SDMCBM/ICC/2025-2026/2

Date :- 22-05-2026

Time :- 3:00 - 4:00

Venue :- Discussion Room

Members invited and Present

| Name | Designation | Signature |
|---|---|---|
| Dr. Bhanuprakash B.E | Principal | |
| Mrs. Durga Uchil | Coordinator | |
| Mrs. Kavitha Prabhu | HOD, Dept. Maths | |
| Mrs. Ramya S Ballal | Office Superintendent | |

Absentees :- NIL

Agenda

SDMCBM/ICC/2025-26/1.1 Reading of the minutes of the previous meeting

SDMCBM/ICC/2025-26/1.2 Evaluation of the function of the committee

SDMCBM/ICC/2025-26/1.3 Any other matter

Minutes of the meeting

SDMCBM/ICC/2025-26/1.1 Reading of the minutes of the previous

Minutes :- Mrs Durga Uchil, Coordinator of the committee read out the minutes and appreciated the work done by the committee

Resolution :- The members resolved to adopt the minutes of the previous meeting

SDMCBM/ICC/2025/1.2 Evaluate of the function

Minutes :- The work was carried by the members, programme were organised by the members to the student

Resolution

The members resolved to continue to conduct more program for the faculties and student.

SDMCBM/ICC/2025-26/1-3 Any other matter

Minute: No other matter is discussed in the meeting

Principal
Shri Dharmast[illegible] Manjunatheshwara
College of Business Manage[illegible]
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S.D.M. COLLEGE OF BUSINESS MANAGEMENT
MANGALURU

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NAAC Reaccredited (2023)
with 'A' Grade

# INTERNAL COMPLIANCE COMMITTEE (ICC)

Internal Compliance 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.

**OBJECTIVES:**

1. To ensure 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 physical and social environment for all 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 supporting staff.
2. The College Internal Compliance Committee meet once in a semester (beginning of the semester) and also as and when needed.

## Composition 2025 – 2026

| SL.NO. | NAME & DESIGNATION OF THE OFFICIAL | NOMINATED AS |
|---|---|---|
| 1 | Prof. Aruna P Kamath, Principal | Chairman |
| 2 | Mrs. Divya Uchil, Vice Principal | Co-Ordinator |
| 3 | Mrs. Kavitha Prabhu, Faculty | Member |
| 4 | Mrs. Ramya S Ballal, Office Supdt. | Member |

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SDMCBM/ICC/2025-26/1

Page No.
Date :

DATE : 28-07-2025
TIME : 3:00 PM
VENUE : Discussion Room

MEMBERS INVITED AND PRESENT

| Name | Designation | Signature |
|---|---|---|
| Prof Aruna P. Kamath | Principal | |
| Mrs. Divya Uchil | Co-ordinator | |
| Mrs Kavitha Prabhu | HOD, Mkt Department | |
| Mrs. Ramya S. Ballal | Office Superintendent | |

MEMBERS NOT PRESENT : NIL

AGENDA

SDMCBM/ICC/2025-26/1.1 : Reading of the minutes of the previous meeting

SDMCBM/ICC/2025-26/1.2 : To prepare the plan of action and objectives for the committee

SDMCBM/ICC/2025-26/1.3 : Entrust the duties and responsibilities to the members.

SDMCBM/ICC/2025-26/1.4 : Any other matter

MINUTES OF THE MEETING

SDMCBM/ICC/2025-26/1.1 : Reading of the minutes of the previous meeting

Minutes : Mrs. Divya Uchil, co-ordinator of the Committe, read out the minutes of the last meeting. the committe appreciated the dedicated work in executing the initiatives successfully

Resolution : The members resolved to adopt the minutes of the previous meeting.

SDMCBM/ICC/2025-26/1.2 : To prepare the plan of action and objectives for the committee

Minutes : Detailed plan of action and objectives were prepared in the meeting

Resolution: The members resolved to adopt the objectives and plan of action for the academic year

SDMCBM/ICC/2025-26/1.3: To entrust the duties and responsibilities to the members

Minutes: Duties and responsibilities are delegated to each of the members of the committee.

Resolution: All the members resolved to adopt the duties and responsibilities entrusted to them

SDMCBM/ICC/2025-26/1.4: Any other matter

Minutes: No other matter is discussed in the meeting

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ICC/2024-2025/01

Page No.
Date

Date - 13.10.2024
Time - 3:00 PM
Venue - Discussion Room

Agenda

ICC/2024-2025/101 : To Prepare the plan of action and objective for the Committee for the academic year.

ICC/2024-2025/102 Entrust the duties and responsibilites to the members.

ICC/2024-2025/1.3 Any other matter to discuss.

Members Present
Prof. Aruna P Kamath
Mrs. Divya Uchil
Mrs. Madhumathi J Raya
Mrs. Ramya Ballal

Minutes

1.1 The chairman welcomed the members of the Committee and discussed the detailed plan of action.

1.2 Responsibilites were delegated among members.

1.3 No other matter to discuss.

ICC/2024-2025/01

Date :- 15-10-2024

TIME :- 3:00 PM

VENUE: Discussion Room

Agenda

ICC/2024-2025/1-1 To prepare the plan of action and objectives for the committee for the academic year.

ICC/2024-2025/1-2 Entrust the duties and responsibilities to the members

Icc/2024-2025/1-3 Any other matter to discuss

Members Present

Prof. Aruna P Kanakh

Mrs. Divya Ucal

Ms Madhumathi J. Raja

Ms. Ranya S. Ballal.

The chairperson welcomed the committee and a detailed plan of action along with the objectives was analyzed

1.2. Responsibilities were delegated to each of the members of the committee

1.3. The meeting was ended as there was no other matter to be discussed.

Principal
Shri Dharmasthala Manjunatheshwara
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ICC/2024-2025/02.

Date :- 16-5-2025

Time :- 3:00 - 4:00

Venue - Discussion Room

Agenda

ICC/2024-2025/2.1 Evaluation of function of the committee

ICC/2024-2025/2.2 Any other matter

Members Present

Prof. Aruna P Kanath

Mrs. Divya Ucdil

Mrs. Madhunathi J. Raj

Mrs. Ramya S. Ballal

Minutes

2.1 Principal welcomed the gathering. It was observed that the function of the committee was carried out well.

2.2 It was observed that no complaints were received by the committee.

Principal
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ICC/2023-24/01

Meeting held on
Date : 24 August 2023
Time : 3:30 pm
Venue : Discussion Room.

Agenda :
ICC/2023-24/1.1 : To prepare a plan of action and set objectives of the committee for the academic year.
ICC/2023-24/1.2 : Entrust the duties and responsibilities to the members.
ICC/2023-24/1.3 : Any other matter to discuss.

Members Present are
Prof Aruna P. Kamath
Mrs Divya Uchil
Mrs. Kavitha. K.
Mrs Ramya. S. Ballal
Mrs Madhumathi. J Raja

Minutes :

1.1 : The chairman welcomed the members of the committee and a detailed plan of action.
1.2 : Responsibilities were delegated to each of the members of the committee.
1.3 : Meeting was ended as there were no other matter for discussion.

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ICC/2023-24/02

Meeting held on

Date : 19 April 2021

Time : 3:30 pm

Venue : Discussion Room

Agenda :

ICC/2023-24/2.1 : Evaluation of functions of the committee.

ICC/2023-24/2.2 : Any other matter.

Members Present :-

Prof. Aruna P. Kamath

Mrs. Divya Ushil.

Mrs Kavitha K.

Ms Ramya. S. Ballal

Ms Madhumathi. J. Raj

Minutes :

2.1 : It was observed that the functions of the Committee were carried out at ease.

2.2 : It was observed that no complaints were received by the committee.

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IEC/2022-23/01

Page No.
Date :

Date: 2-11-2022
Time - 3.30 PM
Venue - Discussion Room

Agenda:-
IEC/2022-23/1.1 => To Prepare Plan of action for the academic year
1.2 => Distribute the duties and responsibilities to the members
1.3 => Any other matter.

Members Present:
Prof. Aruna P Kanakh. -
Mrs. Divya Ushil -
Mrs. Madhumathi -
Mrs. Kavitha K -
Mrs. Ramya -

Minutes: 1.1. Plan of action for the academic year was discussed in detail and finalized the events.
1.2 => Responsibilities were delegated to each members
1.3 => No issues and complaints received.