an orientation programme on 20 December 2021

**QAC 21-22/1.60** Library association decided to conduct Orientation programme by Library department from 2 December to 9 December 2021

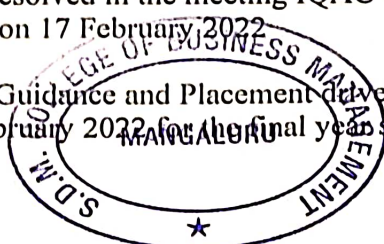
**QAC 21-22/1.61** Consumer cell decided to organized an orientation programme on 22 December 2021.

**QAC 21-22/1.62** It was resolved in the meeting to conduct Short Term Certificate Programme on Indian Securities Market from 20 December to 24 December 2021

**QAC 21-22/1.63** It was resolved in the meeting that Faculty development programme on "Effective Teaching Skills" on 11 February 2022

**QAC 21-22/1.64** It was resolved in the meeting IQAC to conduct FDP on "Training on uploading the reports in EERPMS" on 17 February 2022

**QAC 21-22/1.65** Career Guidance and Placement Cell decided to organized On-campus placement drive on 8 February 2022 for the final year students by ICICI Bank



QAC 21-22/1.66 IQAC decided to organize workshop on Entrepreneurship and corporate social responsibility on 1st June 2022

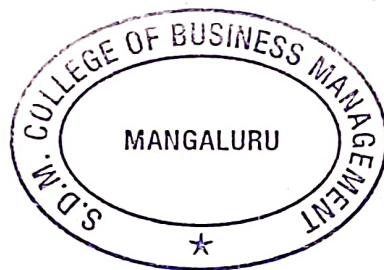
QAC 21-22/1.67 IQAC decided to conduct FDP on Digital and documentation for NAAC on Digital and documentation on 11 July 2022.

QAC 21-22/1.68 It was resolved in the meeting to conduct Webinar on Prevention on 24 July 2022

QAC 21-22/1.69 It was resolved in the meeting to conduct University level international Essay and Debate competition on 0 July 2022

QAC 21-22/1.70 It was resolved in the meeting to organize an awareness Programme on World Suicide Prevention Day” 16 September 2022

QAC 21-22/1.71 It was resolved in the meeting to conduct A guest lecture on Online Investors awareness programme on the topic ‘Principles of Investing on 12 July 2022

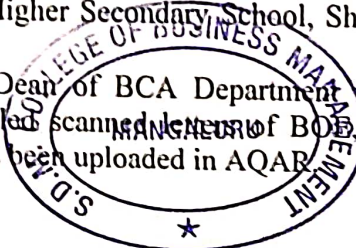


**ACTION TAKEN REPORT PRESENTED IN THE IQAC MEETING HELD AT THE  
END OF THE ACADEMIC YEAR.**

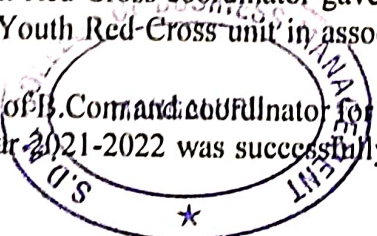
- Mrs. Veena D Kotian, Staff coordinator to student council reported that Independence Day celebration was held in the college on 15 August 2021.
- Mrs. Sanjana, NSS Programme Officer reported that NSS Unit motivated the staff and students to sing National Anthem and record the same on the occasion of Azadi ka Amrit Mahotsav by singing the National Anthem. A total of 512 students and 51 staff members recorded a video singing National Anthem and obtained e-Certificate.
- Mrs. Sanjana, NSS Programme officer reported that NSS has successfully organized a webinar on Sadbhavna Diwas by Mr. Natesh Alva, NSS Programme Officer, Sri Ramakrishna College, Mangaluru on 20 August 2021.
- Mrs. Smitha and Mrs. Gayathri K Dean of BBA and BA(HRD) department respectively reported that the student projects for BBA and BA(HRD) has been successfully guided by the faculty members and the same has to be sent to university for valuation.
- Mrs. Sowmya Jyothi, Examiner Committee coordinator reported that 50 marks offline II internal assessment was systematically held from 20 September to 29 September 2021.
- Mrs. Veena D Kotian, Student Council in charge reported that orientation programme for I year students of 2021-2022 batch was successfully organized on 6 November 2021.
- Deans of BBA, BCA, B.Com and BAHRD department reported that all the first year class WhatsApp group has been created by the respective class advisors. They added that the classes for all the classes are being held in a systematic manner.
- Mrs. Ramya, Office Assistant reported that document verification for I year students was held successfully on 21, 22 and 23 October 2021 for BBA, B.Com, BA (HRD) and BCA respectively. All the students have submitted their original documents.
- Mrs. Ramya, Office Assistant reported that our college has secured 6 Ranks in the University Examination for the academic year 2021-2022. She further added that Nafeesath Hanna and Mahima from BBA secured 2<sup>nd</sup> and 9<sup>th</sup> Rank respectively. Smrithi S. Shettigar from BCA secured 7<sup>th</sup> Rank. Adlin Princiya D'Souza, Rafa Fathima and Rimsha Anam from BA(HRD) secured 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Rank respectively.
- Mrs. Mrs. Veena D Kotian, Student Council Coordinator, reported that the student council for the academic year 2021-2022 was inaugurated by Mr. Shashidhar Pai Marror, Canara Chamber of Commerce on 4 December 2021.
- Mrs. Smitha, Dean of BBA Department said that faculty attended First semester BBA syllabus workshop at St. Philomina College, Puttur on 27<sup>th</sup> May 2022.
- Mr. Sudarshan, Physical Education Director, reported that yoga training programme by Yogarathna Shree Gopalakrishna Delampady was successfully organized for all the first year students from 25 November to 1 December 2021. Students actively participated in the programme.
- Mrs. Shashikala Shetty, IQAC Coordinator, reported that two weeks online training programme on "Train the Trainers" by Yogarathna Shree Gopalakrishna Delampady was successfully organized from 15 November to 26 November 2021. Large number of faculty members from various colleges under Mangalore University were benefitted from the programme.
- Deans from all the departments reported that said that subjects have been allotted to all the faculty members as per NEP syllabus.
- Mr. Nagraj, Office Assistant, reported that the consolidated marks list has been successfully uploaded the marks in university website.
- Mrs. Shashikala Shetty, IQAC Coordinator, said that an FDP on research publication by Dr. Sudha, Principal Besant institutions to be organized to aid and guide the faculty members to proceed with their publications in various journals.
- Mrs. Smitha, Dean of BBA department and Mrs. Divya Uchil, Dean of BCA department reported that the faculty members attended syllabus workshop on 19 and 20 November 2021 respectively.



- Mrs. Divya Uchil, Dean of BCA department reported that official email ID for all the first year students and non - teaching staff members have been created and has been subject teachers.
- Mrs. Ramya, Office Assistant reported that first year student data in UUCMS software has been successfully uploaded for all the first year students.
- Mr. Sumesh Matada, coordinator for UNDP programme reported that UNDP classes have been systematically conducted for the students.
- Mrs. Divya Uchil, Dean of BCA Department reported that all the faculty members have added the students in the Google classroom and to follow blended teaching approach.
- Mr. Nagaraj, Office Assistant briefed about the farewell programme for Mr. Vishnoomurthy Bhat, Office Superintend held on 1 January 2022.
- Mrs. Shashikala Shetty, IQAC Coordinator, reported that FDP on "Research Publication" by Dr. Sudha, Principal Besant institutions was successfully organized on 13 December 2021.
- Mrs. Sanjana briefed about the online training session on digital Fluency organized by Mangalore University on 13 December 2021. She added that the training session provided a glimpse of the papers to be taken up in the subject.
- Mr. Arun F Sequeira, NAAC Coordinator, briefed about the FDP on Guidelines for preparing required documents for re assessment scheme of NAAC by Naveen Kumar, Assistant Professor, Poorana Prajna Institute of Management held on 21 December 2021.
- Mrs. Smitha M, Dean of BBA department reported that the faculty members have submitted the course outcome for each programmes and the same has been compiled and uploaded in AQAR.
- Mrs. Shashikala Shetty, IQAC coordinator reported that the budget planning for the academic year 2022-2023 has been submitted.
- Mrs. Madhumathi J Raja, Criteria Seven coordinator reported that various associations have organized several activities and guest lectures regarding Cross cutting issues like Gender studies and Environmental issues.
- Mrs. Kavitha Prabhu coordinator for Synergy 2022 reported that Synergy 2022 national level management fest was inaugurated by Mr. Chaithresh Shenoy, CEO Mindstock Technologies, Mangalore on 21 July 2022 at 9.15 a.m. in the college auditorium. Mr. Virat, Proprietor, Virat Motion Pictures, Bengaluru also an alumni of SDMCMBM was the distinguished Chief Guest.
- Mr. Arun F Sequeira coordinator for Sygma 2022 reported that Sygma 2022 National level IT fest was inaugurated by Mr. Rohit Pai, Delivery Manager, Infosys, Mangalore on 22 July 2022 at 9.15 a.m. in the college auditorium. Ms. Namratha Sharath, Project Lead, Business Intelligence, Del Technologies, Bengaluru also an alumni of SDMCMBM will be the distinguished Chief Guest.
- Mr. Arun F Sequeira, NAAC Coordinator, briefed about the documentation procedure being followed by the IQAC members. He added that all the criteria heads made a presentation on the documents to be maintained by all the faculty members on 22 January 2022. The copy of the same is documented in IQAC.
- Mrs. Shashikala Shetty, IQAC coordinator reported that an FDP on "Systematic Organization and Uploading of Quantitative Metrics in NAAC Report" by Mrs. Pramila, IQAC coordinator, SDM MBA was held on 5 February 2022.
- Mr. Muralidhar Hegde, Covid Compliance officer reported that vaccination camp was organized on 1 October 2021 and 1 February 2022. Mr. Muralidhar Hegde, Mr. Akshith K and Mrs. Shwetha to coordinate the same. The vaccination drive was organized systematically in the college. 600 staff and students were benefitted from the programme.
- Mrs. Sanjana, NSS Programme Officer reported that the NSS Annual camp was held in Dakshina Kannada Higher Secondary School, Shamboor from 25 February 2022 to 3 March 2022.
- Mrs. Divya Uchil, Dean of BCA Department reported that faculty members have submitted the compiled scanned letters of BOE, BOS and Valuation orders in PDF format. The same has been uploaded in AQAR.



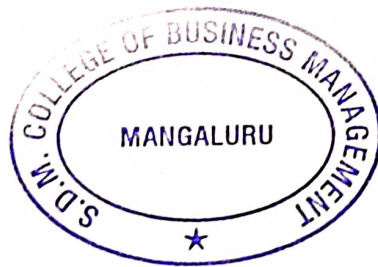
- Mrs. Madhumathi J Raja Coordinator Counseling cell reported that 4 interns from Roshni Nilaya School of Social Work are counseling our students in batches. She added that she is working to have an MOU with Roshni Nilaya School of Social Work.
- Mrs. Sanjana, NSS Programme Officer reported that NSS Unit for the academic year 2021-2022 was inaugurated by Mr. Venkataramana, Lecturer in Sanskrit, NSS Programme Officer, Govinda Dasa College on 4 January 2022.
- Mr. Sudarshan, Physical Director reported that annual athletic was organized at Mangala Stadium on 28 March 2022.
- Mr. Sudarshan, Physical Director reported that physical education practical test was conducted from 14 to 23 March 2022. The test was classified into a practical test on Yoga and a written test and Viva for Health and wellness.
- Mr. Arun Sequeira, Student Feedback In charge reported that class wise student feedback was collected on 4 March 2022. The analysis of the same has been forwarded to the respective faculty members.
- Mrs. Smitha, Dean of BBA Department reported that six students attended the workshop on ZOHO Books organized in Canara College on 7 March 2022.
- Dr. Shalini, Women Cell Coordinator reported that in connection with International Women's Day a talk by Dr. Priyadarshini, Director of Harsha Modern Diagnostics and Founder, Soul Beat Wellness was organized on 5 March 2022 and a self-defense training programme for women by Karthik S Kateel, CEO and Founder of Swaraksha for Women Trust was organized on 7 March 2022.
- Mr. Arun Sequeira, NAAC Coordinator reported that NAAC Criteria wise descriptive answers have been submitted by all the criteria heads.
- Dr. Jyothi, Coordinator for College Magazine reported that college magazine copies have been distributed to all the departments and E Copy has been circulated for the students.
- Principal Prof. Aruna P Kamath reported that college magazine was released by Poojya Hegde Ji at Ujire on 7 May 2022.
- Mrs. Gayathri, Dean of BA HRD Department reported that FDP on "New Interventions of Quality in Higher Education" by Mr. Clement D'Souza, Vice Principal, St. Joseph College Bengaluru was successfully organized on 28 May 2022. The resource person upgraded the faculty members with new ideas and suggestions for NAAC assessment.
- Mrs. Smitha, Dean of BBA reported that faculty members of BBA department attended the syllabus workshop at St. Philomina College, Puttur on 27<sup>th</sup> May 2022.
- Mr. Muralidhar Rao, Vice Principal reported that two faculty members have registered and have conducted under the initiative from Department of backward class project regarding training programme for post matric students.
- Mr. Sudarshan, Physical Education Director, reported that international yoga day was successfully organized on 21 June 2022 in association with Delampady yoga foundation.
- Mrs. Veena D Kotian, Student council coordinator, reported that traditional day was organized on 4 June 2022.
- Principal Prof. Aruna P Kamath said that Mangalore university affiliation was successfully held on 13 June 2022.
- Mr. Arun Sequeira, NAAC Coordinator gave a brief report on NAAC Progress. He listed out the progress in the documentation process and updated the members with the latest updates in the website. He added that all the faculty members are following uniform method in the documentation of the required data.
- Mrs. Kavitha Prabhu and Mr. Arun F Sequeira coordinators for Synergy and Sygma 2022 reported that National level Management fest Synergy and National level IT fest Sygma 2022 was successfully organized on 21 and 22 July 2022 respectively.
- Mrs. Shwetha, Youth Red Cross coordinator gave a brief report on the blood donation camp organized by Youth Red-Cross unit in association with Wenlock Hospital on 26 July 2022.
- Mrs. Manju H, Dean of B.Com and BBA reported that factory visit for the academic year 2021-2022 was successfully organized for all the batches on 28 July 2022.





- Mr. Arun Sequeira, NAAC Coordinator reported that criteria wise documentation process has begun. The concerned criteria coordinators have provided the list of necessary documents and the same has been provided by all the faculty members.
- Mrs. Rashmi, Coordinator EDP Cell said that workshop on Entrepreneurship and Social responsibilities was inaugurated by Dr. Raghavendra Holla, Chairman Swasthika National School on 19 July 2022.
- Mr. Muralidhar Hegde, librarian reported that intra zonal essay writing competition in connection with Azadi ka Amrith Mahotsav was successfully organised on 30 July 2022.
- Mr. Sudarshan, Physical Director reported that 75<sup>th</sup> independence day flag was hoisted by Captain Manel Srikanth Nayak The programme to commenced with class wise march past, flag hoisting and followed by variety programme on the themes associated with Independence Day.
- Mr. Nagrag, Office Assistant, said that as per the initiative from central government all the institution to support the Har Ghar Tiranga Campaign. He added that as per the circular faculty members purchased national flag provided by the postal department.
- Mr. Arun F Sequeira, coordinator, Performance Appraisal said that student feedback was collected on 11 August 2022.
- Mrs. Divya Uchil, Dean of BCA department said that college website is updated on a regular basis.
- Mrs. Veena D Kotian, Coordinator, Student Council reported that annual day was held on 17 August 2022. Dr. A Srinivas Rao, Pro Chancellor, Srinivas University was the chief guest. Mr. Vinith Kumar, Actor Tulu and Kannada industry, Alumni of SDMCBM was the guest of honour
- Mrs. Madhumathi J Raja, Head of the English Department said that the association organized "Artexo Exhibitors" on 11 August 2022. The exhibition to be inaugurated by Ms. Mary Syrha Goveas, Professor University of Bahrain. All the association activities to be displayed.
- Mrs. Veena D Kotian, Coordinator, Student council reported that association and class wise photo for final year students to be held on 22 August 2022.

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*[Handwritten Signature]*  
**Principal**  
 Shri Dharmasthala Manjunatheshwara  
 College of Business Management  
 MANGALORE.