



SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

MANGALURU - 575 003 (DAKSHINA KANNADA)



Principal: 0824-2496980
Office : 0824-2494186

NAAC Reaccredited (2017)
with 'A' Grade

Fax : 0824-2496980
E-mail : sdmcbm@sdmcbm.ac.in
Website : www.sdmcbm.ac.in

INSTITUTIONAL POLICY/COMMITTEE

The purpose of this Policy Hand Book is to ensure the smooth functioning of the institution through the establishment of appropriate system, embedded with specific policies, procedures to be adhered and to evolve an institutional practice based on Values, Ethics as guiding principles in managing the institutional resources for the benefit of all stake holders.

The enshrined policies/committees are applicable to teaching, non-teaching staff members working in the institution and the students involved with the graduation. These policies/committees are formulated on the basis of UGC guidelines, Mangalore University guidelines and SDME Society manuals.

This policy/committee hand book provides guidelines, policy frame work, set of procedures, assuring Quality in Teaching, Learning, Evaluation, Research, Consultancy, Extension Activities proposed and implemented in the institution.

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College of Business Management
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E-GOVERNANCE POLICY

OBJECTIVES

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment.
- To provide easy and quick access to information.
- To make Wi-Fi enabled campus.
- To make ICT enabled classrooms
- To establish a fully automated Library.

GUIDELINES

Website:

- The website will act as an information center which will reflect about the college, its activities, important notices, courses offered, etc.
- Training will be given to the teaching and administrative staff to make important updates on the website.
- The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
- The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.
- All the important notifications have to go live on the website as and when they are released.

Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Mangalore.
- The College brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- An Admission Portal is used to manage the admissions in the college.
- Number of students applying to each course, withdrawals, fee submission, all to be managed through UUCMS Portal.

Accounts:

- The office continues to maintain its account on EERPMS Software.
- Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated.
- All the analysis reports are also generated.
- Appropriate security measures are taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updation of the existing software must be done regularly.

Library:

- The library has in-house developed fully automated ILMS software.
- The software consists of various modules such as masters, transactions, acquisitions, circulations, OPAC, library users attendance, report generation on various functions and other related functions.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The College has D-space institutional repository digital library software for the usage of question papers, syllabus, project reports etc.
- All books are bar coded and transactions are carried out through bar coded interface facilities.
- Students and faculty members are provided bar coded library cards for registering in/out and lending library resources.
- The College subscribe to e-journals and e-books.
- Recommendations are taken from the teachers and students while subscribing to the E-Resources.
- Faculties can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

Administration:

- Attendance Management Software is used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc.
- Monthly Reports, Semester End Reports should be generated automatically calculate the Internal Assessment marks for attendance.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services through online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination:

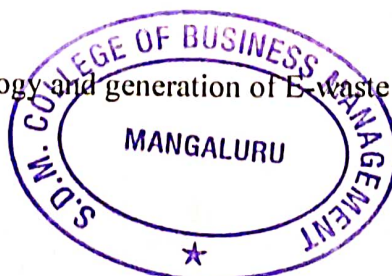
- Internal test marks are sent to the parents through EERPMS.
- The college has adopted an online system where students can view their internal assessment marks at the end of each semester and can report discrepancies, if any.
- The Examination process is regulated by the University and thus E-Governance policy of the University to be adopted in this regard.

Alumni:

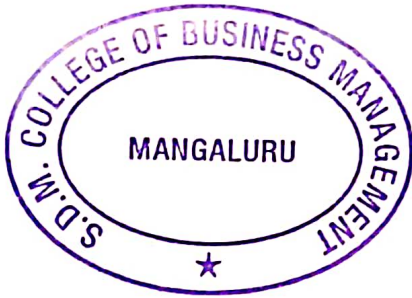
- In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback etc.

E-Waste Management:

SDM ensures that its usage of technology and generation of E-waste does not impact the environment.



- College community is mindful of the hazardous consequence of E-waste accumulation. So maximum effort is taken to reuse the computer and other electronic equipment.
- Excessive purchase of electronic equipments is discouraged.
- Strict monitoring, checking and repairing of electronic equipments are made under the supervision of Department of Computer Applications and Institution Manager to reduce the unnecessary purchase and accumulation of electronic items



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DISABLE FRIENDLY ENVIRONMENT

OBJECTIVES

Students with disability will have equitable access and practical support to participate fully in the life of the Institute viz:

- Access to academics, co-curricular and extra-curricular activities.
- Access to buildings and facilities.
- Receiving information in accessible formats.
- Receiving quality service from staff.
- Opportunities to make complaints and provide feedback.
- Opportunities for employment at the Institute.
- To facilitate the personal and professional growth of students with different abilities.
- To encourage them to participate in all the co-curricular and extra-curricular activities.
- To extend add on programs and skilling opportunities.

COMPOSITION

Principal of the college - Chairperson
Senior Faculty Member as a Secretary
N.S.S. Programme Officer as a Member
One Students' Representative as a Member
Non-Teaching Staff Representative- Office Superintendent.

GUIDELINES

Scope and Facilities available at the Institute:

- Priority in admission
- Concession in fees
- Easy access to Classroom through lift.
- Ramps.
- Lifts.
- Scribes.
- Human Assistance Group for reading and movement in the campus.
- Signage of tactile path.
- Signage of display of boards.
- Provision of guidance and counselling to differently abled individuals.
- Screen reading software.


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ENVIRONMENT AND ENERGY USAGE

OBJECTIVES

- To encourage the use of public transport.
- To sensitize students towards a clean, green, and sustainable environment.
- To use LED/CFL bulbs and other energy-saving devices in the campus
- To optimize the use of water and energy.
- Proper handling of solid waste from the campus.
- Smoke-free and Tobacco-free campus.
- Awareness on single-use plastics.

GUIDELINES

- The college has to adopt means for energy saving, proper management of waste.
- To provide a clean and green environment in and around the campus, it has been decided to take sustainable initiatives for environmental protection and efficient energy usage.
- Despite the relatively small campus, majority of the open areas to be covered with natural greenery.

Implementation: To achieve the objectives, college implements environmental policy in the following areas:

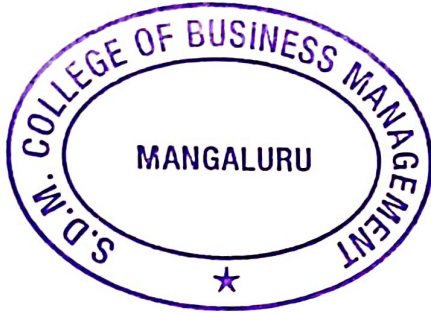
Energy Saving: The staff members and students lead initiatives to save significant electricity and have developed a policy for reducing electricity consumption by using LED and replacing the old tube lights with LEDs. The students commuting from far-off places use the public transport system as the bus pass facility at subsidized rates is extended to them by the college which is provided by State govt. Many of the staff members use car-pooling and/or two wheelers. All the computer monitors have been replaced with LED/LCDs displays. Replacement of old appliances like lights, fans with energy-efficient appliances is underway. The process of the paperless office and use of E documents for routine work has been started.

Smoke-Free and Tobacco-Free Campus: Authorities have taken suitable steps for a Smoke-free and Tobacco-free campus. The relevant placards are displayed to highlight the need for a clean, green, and sustainable environment.

Say No to Plastics: Minimum or no use of plastics is practiced by students, staff, faculty, and visitors on the campus. The waste collection bins are kept in appropriate places and managed accordingly.

Solid and Liquid Waste Management: SDMCBM has taken several initiatives under Solid Waste Management and Water Conservation. Mangalore City Corporation collects solid waste. The College has compost bins for making compost from the garden waste such as leaves and grass clippings.

E-Waste Management: To reduce E-waste, old computer systems are returned to the management to recycle the same.



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STAFF RECRUITMENT

OBJECTIVES

- To identify the vacant post in the Institution
- To follow up for the vacant post.
- To select the deserving candidates through interview.

COMPOSITION

Chairman : Mrs. Aruna P Kamath
Members : Mr. Muralidhar Rao K. S.
Mrs. Smitha
Mrs. Divya Uchil
Mrs. Manju H.
Mr. Arun Francis Sequeira

GUIDELINES

- Application for the post of lecturer is received by the college throughout the year.
- Whenever vacancy arises college gives the advertisement in the local papers inviting applications for the post.
- List of eligible candidates is sent to the management.
- The management will short lists the candidates based on the merit and reservation.
- The selected applicants are asked to attend the interview on the prescribed date.
- Interview panel consists of Principal, Deans, management representative and subject expert.
- Based on performance in the interview candidates are shortlisted and sent to the management.
- Appointment order will be sent by the management to the newly appointed staff after the approval.
- For one year staff will be on a probationary period.
- Confirmation will be based on the performance during probationary period.


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DUTIES AND RESPONSIBILITIES DESIGNATED

OBJECTIVES

- To designate the work allotment to the heads of the Institution.
- To carry on their responsibilities accordingly.
- To coordinate with other faculty members.

VICE PRINCIPAL

- Assistance to Principal in administrative activities.
- Suggestions and guidance to all the faculty members.
- Handling disciplinary matters.
- Participation in selection of teaching and non-teaching staff.
- Signing the books of lecture plans of Deans.
- Coordination of the activities held by the departments.
- Coordination of admission activities.
- In-charge of University semester exams.
- Maintaining minutes of staff meeting.
- Over all in charge in the absence of principal.

IQAC Coordinator

- Ensuring that yearly and monthly and plan of action of various association and departments is prepared and submitted to IQAC on time.
- Ensuring that yearly and monthly evaluation of various activities of various association and departments is done and report is submitted to IQAC.
- Organizing dry run inspection semester wise.
- Coordinating monthly meetings by the IQAC members and maintaining the minutes book.
- Sending IQAC and HOD Minutes to the management.
- Planning and coordination of FDP for the empowering the teachers and ensuring teachers quality.
- Suggestions and guidance to all the faculty members.
- Ensuring the institutional vision and mission is reflected in all programmes.
- Drafting IQAC related circulars.
- Coordinating value education Guest lectures by all class advisors.
- Assistance in UGC related matters.
- Coordination of extension activities and skill enhancement by all the departments.
- Preparation of checklist to ensure smooth conduct of activities.
- Evaluation of major programme for future improvement.
- Ensuring that Quality standard and bench mark is met.
- Assistance to principal In academic and administrative planning.
- Effort to create quality consciousness among all the stake holders.

DEAN

DEAN

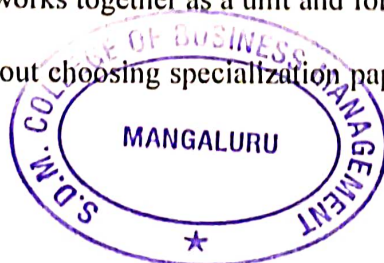
- Work load allotment.
- Preparation of time table.
- Coordination of factory visit.
- Planning and coordination of FDP.
- Coordination of admission activities.
- Student project allocation and coordination of project viva.
- Verifying timely submission of internal marks.
- Inspection of lecture plans of HODs.
- Preparation of AQAR.
- Coordination of the activities held by the departments.
- Handling disciplinary matters.
- Assistance in smooth conduct of semester exams.
- Assistance to principal in academic planning.
- Assistance in UGC related matters.
- Assistance in IQAC activities as member of IQAC.
- Conduct dry run inspection at the end of the semester.

HOD

- Coordination of association and departmental activities.
- Coordination of skill enhancement activities.
- Organization of departmental activities.
- Coordination of extension activities.
- Verifying of lecture plans.
- Departmental budget preparation.
- Handling disciplinary matters.
- Coordination of admission activities.
- Assistance in smooth conduct of semester exams.
- Conducting monthly Departmental meeting to plan and evaluate the activities.

CLASS ADVISORS

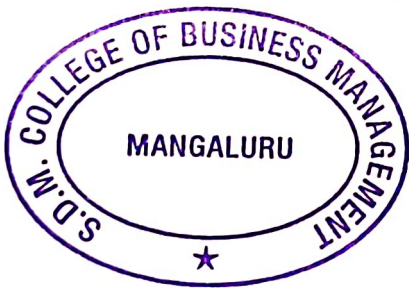
- Orientation to students in the beginning of the academic year.
- Selection of class representatives and class secretaries for various associations.
- Enrolment of first year students to various associations.
- Act as an Enforcer for implementation of Rules and regulation of the Institution
- Distribution of college calendar, magazine etc.
- Collecting of student Bio-data in the proforma given in the college calendar and use the data base for counselling them.
- Mentoring and counselling of students and maintaining relevant records.
- organizing value education programmes.
- Escorting students to Factory visit.
- Identifying the strength and weakness and guiding accordingly.
- Handling students grievance.
- Motivating and energizing the students to participate in various programmes.
- Acting as a Liaison to bring issues of concern to the attention of Deans.
- Ensure that the class works together as a unit and forge bonds and to act as a team leader.
- Guide the students about choosing specialization paper and also offer suggestions about career.



- Issuing students hall ticket for university examinations.
- Keeping record of student's progression.
- Re-admission procedures.
- Handling disciplinary problems by discussing with parents.

ASSOCIATION INCHARGES

- Submitting Annual plan of action and evaluation.
- Organizing various events.
- Designing various skill enhancement activities to give hands on experience to the students and to reduce the gap between theory and practice to bridge the gap.
- Ensuring that all the activities are designed in accordance with the Vision and Mission of the institution.
- Giving orientation for association activities.
- To encourage the students to participate in different intercollegiate competitions.
- Organizing extension activities to make the students render the social responsibilities.
- To foster and nurture the inherent talents of the students and to bring out the latent potentials.
- To inculcate values in the minds of the student.
- Awarding ECCC Marks.
- Conduct evaluation meeting for improvement.
- Preparing the annual and monthly association plan of action.



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DEPUTING STAFF TO CONFERENCE/ FDP/SEMINAR/ WORKSHOP

OBJECTIVES:

- To depute the faculties to attend Conference/FDP/Seminar/Workshop at (National level and International Level).
- To encourage the faculties to present and publish research papers.

GUIDELINES

- Every faculty member gets the opportunity to attend the minimum one Conference/FDP/ Seminar/ Workshop in the academic year.
- The faculties are selected on the basis of seniority considering the area of specialization and also the level of FDP/Conference/Seminar/Workshop
- The faculty member has to present a paper in case of attending conference.
- Conference/ Seminar topics should be the subject area of the faculty.
- Financial expenses such as Registration fee and TA will be borne by the Institution.
- Making sure that 90% of the faculty is on duty at a time in the College.
- Special leave up to 15 days in an academic year will be sanctioned by the Head of the Institution for a faculty to attend Conference/ FDP/Seminar/ Workshop. Any request for special leave beyond 15 days in an academic year shall be forwarded to the office of the secretary for sanction with recommendations/views of the Head of the Institution.
- DA will not be paid and faculty members will be granted special leave.
- In case of local conferences only registration fee will be paid and special leave granted.

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SCHOLARSHIPS

OBJECTIVES

- To create awareness on various scholarship and freeships available in the college.
- To provide all the necessary guidance and support to enable the students to apply for scholarships.
- To motivate students to avail various institutional scholarships.

GUIDELINES

- Circulars about scholarships were sent to the classes for announcements and are displayed on the notice board.
- Awareness programmes on scholarships are organized by calling eminent persons.
- Institutional scholarship for rank holders and toppers of various courses are awarded based on the merit
- Application forms are forwarded to the management to avail freeships for the staff members children.
- Administrative staff provides necessary guidance and support as and when required.


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ACADEMIC LINKAGES

OBJECTIVES

- To promote network and collaboration with various factory and institution.
- To motivate students to have industrial practical exposure.
- To encourage students to write up reports on their visits.

COMPOSITION

Mrs. Smitha, Dean, BBA
Mrs. Manju H., Dean B.Com.
Mrs. Divya Uchil, Dean, BCA
Mrs. Gayathri K., Dean, BA(HRD)

GUIDELINES

1. Factory Visit:

- Once in a year factory visit is arranged for the students of all the classes.
- Prior permission is taken from the factories and visits are scheduled in groups.
- Students are accompanied by the faculties.
- They are provided with scribbling pad to take down points.
- All the necessary instructions are given by the staff advisors in advance.
- Based on the factory visit experience students are expected to submit a report within 15 days of the visit.
- Best 2 factory report will be awarded during the college day.

2. Apart from regular factory visits, all the associations and the departments are also encouraged to organize small group visits to industries.

3. In order to strengthen linkages with industry, Guest lectures by prominent speakers with professional background are invited.

4. Students from first year are expected to visit three organizations and prepare a report which enables them to develop linkage with professional world.

- First year students must visit three organizations.
- Students should collect information about the organizations and are expected to interact with the entrepreneurs and submit reports.
- Best report will be awarded during the college day.

5. Few students will be sent to participate in the Mangalore Management Association programmes.

6. Students are deputed to the programme organized by professional organization.

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SC ST CELL

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in the institute promotes the special interests of students in the reserved category and guides the students to utilize the benefits of the schemes offered by the Government. The SC/ST cell in SDM College of business management, Mangalore adheres to the guidelines of the UGC and state government with respect to the upliftment of the students and employees belonging to the SC/ST categories and other weaker classes.

Objectives

- To ensure protection and reservation as provided in the constitution of India.
- To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
- To ensure provisions of an environment where all such students feel safe and secure.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
- To communicate with the students and motivate them for better future planning

Composition 2021-22

SL. NO.	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1.	Prof Aruna P. Kamath Principal	Chairman
2.	Mr. Arun F. Sequiera, HOD BCA Dept.	Welfare officer
3.	Mrs. Rashmi Faculty	Members
4.	Mrs. Kavitha K. Legal Expert	Members
5.	Mr. Nagraj P. B. Administrative Staff	Members


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MINORITY CELL

The aim of the Minority Cell is to empower the minority communities in the College and assist them in their curricular, co-curricular and extra-curricular activities. The Cell has been set up to help minority students from the Christian, Muslim, Jain and other communities achieve holistic development.

Objectives

- To ensure equal opportunities for education of minorities.
- To make the minority students aware of the various scholarship schemes of the Central and State Governments.
- To provide these students with a grievance redressal mechanism in addition to the regular redressal mechanism
- To ensure provisions for an environment where all such students feel safe and secure.

Composition 2021-22

SL. NO.	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1.	Smt. Aruna P. Kamath Principal	Chairman
2.	Mrs. Manju Dean of BCom Dept.	Welfare officer
3.	Mrs. Veena Faculty	Members
4.	Mrs. Kavitha K. Legal Expert	Members
5.	Mrs. Yashaswini Administrative Staff	Members

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GRIEVANCE REDRESSAL CELL

The student's grievance cell to promote and maintain a conducive and unprejudiced environment

COMPOSITION

Chairman	:	Prof. Aruna P. Kamath
Co-ordinator	:	Mrs. Madhumathi J. Raja
Members	:	Mrs. Smitha M. Mrs. Manju H. Mrs. Kavitha Prabhu Mrs. Kavya U.

OBJECTIVES:

- To ensure effective solution to the students grievances with an impartial fair approach
- To make officials of the college responsive, accountable and courteous in dealing with the students.

POLICY GUIDELINES:

- Ensuring healthy atmosphere in the college by framing appropriate rules, regulations and protect the interest of all the relations.
- Providing opportunities to the students to express their grievances/ p[problems freely and frankly without any fear of being victimized through the suggestion box.
- Regular address by the class advisor to respect the right and dignity of one another and show utmost restraint and patience.
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards them for any reason.
- Ensure provision of prompt student service in the office.

GRIEVANCE MECHANISM

- 1) Students can express their grievance to the class advisor orally or in the written form.
- 2) Class advisor takes up the matter and resolves it though discussion with complainant.
- 3) If the matter is not resolved it is placed before the committee. The Committee shall meet as and when any complaint is received.
- 4) The Committee shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.
- 5) An aggrieved student may appear either in person or authorize a representative to present the case before the Committee.
- 6) The Committee shall report with recommendations within a period of 15 days from the date of receipt of the complaint.

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Principal : 0824-2496980

NAAC Reaccredited (2017)
with 'A' Grade

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

INTERNAL COMPLAINTS COMMITTEE (ICC)

Internal complaint committee is a body formed to address the complaints received from the employees working in the institute, as well as inquire into and give recommendations to the management on the appropriate action required. SDM College of Business Management has zero tolerance against disrespect and exploitation of any employee.

OBJECTIVE

1. To ensure a conducive environment for all those who are working in the institute.
2. To create and ensure a safe work environment that is free of sexual harassment especially for women employees.
3. To address harassment complaint if any.
4. To create a secure physical and social environment for all the employees.
5. To develop guidelines against any kind of harassment observed.
6. To organize awareness program regarding employee welfare schemes.

ACTIVITIES

1. Seminars and Awareness programmes are organized as proactive measures to prevent any kind of exploitation of the teaching and support staff.
2. The College Internal Complaints Committee meet once in a semester (beginning of the semester) and also as and when needed.

COMPOSITION 2021-2022

SL NO	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1	Prof. Aruna P. Kamath, Principal	Chairman
2	Mrs. Madhumathi J. Raja	Welfare Officer
3	Mrs. Divya Uchil, HOD, BCA Dept.	Member
4	Mrs. Kavitha K., Legal Expert	Member
5	Mrs. Ramya, Administrative Staff	Member

Principal
Shri Dharmasthala Manjunatheshwara
College of Business Management
MANGALORE



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SEXUAL HARASSMENT & ANTI-WOMEN HARASSMENT CELL

With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges.

OBJECTIVES:

- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
- To ensure the implementation of the policy through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To create a secure physical and social environment which will deter acts of sexual harassment.
- To facilitate a safe environment that is free of sexual harassment.
- To promote behaviours that creates an atmosphere and ensures gender equality.

COMPOSITION

NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
Aruna P. Kamath Principal	Chairman
Mrs. Smitha M. Dean BBA Dept	Co-Ordinator
Dr. Shalini	Member
Mrs. Madhumathi J Raja Student Counsellor	Member
Staff Advisor to student Council	Member
NSS Officer	Member
Mrs. Ramya Jinesh	Administrative Staff
Mrs. Yashaswini	Administrative Staff
Student President	Student Representative

PREVENTIVE MEASURES:

- 1) In the orientation programme conducted for the first year, Principal addresses the students to ensure that there is a healthy environment.
- 2) Awareness programmes are conducted to educate the students not to reveal their personal details to others.
- 3) CCTVs are also installed to monitor.
- 4) A staff room is located on each floor so as to monitor student's discipline.
- 5) All the class advisors have given the special responsibility of maintaining discipline.
- 6) During the lunch break and before the class commences in the morning, Physical Director is given the responsibility of maintaining discipline.
- 7) If any misbehaviour is reported then such students will be warned in the presence of their parents.
- 8) Complaint may be received by any member of the committee through the staff member or directly by the student in the written form.
- 9) The Committee shall meet as and when any complaint is received.
- 10) The Committee shall direct the accused by issuing a notice to employee(s)/student(s) to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide.

- 11) Each party shall be provided with a copy of the written statement(s) submitted.
- 12) The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case.
- 13) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- 14) The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- 15) As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- 16) Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- 17) The Committee shall complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
- 18) The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it.
- 19) In case the Committee finds that the facts disclose the commission of a criminal offence by either of the party, it shall be specifically mentioned in the Committee's report.
- 20) If, in the course of the proceedings before it, the Committee is satisfied that *a prima facie* case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:
 - a. For staff:
 - i. Written apology
 - ii. Adverse remarks in the confidential report
 - iii. Debarring from duties
 - iv. Denial of re-employment
 - v. Stopping of increments / promotion
 - vi. Suspension / Dismissal
 - vii. Any other relevant mechanism
 - b. For student:
 - i. Written apology
 - ii. Adverse remarks in the confidential report
 - iii. Denying admission ticket
 - iv. Denial of re - admission
 - v. Suspension /Dismissal
 - vi. Any other relevant mechanism
- 21) In the course of the proceedings, if the Committee is satisfied that any person has retaliated against/victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.
- 22) At the culmination of the proceedings, if the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.


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ANTI - RAGGING COMMITTEE

Anti-Ragging Committee of the college ensures the implementation of 'Zero Tolerance' for ragging of any kind. It works under statutory polices framed by the UGC. Ragging is a cognizable offence and those who indulge in it or encourage it will be handed over to the appropriate legal authorities as per: G O. Ed 122 URC-96 dated 16-01-1997

OBJECTIVES

- To create awareness about the consequence and disciplinary procedure to be followed by the authorities for ragging.
- To identify and report any misbehavior from students and take corrective action.

COMPOSITION

SL. NO.	NAME & DESIGNATION OF THE OFFICIAL	NOMINATED AS
1.	Prof. Aruna P. Kamath Principal	Chairman
2.	Mrs. Gayathri K	Co-ordinator
3.	Mrs. Jeevitha D Mr. Thilak Raj	Members


PREVENTIVE MEASURES:

- All the students are informed about the consequence and disciplinary procedure to be followed by the authorities and no excuse is given.
- The class a room of the fresher's that is the first year's students will be located on a separate floor.
- A staff room is located on each floor so as to monitor students discipline
- Students are not allowed to enter other class room and if any announcements have to be made it should be made in the presence of a teacher.
- Teacher will be present while conducting any extra-curricular or co-curricular activities.
- All the class advisors have given the special responsibility of maintaining discipline.
- All the other teachers also have to be alert and bring to the notice of the class disciplinary committee if there are any problems.
- Class rooms are locked after the class hours and movement of the students in the public areas are also observed.
- During the lunch break and before the class commences in the morning, Physical Director is given the responsibility of maintaining discipline.
- If any misbehavior is reported then such students will be warned in the presence of their parents.
- Principal will also take frequent rounds to ensure the discipline of the students.
- All the staff members are expected to stay back whenever there are students' activities like management fest, etc.
- Frequent announcements are made by the Principal about the consequence they have to face if they indulge in ragging.
- A suggestion box is kept where students can freely express their problems and grievance.
- The class advisor of the first year will take special care and students can approach them if they face any problem.

- 16) In the orientation programme conducted for the first year, Principal addresses the students and assures a healthy environment and will brief them about the avenues available to discuss any problem that they face in the campus.
- 17) All the students will have direct access to Principal Chamber to discuss their problem.

POLICY PRODUCE:

- 1) Complaint may be received by any member of the committee through the staff member or directly by the student in the written form.
- 2) The Committee shall meet as and when any complaint is received.
- 3) The Committee shall direct the accused by issuing a notice to student(s) to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide.
- 4) Each party shall be provided with a copy of the written statement(s) submitted.
- 5) The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case.
- 6) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- 7) The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- 8) As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- 9) Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- 10) The Committee shall complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
- 11) The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it.
- 12) In case the Committee finds that the facts disclose the commission of a criminal offence by either of the party, is shall be specifically mentioned in the Committee's report.
- 13) If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of ragging is made out against the accused student(s) and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:
 - i. Written apology
 - ii. Adverse remarks in the confidential report
 - iii. Denying admission ticket
 - iv. Denial of re - admission
 - v. Suspension /Dismissal
 - vi. Any other relevant mechanism
- 14) In the course of the proceedings, if the Committee is satisfied that any person has retaliated against/victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.
- 15) At the culmination of the proceedings, if the Committee is satisfied that the complainant has knowingly brought false charges of ragging against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.


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OBC CELL

The **OBC CELL** in the college was established with the purpose to empower the OBC students. The college takes special interest in facilitating financial support to students from government agencies and other sources. The Cell has been set up in the college to ensure proper implementation of various schemes of UGC, Government of India and State Govt. concerning scholarships, stipends etc. for welfare of the reserved categories

Objectives

- To ensure protection and reservation as provided in the constitution of India.
- To create awareness about various welfare schemes and other government orders particularly for the OBC community.
- To develop the self-confidence of OBC students.
- To uplift the students belonging to the OBC community equal to the mainstream student community.

Composition 2021-22

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1.	Prof. Aruna P. Kamath Principal	Chairman
2.	Mrs. Gayathri Dean BA(HRD) Dept.	Welfare officer
3.	Mrs. Jyothi HOD of Hindi Dept.	Members
4.	Mrs. Kavitha K. Legal Expert	Members
5.	Mrs. Yashaswini Administrative Staff	Members

[Handwritten Signature]

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STUDENT COUNCIL

OBJECTIVES

- To select the right candidate for the president post.
- To select the right candidate for the Secretary post.
- To select the right candidate for the Joint Secretary post.
- To select the student coordinators for classes and associations.

COMPOSITION

President.
Secretary.
Joint Secretary.
Association Student Coordinators.
Class Representatives and association secretaries.

FUNCTIONS

- Representing student body in matters pertaining to their betterment.
- Organizing, promoting and executing various activities to promote the personality of students.
- Providing a forum for expression of ideas.
- Organizing and hosting events to develop life skills and leadership qualities.

GUIDELINES

- Notification for the selection of student council president and members will be displayed on the notice board.
- Top ten meritorious students from various courses are eligible for the various posts in the student council.
- Eligible students from II and III year are entitled to self-nominate for the student council.
- Eligible candidates are expected to file their nomination in the prescribed form and it should be proposed and seconder.
- Based on the nomination application received papers will be scrutinized by the returning officer, and the list of eligible candidates will be displayed on the notice board.
- Time will be allotted for the withdrawal of the nomination.
- Final list of eligible candidates will be displayed on the notice board.
- On the prescribed date election will be conducted and the results of the election will be displayed on the notice board.

NOMINATION TO STUDENT COUNCIL

- Selection of student representative shall be held generally within a month of the beginning of the odd semester of the academic year.
- Should be a current student of the college.

- Students should have a history of good academic and good community standing.
- Student should have a valuable and effective contributions both academically and non-academically by actively participating in an appropriate manner in various operations of the college.
- Be able to commit to regular attendance at association/committee meetings for the full academic year.
- The selection of student representatives is based on merit, without regard to age, color, disability, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status.
- Eligible student representatives for various posts of student council are unanimously chosen and finalized by the Principal, IQAC and members of the staff after carrying out discussions and meetings.

SELECTION OF ASSOCIATION COORDINATORS

- Interested students are instructed to apply for the various post in the student council as the co coordinators for various associations.
- Applications received will be scrutinized by the staff coordinator.
- Based on the past performance in the respective field, coordinators are selected by respected staff coordinators.

SELECTION OF CLASS REPRESENTATIVES AND ASSOCIATION SECRETARIES.

- Interested students can nominate their names for the post of class representatives and secretaries for various associations to their class advisors on the first day of re-opening every year.



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PROFESSIONAL DEVELOPMENT

OBJECTIVES

- To motivate faculties to research on their subject matter.
- To upgrade knowledge in their expertise.
- To organize in-house FDPs.

COMPOSITION

Coordinator : Mrs. Gayathri K.
Members : Mrs. Smitha
Mrs. Manju H.
Mrs. Divya Uchil

GUIDELINES

- Faculties are encouraged to attend seminars/conferences conducted in the other institutions.
- Registration fees for attending the conferences/seminars will be reimbursed by the college.
- In a year five In-house FDP programmes has to be conducted for the overall development of the teaching and non-teaching staff.
- Faculties are encouraged to research papers and to present the same in the seminars / conferences.
- Copy of the paper presented in the seminar / conferences should be submitted to the college library.
- Faculties are motivated to apply for research funded by UGC or any other institutions.
- Faculties are deputed to attend professional training programmes like counselling, skill development programmes etc.
- Faculties are encouraged to publish their research paper in the journals.
- Faculties are motivated to pursue research.
- Faculties are encouraged to organize conferences/seminars/workshops.

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INTERNAL EXAMINATION

OBJECTIVES

- Preparation of smooth conduction of Examinations by considering various parameters such as question paper setting, invigilation duty allotment, seating arrangement etc.
- To check and validate internal test marks.

COMPOSITION

Chairman	:	Prof. Aruna P. Kamath
Members	:	Mrs. Sowmya Jyothi
		Mrs. Sowmya Hegde
		Mrs. Shashikala K. G.
		Mrs. Supritha A.
		Nithin Kumar
		Poornaprakash
		Pooja

GUIDELINES

- Setting up of time table for internal examination.
- Deciding the last date for the submission of question paper and the date for proof reading by the faculties and issuing the circular in the regard.
- Ascertaining the total number of students and deciding the total number of rooms required for conducting the internal examination.
- Guiding the office staff regarding seating arrangement.
- Determining the total number of question paper required in each subject.
- Getting photocopies of the question papers.
- Arrangement of question paper, answer scripts and candidate list accordingly.
- Assignment of invigilation duty to the lecturers and issuing circular to all the faculties regarding the rules and regulations of examinations.
- Providing question paper, answer books and candidate list to the invigilators in the examination control room.
- Inspection of all the rooms to ensure smooth conduct of examination.
- Collecting answer books from the invigilators, arranging them and submitting them to the concerned subject lecturer.


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PURCHASE COMMITTEE

OBJECTIVES

- To purchase the required material in the right quantity from right source at the right time and price.
- To obtain the maximum value from the amount invested on the purchases.
- To ensure cost control.
- To develop and manage good supplier relationship.

COMPOSITION

Chairmen	:	Prof. Aruna P Kamath
Members	:	Mr. Nithin Kumar
		Mr. Thilakraj.G
		Mrs. Deepashree Shenoy
		Mr. Muralidhar Hegde
		Mr. Poornaprakash

The purchase policy is provided by the Management of the institution includes:

I. Procedures to be followed at the Institutional level:

- 1) Prepare a list of items to be purchased.
- 2) Finalize technical specifications and the brand/model etc.
- 3) Obtain approval of the Sanctioning authority in writing
- 4) Following details are to be submitted while placing demand for approval. This applies to purchase proposals sent to HO (SDME Society) also.
 - a. Whether replacement or new addition.
 - b. Need for the purchase and the utility of the item to be purchased.
 - c. Specification of items to be purchased (like model, brand, capacity etc)
 - d. Number of units/Quantity.
 - e. Sanctioned budget, Budget: a ready spent. Available budget.
 - f. Estimated cost.
 - g. Previous purchase details.
- 5) After getting the approval from the sanctioning authority, the following procedure is followed for placing Purchase Orders:
 - a. Purchase Committee will invite sealed quotations / tenders from reputed suppliers (at least 3 quotations to be obtained).
 - b. Vendors are informed to quote their best rates as we do not entertain price negotiations after opening sealed quotations.
 - c. Quotations are opened in the presence of the Purchase Committee members and comparative statement prepared.
 - d. Purchase Order is placed to the selected vendor.

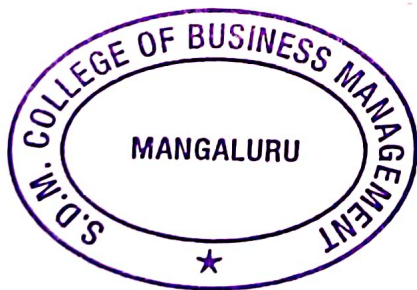
II. Procedures to be followed at the Society (H.O.) level:

- 1) Purchases of value Rs 50,000/- and above shall be made through the purchase committee at HO SDME Society, Ujire.

- 2) On receipt of the proposal the Purchase Committee at HO will call for quotation (hard copy or mail)
- 3) When indent for common items arise from different units, all such indents are summed up and quotation is called so as to get best price.
- 4) Open the quotation and prepare comparative statement.
- 5) Identify the supplier based on price, track record of after sales service, ability to deliver in time etc.
- 6) Purchase order is placed with items and conditions of supply, payment and after sales service.
- 7) Items may be delivered at SDMES, Ujire or respective units as directed in the purchase order
- 8) HO may invite the HO or his nominee to the Purchase Committee meeting.

III. Procedures to be followed on receipt of the items from the supplier:

- 1) Prepare GRN
- 2) Make thorough verification of item regarding its working.
- 3) Ensure that the items meet the specifications.
- 4) Get the items entered in Stock Register
- 5) Communicate to purchase committee and end users.
- 6) Accounts department verifies the bill and payment is made after certification from the indentees concerned.
- 7) Get the people trained in its usage in case of machinery/equipment's.



[Handwritten Signature]
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MAINTENANCE COMMITTEE

OBJECTIVES

- To monitor regular maintenance in the institute on daily basis.
- To establish regular maintenance of the building and other accessories of the institute.
- To monitor regular annual maintenance of the institute.

COMPOSITION

Chairmen	:	Prof. Aruna P Kamath
Members	:	Mr. Nithin Kumar
		Mr. Thilakraj.G
		Mrs. Deepashree Shenoy
		Mr. Muralidhar Hegde
		Mr. Poornaprakash

LIBRARY

- The library is open on all working days from 8.30 A.M. to 5.30 P.M. and Saturday 8.30 A.M. to 1.30 P.M.
- Student entry to the library is strictly on producing of Identity Card.
- Attendance is marked automatically by the software.
- Student's bags and personal belongings should be kept on property counter outside the library.
- Newspapers and magazines in the Magazine section should be kept properly after reading.
- Strict silence should be maintained in the library.
- Using mobile phones are strictly prohibited.
- Students are allowed to borrow two books at a time.
- To ensure return of books, 'No dues' from the librarian is mandatory for students before issuing final semester marks card.
- The indent for the requirement and list of books is taken from the concerned faculties by the Librarian. The finalized list of required books is duly approved by the principal.
- EERPMS software is used in library.
- Students are not allowed to carry eatables to the library.
- The committee organizes knowledge based activities to the users.
- Users are not allowed to install any unauthorised software on the PCs.
- The maintenance of the library and stock verification of books is done by library staff.

SPORTS

- The physical director is in-charge for maintenance of sports equipment in the college.



- The physical director conducts various sports events within the college premises such as kabbadi, volley ball and other indoor games.
- The necessary equipment's and sports articles are approved by the office of the principal as per the recommendations of the physical director.
- Periodically necessary steps have been taken by the physical director to develop the sport activities of the students.
- Students with excellence and achievements are supported for participation in state and national level competitions.

COMPUTERS

- Centralized computer laboratory is established to enrich the students.
- Each Department has a computer for their requirements.
- Internet and WIFI is provided.
- The office of the principal decides about purchasing necessary IT equipment's as per recommendations received from the departments of the colleges and the administrative office of the college.
- IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources.
- The IT facilities are taken stock of by the administrations and they are modified and changed whenever necessary.
- There are lab instructors in department, who maintain the stock register by physically verifying the items round the year.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
- Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
- The college has adequate number of computers with internet connection and the utility software's distributed in different locales like office, laboratories, library and departments
- All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution.

CLASSROOMS

- The college has a committee for maintenance and to upkeep of infrastructure.
- The classrooms are maintained regularly.
- The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers.
- Every academic year, it is ensured that all the classrooms have adequate desks, benches.
- The fans and electrical appliances are checked whenever requirements are found the purchase committee are appraised of the requirements.
- LCD projectors and whiteboard/screens are mounted in all classrooms.
- The purchase committee makes the purchases of all necessary items after approval from the principal.



[Handwritten Signature]
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LIBRARY COMMITTEE

OBJECTIVES

- To create awareness about Library Services and facilities.
- To conduct various activities.

COMPOSITION

Chairman : Prof. Aruna P. Kamath
Coordinator : Mr. Muralidhar Hegde
Members: Mrs. Thilakraj G.
Mrs. Sowmya Jyothi
Mr. Akshith Kumar K.
Mr. Adarsh Devadiga

Student Secretaries: Mr. Nireeksha
Ms. Manish

GUIDELINES

- Library orientation programme is conducted at the beginning of every academic year to create awareness about Library Services and facilities such as:
 - Rules and regulations.
 - To access for previous year Question Papers, Project Report, Syllabus etc.
 - To apply for book and circulation procedure.
 - Accessing E-Resources.
 - Reference books, journals and periodicals.
 - Book bank.
 - Library notice board
 - Accessing D-space
 - Learning resource center.
 - Reprographic facilities.
- Organizing library activities such as book exhibition, awareness programmes, Elocution competition, essay competition, book review etc.
- Preparing the library budget.
- To purchase books based on the requirements.
- To subscribe journals and e-resources.
- Stock verifications.

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NAAC Reaccredited (2017)
with 'A' Grade

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ICT USAGE

OBJECTIVES

- To make efficient, effective and creative use of basic application software in their everyday activities.
- To help the learners become competent and confident users of ICT.
- To encourage the learners to become critical and reflective users of ICT.

GUIDELINES

- Access to the college website and systems is controlled by the admin.
- All the user IDs and passwords are uniquely assigned to name individuals. Any changes and correction students and faculties have to be done by the admin.
- All the classrooms must possess LCD projectors for effective teaching and learning.
- Use of college internet and emails intended for official use only. All the individuals are accountable for their actions on the internet and email systems.
- Restriction towards Internet and email access, download, send or receive any data which college consider offensive and destructive.
- For the effective teaching all the faculties must use the available ICT tools of the college.
- Organizing FDP's to upgrade the recent trends in ICT tools.
- During crisis time where offline classes are not allowed online platforms and online tools to be used.
- Any computer equipment or service utilised by a member of staff is provided for the primary purpose as a work tool, for work related duties only. It must not be used to conduct a personal business/enterprise for personal gain or to access/store any information/media/photos/files that could be seen to be inappropriate on the device. Any electronic communication with other members of the school must be made using the internal school systems taking in to account that all communication/files must be of a professional nature.
- All users of the school's systems (staff and students) must be aware that any electronic communication or document is open for public access/accountability and scrutiny via such legislation as the Freedom of Information Act.
- Timely upgrade and maintenance of all the ICT tools available in the college.

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PARENTS TEACHERS ASSOCIATION

OBJECTIVES

- To build a strong and close relationship between the parents and teachers.
- To work together towards well-being of students.
- To promote cooperation and mutual understanding between parents and teachers.
- To provide opportunities to parents and teachers to meet and discuss problems of their children.
- To arrange annual meeting.

COMPOSITION

President	:	Mrs. H. K. Geetha D.
Vice- President	:	Mrs. Aruna P. Kamath
Secretary	:	Mrs. Renuthakshi
Joint- Secretary	:	Mrs. Veena Garde
Treasurer	:	Mrs. Veena D. Kotian
Members	:	Mrs. Nagarathna A. Chowta Mrs. Shobha G. Alva Mr. Gunapal M. Mrs. Prathima U. Rai Mrs. Concepta Fernandes Mrs. Asha Rekha P. Mrs. Hemalatha L. Shetty Mr. Krishana Prasad Shetty Mr. Yashodhara Shetty

GUIDELINES

- Meeting of the Representative Members of the PTA Executive Committee is called once a year.
- Notice of the meetings is given to all the parents in advance by circular along with Agenda.
- President, Joint secretary will be selected on the day of annual meet.
- Members of PTA will be selected from each class.

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ALLOCATION OF FUNDS

OBJECTIVES

- The allocation of funds focuses on achieving the goals and target of the institution ensuring accountability and transparency.

GUIDELINES

- The Governing body monitors the optimal utilization of the funds for the smooth functioning of the institution.
- The annual budget will be prepared by keeping in mind the requirements of the Institution.
- The income and expenditure of the college is in accordance with the Annual Budget prepared is approved by the Management.
- Adequate funds will be allocated for effective teaching-learning practice that includes orientation programmes, workshops, refresher course/ FDP etc.
- Provident fund (PF), Employee State Insurance (ESI) and Gratuity benefits shall be provided to the teaching/non-teaching staff appointed by the Management.
- The college management shall provide financial support for the faculty to participate in national/international seminars/conferences/workshops which include paper presentation.
- Adequate funds is allotted for social service activities as part of social responsibility through NSS, Youth Red Cross and Rovers and Rangers.
- Funds will be allotted for Sports, Management fests and Cultural activities of students.
- The College provides Merit Scholarships, free ships to deserving students.
- UGC/Government grants will be sought for the development of infrastructure, sophisticated instruments, purchase of books, journals and for research. Government funds will be optimally used for which they are sanctioned and the audited reports will be submitted to the department.
- The auditor will be appointed by the Governing body for the verification of Receipts and Payment accounts. Transparency and accountability will be ensured by conducting an annual audit of the statements.

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EXTENSION ACTIVITIES

OBJECTIVES

- To sensitize the students about socio-economic realities.
- To help the students of local schools to improve their skills.
- To design programmes for the protection of conservation of environment.
- To educate the unprivileged community about financial inclusion.

COMPOSITION

Coordinator : Mr. Thilak Raj
Members : Mrs. Renuthakshi
Mr. Prasanna Kumar
Mr. Gururaj G.

GUIDELINES

- The faculties consult the school and community to organize extension activity.
- Letter seeking permission to organize extension activity is provided by the Institution.
- Students are trained by the respective faculties.
- Appreciation letters has to be collected.
- Documentation has to be maintained by the faculties. (reports/ photographs, letter of beneficiary).
- Any issues arising during the programme shall be reported to the college authorities immediately.
- Students should strictly maintain the dignity and decorum of the institution.

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FEST FORUM

OBJECTIVES

- To provide management and IT fest training to all First-year students.
- To select and depute the students to participate in fests organized by other colleges.

COMPOSITION

Mr. Sumesh Matada
Mrs. Deepa D. Hegde

GUIDELINES

- Providing management and IT fest training to all the First-year students in their respective classrooms.
- Selecting the students to participate in various fests whenever invitations are received by other colleges.
- Providing special training to the selected students.
- Organizing training programmes to the other colleges through extension activities.
- Providing detailed knowledge and understanding of various strategies through practical way.

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ONLINE TEACHING

OBJECTIVES

- To provide guidelines to conduct online classes.

GUIDELINES

Steps to be followed:

- Before the commencement of Classes:
 - Part One
 - Part Two
- During Class sessions
- After conclusion of Classes

1) Before the commencement of Classes:

Part One:

- Online Teaching Technology Training(annexure1) to faculty before commencement of Academic Year.
- Creation of G-suite email ID's for faculty and students with secure username and password.
- Subject Allotment to Faculty members.
- Creation of official WhatsApp groups/Google Classroom per Subject.
- Class Duration will be of minimum 40 minutes and Maximum 60 minutes.
- Timetable preparation.
- Content sharing before class to facilitate discussion/interaction learning during the class.
- Ensuring the device to be used for online learning is fully charged by both teacher and student.
- Informing faculty and students about online teaching policy and code of conduct for online classes.

Part Two:

- Time Table to be sent either Twenty-Four Hours before the Class or before commencement of the semester.
- Use of Online teaching methodologies to suit requirements of the subject to be used. (PPT, White board, video's, worksheets, reference materials, case studies etc.)
- Contents for the upcoming class to be intimated to students priorly to facilitate flipped classroom.
- Sharing class link through Google Classroom/official E-mail/WhatsApp group.

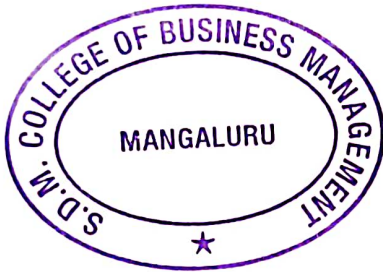
2) During Class sessions

- Enable Video Recording of the session.
- Attendance capture and record.
- Making the sessions more responsive and interactive by asking Open ended questions, case study discussion, quizzes, MCQ's among others.

- Time Management
- Class discipline to be maintained.

3) After the conclusion of Classes

- Attendance follow-up measures and assistance for such students.
- Sharing content on Google Classroom
- Taking regular feedback on Online Teaching
 - Regular feedback on online teaching - Twice in a Semester per faculty – (Created & shared by IQAC/HOI).
 - Once in a Year - Institutional Feedback (Created & shared by IQAC/HOI).
- Analyzing & reviewing the feedback for self-improvement.
- Online mentoring sessions for students.




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