



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 2017-2018

1. Chairperson : Prof. Aruna P. Kamath, Principal
2. Coordinator : Dr. Muraldihara Rao K.S. , Vice Principal
Mrs. Shashikala Shetty, Asst. Professor, BCA department
3. Faculty Members : 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,
Mrs. Jeevitha, HOD of Kannada department
4. Administrative Staff : Mr. Shekar Madival, Superintendent, Office Representative
5. External Expert : Dr. Yathish Kumar,
Associate Professor, University College, Mangalore
6. Industry representative : Mr. Karthikeya, Karthik Enterprises, Baikampady
7. Alumni Representative : Mrs. Nanditha Acharya, Entrepreneur, (Alumni)
8. Student Representative : Mrs. Christimitha D'Costa, BBA
Mr. Dhanush K.T.
9. Management Representative : Dr. B. Yashovarma , Secretary, SDME Society, Ujire

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Principal
Shri Dharmasthala Manjunatheshwara
College of Business Management
MANGALORE.



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QAC MEETING for the academic year 2017-2018

Date: 1 August 2017

Members Present

IQAC

| | | | |
|----|---------------------------|--|-------------------|
| 1 | Mrs. Aruna P Kamath | Principal, Chairman | <i>Aruna</i> |
| 2 | Dr. Muralidhar Rao, K. S. | Vice Principal, Coordinator | <i>K.S.R.</i> |
| 3 | Mrs. Shashikala Shetty | Asst. Professor, Coordinator | <i>SS</i> |
| 4 | Dr. Yathish Kumar | Associate Professor, University College, External Expert | <i>Y.K.</i> |
| 5 | Dr. B. Yashovarma | Secretary, SDME Society, Ujire, Management Representative | <i>B.Y.</i> |
| 6 | Mr. Karthikeya | Proprietor, Karthik Enterprises, Industry Representative | <i>Karthikeya</i> |
| 7 | Mrs. Nanditha Acharya | Entrepreneur, Alumni Representative | <i>NA</i> |
| 8 | Mrs. Divya Uchil | Dean. BCA Department, Member | <i>Divya</i> |
| 9 | Mrs Smitha | Dean, BBA Department, Member | <i>Smitha</i> |
| 10 | Mrs. Jeevitha D. | HOD, Language Department, Member | <i>J.D.</i> |
| 11 | Mr. Arun Francis Sequeira | HOD, BCA Department, NAAC coordinator | <i>Arun</i> |
| 12 | Mrs. Manju | Dean, BCOM Department, Member | <i>Manju</i> |
| 13 | Mr. Thrishanth Kumar | Dean, BA(HRD) Department, Member | <i>Thrishanth</i> |
| 14 | Mr. Shekar Madival | Office Superintendent, Administrative Staff Representative | <i>Shekar</i> |
| 15 | Ms. Chrismitha D'Costa | Student Representative | <i>Chrismitha</i> |
| 16 | Mr. Dhanush K.T. | Student Representative | <i>Dhanush</i> |

Extended IQAC

| | | | | | |
|----|-------------------|--------------------|----|---------------|---------------------|
| 17 | Thilakraj G | <i>Thilakraj</i> | 22 | Deepa D Hegde | <i>Deepa</i> |
| 18 | Madhumathi J Raja | <i>Madhumathi</i> | 23 | Sowmya Jyothi | <i>Sowmya</i> |
| 19 | Gayathir K | <i>Gayathir</i> | 24 | Jyothi | <i>Jyothi</i> |
| 20 | Renuthakshi | <i>Renuthakshi</i> | 25 | Shashiprabha | <i>Shashiprabha</i> |
| 21 | Kavitha Prabhu | <i>Kavitha</i> | 26 | | |

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| | | | | | |
|----|---------------------|--------------------|-----|-----------------------|--------------------|
| 27 | Supritha A | <i>[Signature]</i> | 46 | Kavitha K | <i>[Signature]</i> |
| 28 | Shalini M | <i>[Signature]</i> | 47 | Sushma | <i>[Signature]</i> |
| 29 | Anasuya | <i>[Signature]</i> | 48 | Sanjana | <i>[Signature]</i> |
| 30 | Reshmi B R | <i>[Signature]</i> | 49 | Muralidhar Hegde | <i>[Signature]</i> |
| 31 | Shwetha Y | <i>[Signature]</i> | 50 | Ashwin Loyal Mendonca | <i>[Signature]</i> |
| 32 | Veena D Kotian | <i>[Signature]</i> | 51. | Deviprasad | <i>[Signature]</i> |
| 33 | | | 52. | Bharathee Neelakanth | <i>[Signature]</i> |
| 34 | Rashmi T | <i>[Signature]</i> | 53. | Hardhik P Chauhan | <i>[Signature]</i> |
| 35 | Sowmya Hedge | <i>[Signature]</i> | 54. | Prakriti Bhandary | <i>[Signature]</i> |
| 36 | Deepashree G Shenoy | <i>[Signature]</i> | 55. | Deepthi | <i>[Signature]</i> |
| 37 | Prasanna Kumar T | <i>[Signature]</i> | 56. | Shekar Madival | <i>[Signature]</i> |
| 38 | Salian Parinitha | <i>[Signature]</i> | 57. | Usha Kiran K.N. | <i>[Signature]</i> |
| 39 | Gururaj G | <i>[Signature]</i> | 58. | Nagaraja P.B. | <i>[Signature]</i> |
| 40 | Priya Kamath | <i>[Signature]</i> | 59. | Ramya Jinesh | <i>[Signature]</i> |
| 41 | Sumesh Matada | <i>[Signature]</i> | 60. | Merceline D'souza | <i>[Signature]</i> |
| 42 | Divya Naveen | <i>[Signature]</i> | 61. | Geetha | <i>[Signature]</i> |
| 43 | | | 62. | Jai Kumar | <i>[Signature]</i> |
| 44 | Praveena D | <i>[Signature]</i> | 63. | Adarsh D. Devadiga | <i>[Signature]</i> |
| 45 | Sanchitha B | <i>[Signature]</i> | | | |

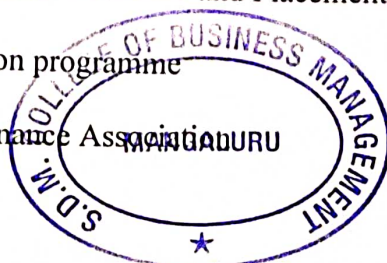
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ACTION TAKEN REPORT FROM 2017-2018

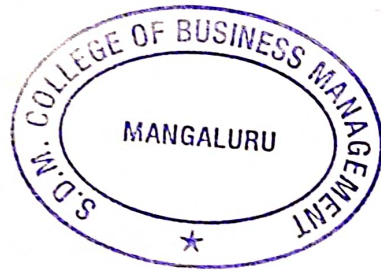
AGENDA

- QAC17-18/1.1 D space facilities.
- QAC17-18/1.2 Committee formation of dry run inspection.
- QAC17-18/1.3 Dry run inspection.
- QAC17-18/1.4 Revised calendar of the university.
- QAC17-18/1.5 Departmental and association plan of Action for the semester.
- QAC17-18/1.6 Decision regarding major events of the college.
- QAC17-18/1.7 NAAC Seminar.
- QAC17-18/1.8 Yoga Training Programme.
- QAC17-18/1.9 Documentation.
- QAC17-18/1.10 SSR Submission.
- QAC17-18/1.11 Framing a timeline for completion.
- QAC17-18/1.12 Physical facilities to prepare for NAAC.
- QAC17-18/1.13 NACC Documentation.
- QAC17-18/1.14 Preparing students for NAAC
- QAC17-18/1.15 Best Outgoing students.
- QAC17-18/1.16 Discussion on feedbacks
- QAC17-18/1.17 EDP workshop on "Social Entrepreneurship
- QAC17-18/1.18 Awareness on answering aptitude test
- QAC17-19/1.19 NSS Orientation
- QAC17-18/1.20 Orientation of Literary Association
- QAC17-18/1.21 Orientation of Consumer Club "Samvradhi"
- QAC 17-18/1.22 Orientation of SCAN Association
- QAC 17-18/1.23 Orientation of Marketing Association
- QAC17-18/1.24 Orientation of Fine Arts Association
- QAC17-18/1.25 Orientation of Commerce Association
- QAC17-18/1.26 Orientation of Career Guidance and Placement Cell
- QAC17-18/1.27 Library orientation programme
- QAC17-18/1.28 Orientation of Finance Association



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- QAC17-18/1.29 Orientation of HRD Association "Resource Hub"
- QAC17-18/1.30 FDP on "Role of research publications in teaching and Learning"
- QAC17-18/1.31 Blue Print for NAAC 2022
- QAC17-18/1.32 Workshop on NAAC New Methodology
- QAC17-18/1.33 YASHA 2018 – Interface with Industries & Students
- QAC17-18/1.34 One day NSS camp at Thumbe Grampanchayat
- QAC17-18/1.35 Blood donation camp
- QAC17-18/1.36 Youth Red Cross Special Annual Camp
- QAC17-18/1.37 Self-Defense Training for Women
- QAC17-18/1.38 Leadership Training Programme
- QAC17-18/1.39 University Level Management Fest – Genesis 2017
- QAC17-18/1.40 INSPIRE 2017 is an inter class fest
- QAC17-18/1.41 Synergy 2018, two days National Level Management Fest
- QAC17-18/1.42 Sygma 2018, a State Level IT Fest
- QAC17-18/1.43 Vivekotsava 2018"an inter-collegiate fest



MINUTES OF THE MEETING

QAC17-18/1.1 D space facilities

Mr. Muralidhar Hegde gave information about the D space usages to all the staff members and to remind the students in the class to make the best usage of the facilities.

QAC17-18/1.2 Committee formation of dry run inspection

Mrs. Shashikala Shetty, IQAC Co-Ordinator was given the responsibility of forming committee for dry run inspection.

QAC17-18/1.3 Dry run inspection

IQAC Co-ordinator Mrs. Shashikala Shetty reported that dry run inspection report is submitted to her by the IQAC members

QAC17-18/1.4 Revised calendar of the university

Principal pointed out that the academic calendar has been revised by the university and presented the same. She said that according to the new regulations internal test dates are decided by the University. Hence, the college test schedule is revised.

QAC17-18/1.5 Departmental and Association plan of Action for the semester.

IQAC coordinator Mrs. Shashikala Shetty called upon Head of the Departments and Association heads to conduct meeting and plan of action for the semester.

QAC17-18/1.6 Decision regarding major events of the college.

Principal along with IQAC members decided the tentative dates for conducting major events of the college to be conducted in the following semester as below:

19.01.2017 Sports Day

24.01.2017 – 25.01.2017 Synergy

16.02.2017 College Day

QAC17-18/1.7 NAAC Seminar

Principal said that a workshop on NACC New Methodology will be organized by 3 institutions tentatively on 12 December 2017.

QAC17-18/1.8 Yoga Training Programme

NSS officer Mrs. Renuthakshi said that Yoga Programme will be organized from 11 December 2017 to 20 December 2018.

QAC17-18/1.9 Documentation of departments

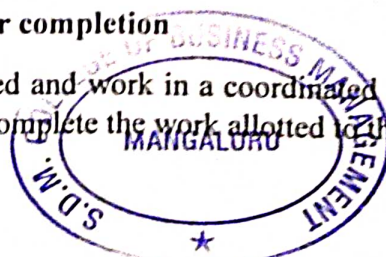
Principal reminded that all the documents of the activities conducted should be recorded systematically along with clear photos of the event.

QAC17-18/1.10 SSR Submission

As LOI is accepted by NAAC. SSR should be printed at the earliest and Mr. Arun, Dr. Muralidhar Rao and Mr. Ashwin should take up the responsibility.

QAC17-18/1.11 Framing a timeline for completion

All the faculties should be self-motivated and work in a coordinated manner to gear up for NAAC visit. They should decide a deadline to complete the work allotted to them.



QAC17-18/1.12 Physical facilities to prepare for NAAC

The following estimates should be sent to the management for approval:

1. Estimate for painting the building.
2. Estimate for mirror maintenance and repair.
3. Installation of CCTV.

QAC17-18/1.13 NACC Documentation

NAAC coordinators have prepared a schedule based on which presentation will be made to create awareness among all faculty members.

QAC17-18/1.14 Preparing students for NAAC

All the class advisors must brief the students about NAAC visit and Importance of the same.

Subject teachers must give the awareness on different methodologies used in particular subject while using them.

QAC17-18/1.15 Best Outgoing students

Principal along with class advisors listed best outgoing students based on various criteria

QAC17-18/1.16 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.

QAC17-18/1.17 EDP workshop on "Social Entrepreneurship

It was decided by EDP cell in association with IQAC to conduct workshop on "Social Entrepreneurship on 1st February 2018

QAC17-18/1.18 Awareness on answering aptitude test

It was decided by IQAC o conduct Awareness on answering aptitude test on 8th January 2018

QAC17-18/1.19 NSS Orientation, on 28th June 2017

NSS association to conduct NSS Orientation, on 28th June 2017

QAC17-18/1.20 Orientation of Literary Association

Literary association decided to have Orientation of Literary Association, on 19th June 2017

QAC17-18/1.21 Orientation of Consumer Club

Consumer club decided to conduct Orientation of Consumer Club "Samvradhi" on 29th June 2017.

QAC17-18/1.23 Orientation of Marketing Association

Marketing Association to have Orientation of Marketing Association on 30 June 2017



QAC17-18/1.24 Orientation of Fine Arts Association

Fine arts association to conduct Orientation of Fine Arts Association on 29th June 2017

QAC17-18/1.25 Orientation of Commerce Association

Commerce association to conduct Orientation of Commerce Association on 23rd June 2017

QAC17-18/1.26 Orientation of Career Guidance and Placement Cell

Career Guidance and Placement cell to conduct Orientation of Career Guidance and Placement Cell on 3rd July 2017

QAC17-18/1.27 Library orientation programme

Library association to conduct Library orientation programme from 6th to 15th July 2017.

QAC17-18/1.28 Orientation of Finance Association

Finance association to conduct Orientation of Finance Association on 11th July 2017.

QAC17-18/1.29 Orientation of HRD Association

HRD association to conduct Orientation of HRD Association "Resource Hub" on 8th July 2017

QAC17-18/1.30 FDP on "Role of research publications in teaching and Learning"

IQAC decided to conduct FDP on "Role of research publications in teaching and Learning", 22nd August 2017

QAC17-18/1.31 Blue Print for NAAC 2022

IQAC decided to conduct FDP on Blue Print for NAAC 2022, on 20th March 2018

QAC17-18/1.32 Workshop on NAAC New Methodology

IQAC decided to conduct Workshop on NAAC New Methodology, 14th December 2017

QAC17-18/1.33 YASHA 2018

IQAC decided to organize YASHA 2018 – Interface with Industries & Students, on 20th February 2018

QAC17-18/1.35 One day NSS camp

NSS association to conduct One day NSS camp at Thumbe Grampanchayat : On 3rd Sept. 2017

QAC17-18/1.35 Blood donation camp

Red cross to conduct Blood donation camp, on 8th Feb 2018

QAC 17-18/1.36 Youth Red cCross Special Annual Camp

Youth Red Cross Special Annual Camp, on 13th & 14th January 2018

QAC17-18/1.37 Self Defence Training for Women

Women cell to organized Self-Defense Training for Women, on 18th August 2017

QAC17-18/1.38 Leadership Training Programme

Student council to conduct Leadership Training Programme on 31st July 2017

QAC17-18/1.39 University Level Management Fest-Genesis 2017

University Level Management Fest – Genesis 2017 on 23rd August 2017 to conduct BBA Department



QAC 17-18/1.40 INSPIRE 2017

BCA department to organize INSPIRE 2017 is an interclass fest organised on 23rd August 2017

QAC17-18/1.41 Synergy 2018

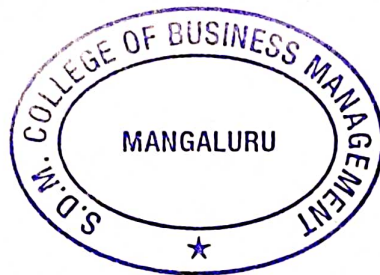
BBA department to organize Synergy 2018, two days National Level Management Fest, on 24th & 25th January 2018

QAC17-18/1.42 Sygma 2018

BCA department to organize Sygma 2018, a State Level IT Fest, on 25th January 2018

QAC 17-18/1.43 Vivekotsava 2018

Rover and Rangers association to organize Vivekotsava 2018 an inter-collegiate fest, on 17th January 2018



RESOLUTIONS OF THE MEETING

QAC17-18/1.1 D space facilities

It was resolved that Mr. Muralidhar Hegde gave information about the D space usages to all the staff members. All the students and faculties benefited from it.

QAC17-18/1.2 Committee formation of dry run inspection

It was resolved that Mrs. Shashikala Shetty, IQAC Co-Ordinator formed the committee for dry run inspection.

QAC17-18/1.3 Dry run inspection

It was resolved that the Dry run inspection report was conducted successfully by the IQAC members.

QAC17-18/1.4 Revised calendar of the university

It was resolved that the revised calendar of the university was issued to the students and faculty.

QAC17-18/1.5 Departmental and Association plan of Action for the semester.

It was resolved that Departmental and Association plan of Action for the semester was submitted by the respective departments and associations.

QAC17-18/1.6 Decision regarding major events of the college.

It was resolved that Major events of the college were conducted smoothly.

QAC17-18/1.7 NAAC Seminar

It was resolved that A workshop on NACC New Methodology was organized for the faculties.

QAC17-18/1.8 Yoga Training Programme

It was resolved that Yoga training Programme was organized for students from 11 to 20 December 2018.

QAC17-18/1.9 Documentation

It was resolved that All the documents of the activities conducted were recorded systematically along with clear photos of the event.

QAC17-18/1.10 SSR Submission

It was resolved that The submission of SSR was submitted by the faculties.

QAC17-18/1.11 Framing a timeline for completion for NAAC visit.

It was resolved that All the faculties submitted their documents to gear up for NAAC visit.

QAC17-18/1.12 Physical facilities to prepare for NAAC

It was resolved that The following estimates were be sent to the management for approval.

1. Estimate for painting the building.
2. Estimate for mirror maintenance and repair.
3. Installation of CCTV.

QAC17-18/1.13 NACC Documentation

It was resolved that NAAC coordinators had prepared a schedule to create awareness among all faculty members.



QAC17-18/1.14 Preparing students for NAAC

It was resolved that All the class advisors had briefed the students about NAAC visit and importance of the same.

It was resolved that Subject teachers gave the awareness on different methodologies used in particular subject while using them.

QAC17-18/1.15 Best Outgoing students

It was resolved that The faculty decided the names of few overall students to receive best outgoing students in various aspects.

QAC17-18/1.16 Discussion on feedbacks

It was resolved that the faculty had 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
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Feedback was analyzed by IQAC and based on the finding, suggestions were given in the staff meeting.

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QAC17-18/1.19 NSS Orientation, on 28th June 2017

It was resolved that NSS association to conduct NSS Orientation, on 28th June 2017

QAC17-18/1.20 Orientation of Literary Association

It has been resolved that Literary association decided to have Orientation of Literary Association, on 19th June 2017

QAC17-18/1.21 Orientation of Consumer Club

It was resolved that Consumer club decid3ed to conduct Orientation of Consumer Club "Samvrathi" on 29th June 2017.

QAC17-18/1.23 Orientation of Marketing Association

It was resolved that Marketing Association to have Orientation of Marketing Association on 30 June 2017



QAC17-18/1.24 Orientation of Fine Arts Association

It was resolved in the meeting that Fine arts association to conduct Orientation of Fine Arts Association on 29th June 2017

QAC17-18/1.25 Orientation of Commerce Association

It was resolved in the meeting that Commerce association to conduct Orientation of Commerce Association on 23rd June 2017

QAC17-18/1.26 Orientation of Career Guidance and Placement Cell

It was resolved in the meeting that Career Guidance and Placement cell to conduct Orientation of Career Guidance and Placement Cell on 3rd July 2017

QAC17-18/1.27 Library orientation programme

It was resolved in the meeting that Library association to conduct Library orientation programme from 6th to 15th July 2017.

QAC17-18/1.28 Orientation of Finance Association

It was resolved in the meeting that Finance association to conduct Orientation It was resolved in the meeting that of Finance Association on 11th July 2017.

QAC17-18/1.29 Orientation of HRD Association

It was resolved in the meeting that HRD association to conduct Orientation of HRD Association "Resource Hub" on 8th July 2017

QAC17-18/1.30 FDP on "Role of research publications in teaching and Learning"

It was resolved in the meeting that IQAC should conduct FDP on "Role of research publications in teaching and Learning", 22nd August 2017

QAC17-18/1.31 Blue Print for NAAC 2022

It was decided in the meeting that IQAC to conduct FDP on Blue Print for NAAC 2022, on 20th March 2018

QAC17-18/1.32 Workshop on NAAC New Methodology

IQAC decided to conduct Workshop on NAAC New Methodology, 14th December 2017

QAC17-18/1.33 YASHA 2018

IQAC decided to organize YASHA 2018 – Interface with Industries & Students, on 20th February 2018

QAC17-18/1.35 One day NSS camp

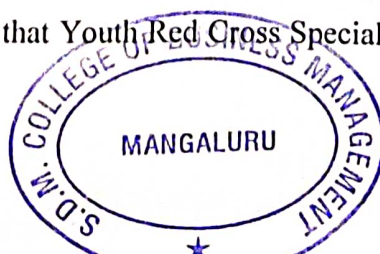
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QAC17-18/1.35 Blood donation camp

It was resolved in the meeting that Red cross to conduct Blood donation camp, on 8th Feb 2018

QAC 17-18/1.36 Youth Red Cross Special Annual Camp

It was resolved in the meeting that Youth Red Cross Special Annual Camp on 13th & 14th January 2018



QAC17-18/1.37 Self Defence Training for Women

It was resolved in the meeting that Women cell to organize Self-Defense Training for Women, on 18th August 2017

QAC17-18/1.38 Leadership Training Programme

It was resolved in the meeting that Student council to conduct Leadership Training Programme on 31st July 2017

QAC17-18/1.39 University Level Management Fest-Genesis 2017

It was resolved in the meeting that University Level Management Fest – Genesis 2017 on 23rd August, 2017 by the BBA department

QAC 17-18/1.40 INSPIRE 2017

It was resolved in the meeting that BCA department to organize INSPIRE 2017 is an interclass fest organised on 23rd August 2017

QAC17-18/1.41 Synergy 2018

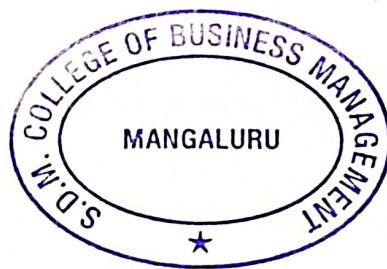
It was resolved in the meeting that BBA department to organize Synergy 2018, two days National Level Management Fest, on 24th & 25th January 2018

QAC17-18/1.42 Sygma 2018

It was resolved in the meeting that BCA department to organize Sygma 2018, a State Level IT Fest, on 25th January 2018

QAC 17-18/1.43 Vivekotsava 2018

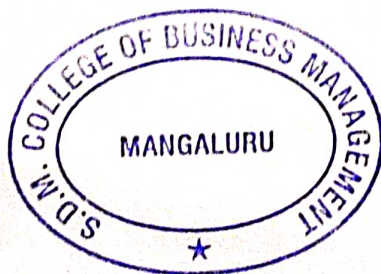
It was resolved in the meeting that Roverse and Rangers association to organize Vivekotsava 2018”an inter-collegiate fest, on 17th January 2018

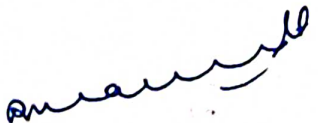


ACTION TAKEN REPORT PRESENTED IN THE IQAC MEETING HELD AT 2017-2018

- Mr. Muralidhar Hegde reported that the faculties were being benefitted from D space.
- Mrs. Shashikala Shetty, IQAC Co-Ordinator reported that the committee was formed for dry run inspection.
- It was reported that the Dry run inspection report was conducted successfully by the IQAC members.
- It was reported that the revised calendar of the university was issued to the students and faculty.
- It was reported that Departmental and Association plan of Action for the semester was submitted by the respective departments and associations.
- It was reported that Major events of the college were conducted smoothly.
- It was reported that A workshop on NACC New Methodology was organized for the faculties.
- It was reported that Yoga training Programme was organized for students from 11 to 20 December 2018.
- It was reported that all the documents of the activities conducted were recorded systematically along with clear photos of the event.
- It was reported that the submission of SSR was submitted by the faculties.
- It was reported that all the faculties submitted their documents to gear up for NAAC visit.
- It was reported that the following estimates were be sent to the management for approval.
- It was reported that painting of the building was taken place.
- It was reported that the mirror maintenance and repair was taken place.
- It was reported was college had Installed CCTV.
- It was reported that NAAC coordinators had prepared a schedule to create awareness among all faculty members.
- It was reported that all the class advisors had briefed the students about NAAC visit and importance of the same.
- It was reported that the Subject teachers gave the awareness on different methodologies used in particular subject while using them.
- It was reported that the faculty decided the names of few overall students to receive best outgoing students in various aspects.

It was reported that the faculty had decided the list of the students to receive best outgoing in various aspects and the Feedback was analysed by IQAC and based on the finding, suggestions were given in the staff meeting.




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