



**SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF
BUSINESS MANAGEMENT, MANGALURU – 575 003.**

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NAAC Reaccredited (2023)
with 'A' Grade

COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL 2023-2024

Name of the Person	Position	Designation
Prof. Aruna P Kamath	Principal	Chairperson
Dr. Satheshchandra S	Secretary, SDM Educational Society®, Ujire	Management Representative
Mrs. Gayathri K.	Dean & Associate Professor Dept. of HRD	Coordinator
Mr. Thilakraj G.	HOD & Associate Professor, Dept. of Commerce	Coordinator
Mrs. Divya Uchil	Vice Principal	Member
Mrs. Smitha M	Dean & Associate Professor Dept. of BBA	Member
Mrs. Manju H.	Dean & Associate Professor Dept. of Commerce	Member
Mr. Arun F. Sequeira	Dean & Associate Professor Dept. of BCA	Member
Mrs. Jeevitha D.	HOD & Associate Professor Dept. of Kannada	Member
Mrs. Shashikala Shetty	HOD & Associate Professor Dept. of BCA	Member
Mrs. Ramya S Ballal	Office Superintendent	Member
Mr. Clement	Dean & Associate Professor School of Humanities St. Joseph's University, Bengaluru	External Member
Mr. Arun Pai	Director Pai Sales(P) Ltd.	External Member (Industry Representative)
Mrs. Swathi Rao	Merchandising Administrator, Saks Fifth Avenue	External Member (Alumni Representative)
Mr. Dheeraj Prabhu	Student Representative	Student Member
Mr. Harsh Singhala	Student Representative	Student Member

ArKamath

Principal
Shri Dharmasthala Manjunatheshwara
College of Business Management
MANGALORE

manu

Principal
Shri Dharmasthala Manjunatheshwara
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IQAC MEETING for the month of August held on 5 August 2023

- IQAC members said that readmission for the indiscipline students was conducted.
- IQAC coordinator Mrs. Shashikala Shetty along with Principal said that Academic Audit was conducted smoothly on 10 and 11 July 2023.
- Mrs. Smitha Dean of BBA department said that the Farewell Programme for Dr. Muralidhar Rao K.S. was organized on 13 July 2023.
- Mrs. Ramya, Office superintendent said that students paid the pending college fee and hall ticket was issued to the students on 22 July 2023.
- Deans said that the work allotment and work load for next academic year with NEP syllabus for all the years was looked into.
- IQAC coordinators said that they had conducted the review meeting of academic audit.
- Mr. Arun Sequeira, NAAC Coordinator said that he had collected online feedback on Institutional Performance and Curriculum.
- Mrs Geetha office Asst. said that Faculties had updated the information required for the renewal of group mediclaim insurance.
- Deans said that the faculties had instructed to the Students regarding the new rules of examination as prescribed by the Mangalore University, and exams were conducted in a smooth manner.
- NAAC criteria coordinators said that they had conducted criteria wise meeting.

IQAC MEETING HELD ON 5 SEPTEMBER 2023

- Principal said that according to the suggestions given by the Honourable Secretary, the IQAC incorporated while planning activities for the year.
- Mrs. Gayathri K and Mr. Thilakraj G IQAC coordinators said that Staff enrichment programme for teaching and administrative staff was conducted on 5 August 2023.
- Deans said that the work allotment for next academic year as NEP syllabus was distributed equally among faculties.
- Mrs. Manju, commerce Dean said that the Important events for the academic year were submitted.
- Mrs. Manju, student council coordinator said that First year Orientation programme was conducted on 22 August 2023.
- Mrs. Manju, Student council coordinator and Mr. Sudharshan, Physical director said that they conducted Independence Day on 15 August 2023.



- Mrs.Ramya, Office Supertintendent said that all the Important documents from first year students were collected on 28 August 2023.
- Deans said that all the faculties submitted the list of subjects of respective programmes for all the three years for EEP RMS attendance.
- Mrs.Ramya, Office Supertintendent said that the students applied for various scholarship under National Scholarship Portal and completed biometric authentic process.

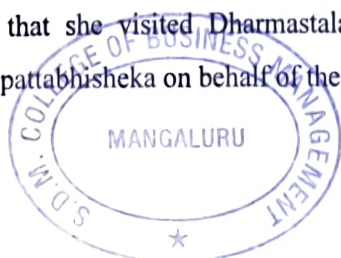
IQAC MEETING FOR THE MONTH OF OCTOBER HELD ON 5 OCTOBER 2023

- Mrs.Manju, Timetable coordinator said that the permanent time table was provided to the faculties.
- Mrs. Divya Uchil, Vice Principal said that the faculties have been providing the reports in systematic order for preparation of AQAR Documentation.
- Mrs Divya Uchil, Vice Principal said that BCA Syllabus revision workshop for V semester NEP was organised in our college on 4.9.2023 in a smooth manner.
- Deans said that faculties submitted their plan of action of association and department on 7-09-2023.
- Mrs.Manju student council coordinator said that Teachers day celebration was organised on 5-09-2023.
- Mrs. Sowmya Hegde said that Research development programme on the topic “E-Learning through Mooc” by Dr. Gopal M Gokhale Associate Professor, Govindas College, and Surathkal was organised on 5.9.2023.
- Mrs.Smitha, STC Co-ordinator said that faculties have framed STC syllabus for the academic year.
- Mrs.Manju student council coordinator said that student council inauguration was organised on 30.09.2023.
- Mrs.Shashikala Exam coordinator said that I Internal Test was held from 4 to 8 October.
- Mr.Akshith, Fine Arts Coordinator said that variety programme was conducted on 12 and college anthem singing on 13 October 2023.



IQAC MEETING FOR THE MONTH OF NOVEMBER HELD ON 5 NOVEMBER 2023

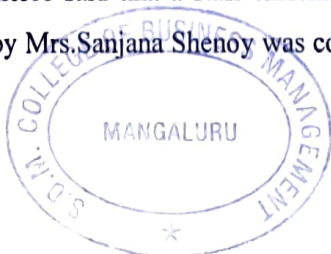
- Mrs. Smitha M, Dean commerce said that a Faculty development programme on the topic “Performance enhancement through Stress Management by resource person Mrs. Jestalaxmi B. Counselling Psychologist and life skills Trainer, Mangalore was held on 3 October 2023.
- Mrs. Shashikala Exam coordinator said that Allotment of invigilation duty and Instruction to examiners for first internal test were given to faculties and I Internal Test was held from 4 to 8 October in a smooth manner.
- Mrs. Divya Vice Principal said that the Wi-Fi connection is provided to all the faculties in all the Departments is made more effective.
- Mrs. Smitha M Dean commerce said that an awareness programme was conducted in connection with Worlds Investors Week 2023. The Finance Department in association with MUCTA had organised an Investors Awareness Programme for II BBA ‘A’ and III BBA on 10 October 2023. Ms. Yvonil D’Souza, Investment Services Professional; Mr. Naveen Rego, SEBI registered Investment Advisor and a certified investor planner and Mr. Leo Amal K, Senior Branch Manager, Franklin Templeton were the resource persons.
- Mr. Nitin, maintenance department said they had repaired LCD projectors and speakers.
- Mrs. Ramya, Office Superintendent said that the students were applying for various scholarships available to them and were benefiting from the same.
- Mrs. Manju H Dean of commerce and Mrs. Gayathri K IQAC Coordinator said that they had conducted an awareness programme on “Investments” on 17 October 2023 for B.COM and BAHRD. The resource persons were Mr. Naveen Rego, A certified financial planner from FPSBI, Leo Amal, Senior branch manager, Franklin Templeton and Mrs. Sapna Shenoy an investment services professional.
- Mrs. Manju H and Mrs. Kavitha Prabhu student council coordinator said that they organised a leadership training programme on 19 October 2023. Mr. Dawn Prakash, certified Google and Microsoft trainer was the resource person.
- Mr. Muralidhar Hegde, Librarian said that Saraswathi pooja was organised in a smooth manner on 21 October 2023 in the college library.
- Principal said that she visited Dharmastala to honour Poojya Heggadeji on 56th anniversary of pattachisheka on behalf of the institution.



- Mrs. Shwetha Y and Mrs. Sanjana Genesis staff coordinator said that one day university level management fest for first year students was organised on 27 October 2023 in a gracious manner.
- Mrs. Shashiprabha and Mrs. Reshmi B R Inspire staff coordinator said that Interclass competition was organised on 27 October 2023.
- Mrs. Gayathri IQAC Coordinator said that a student faculty programme by Mr. Kudroli Ganesh Indian Magician was organised on 31 October 2023.

IQAC MEETING FOR THE MONTH OF DECEMBER HELD ON 5 DECEMBER 2023

- Principal said that all the faculties are following a standard and uniformity pattern for writing the monthly reports.
- Principal said the class advisors submitted the names of detained students.
- Mr Praveen NSS Coordinator said that the NSS unit in collaboration with Delampady Yoga Prathisthana conducted an intercollegiate yoga programme on 4 November 2023. Sri Gopalakrishna Delampady, Yoga Prathisthana was the chief guest for the programme. The programme was conducted in a smooth manner.
- Mrs. Shashikala Exam coordinator said that II Internal Test was conducted in successful manner.
- Mr. Sudarshan Physical Director said that the online yoga test was conducted on 27 November 2023, it was held in BCA Lab.
- Deans said that the faculties submitted the subject mapping for university exams in UUCMS portal on 7 December 2023.
- Mrs. Ramya Office Superintendent said that the Final year class advisors instructed the students regarding their course registration under UUCMS portal on 24. November. 2023
- Principal said that a change in the format of Dry run and academic audit report was accepted by IQAC members.
- Mrs. Ramya Office Superintendent said that the Passed out students collected their Marks card and TC application.
- Mrs. Manju Dean Commerce said that a staff enrichment programme on “Work life balance and food diet” by Mrs. Sanjana Shenoy was conducted in a successful manner on 21 November 2023.



IQAC MEETING FOR THE MONTH OF DECEMBER HELD ON 5 JANUARY 2024

- Mrs Rashmi T and Mrs. Veena D Kotian Staff coordinator of National webinar said that they conducted Consumer Awareness and Rights programme on 9 December 2023 in a systematic manner.
- Principal said that the Faculties submitted the Format of details relating to number of paper publication, conference, Seminar, workshop attended and conducted from January to December by 4 December 2023.
- Mrs Gayathri and Mr. Thilakraj IQAC Coordinators and Mr. Arun Sequeira, NAAC Coordinator said that the faculties submitted the required documents according to Consolidation of 7 criteria requirements for academic audit on 12 December 2023.
- Mrs. Ramya Supertidenet said that the class advisors to inform the students regarding the internal marks and Proof read it by 8 December 2023.
- Deans said that the University BCA practical examinations and University theory examinations were conducted in a systematic manner from 2.1.2024.
- Deans said that the students checked their internal marks, EC&CC marks and attendance in UUCMS portal and any discrepancies were informed to concerned faculties by 15 December 2023.

IQAC MEETING FOR THE MONTH OF FEBRUARY HELD ON 5 FEBRUARY 2024

- Mrs Rashmi T and Mrs. Veena D Kotian Staff coordinator of National webinar said that Consumer Awareness and Rights programme was conducted on 9 December 2023 in a smooth manner.
- Principal said that the Faculties submitted the Format of details relating to number of paper publication, conference, Seminar, workshop attended and conducted from January to December to be submitted by 4 December 2023.
- Mrs Gayathri and Mr. Thilakraj, IQAC Coordinators and Mr. Arun Sequeira, NAAC Coordinator said that the faculties submitted the required documents according to Consolidation of 7 criteria requirements for academic audit on 12 December 2023.
- Deans said that the University BCA practical examinations was conducted from 16 December 2023 and University theory examinations conducted from 2.1.2024. It was conducted in a systematic manner



- Deans said that the students checked their internal marks, EC&CC marks and attendance in UUCMS portal and any discrepancies was informed to concerned faculties.

IQAC MEETING FOR THE MONTH OF MARCH HELD ON 5 MARCH 2024

- Staff coordinators of NSS, Youth Red cross and Rovers and Rangers said that they organized Samvidhana Jagrathi Jatha on 4 February 2024.
- Dr. Jyothi NSS Staff officers said that NSS annual camp was conducted smoothly from 8 to 14 February 2024.
- Deans said that the even semester subject and work allotment among faculties was equally distributed.
- Mrs.Manju and Mr. Arun F Sequeira Time Table staff coordinators said that Timetable for faculties for even semester was provided to faculties by 26 February 2024.
- Deans said that they had Allotted Faculties as guides to students for min projects.
- Mrs.Shashikala Shetty Exam coordinator said that the First Internal test was conducted in systematic manner from 25 – 28 March 2024
- Mrs.Sowmya Hegde Staff coordinator of Research and Development said that the faculties submitted the Details of payment made for publications and FDP participation on 17 February 2024.
- Mrs Divya Uchil Vice Principal said that the faculties maintained the documents of AQAR (2022-23). She said that the AQAR documentation were updated on 15 March 2024.
- Deans informed that the faculties attended VI semester syllabus workshop of B.Com (24 February 2024) and BBA (29 February 2024).
- Deans said that the faculties had planned their skill based activities and booked the Conference and Auditorium accordingly by 26 February 2024.
- Mrs. Divya Uchil Vice Principal said that the faculties have access to a common Email id from 27 February 2024.
- Mrs Reshmi and Dr.Jyothi Youth Red Cross and NSS coordinators said that the blood donation camp was organised on 29 February 2024.



IQAC MEETING FOR THE MONTH OF APRIL HELD ON 5 APRIL 2024

- Mrs.Manju Dean of commerce said that they conducted a One day seminar on “Emerging trends in finance and opportunities for commerce and management students” on 1 March 2024.
- Dr Prasanna and Mrs.Sowmya Jyothi Synergy and Sygma coordinators said that the fest was organised in a systematic manner on 6 and 7 March 2024.
- Mrs.Smitha Dean of BBA said that the faculties were provided Guidelines of Mini Projects and also allotted Faculties as guides to students for min projects on 5 March 2024.
- Mrs.Shashikala Shetty Exam coordinator said that the faculties submitted their First Internal Marks by 9 March 2024.
- Mrs Ramya Office Superintendent said that the faculties enrolled for Sampoorna Suraksha Yojana.
- Deans said that the faculties started to submit their reports of all the activities conducted by them on 28 of every month.
- Dr Prasanna campus placement officer said that they organised a FDP on Bank deposit schemes led by overseas bank.
- Deans said that the faculties will be conducting all the activities prior to college day programme.
- Mr. Arun F Sequeria Dean of BCA said that the department organised a One day National level Wikipedia workshop On 16 March 2024.
- Mrs. Gayathri Dean BAHRD said that they organised a One day workshop on “Career opportunities in hospitality industry in association with Department of Allied Hospitality Studies, WGSMA, MAHE, Manipal, on 20 March 2024.
- Mr. Sudarshan said that Mangalore inter-collegiate weightlifting championship 2023-2024 was organised successfully on 18 and 19 March 2024.
- Dr. Jyothi NSS staff coordinator said that the students registered for Voter’s ID and on 20 March 2024.
- Mrs.Shashikala staff coordinator of Rovers and Rangers said that they organized a Vivekotsava – 2024” to observe National Youth Day, on 30 March 2024.

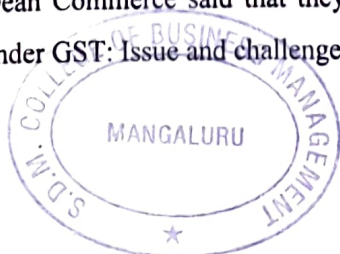


IQAC MEETING FOR THE MONTH OF APRIL HELD ON 5 MAY 2024

- Mr. Sudarshan Physical Director said that the Annual athletic meet was held in a successful manner on 5 April 2024 in Mangala Stadium..
- Dr. Jyothi, Mr. Muralihar Hegde, and Mr. Sudarshan, coordinators of the admission committee, examined the admission procedure for the 2024–25 batch.
- Mrs. Kavitha Prabhu, Factory visit staff coordinator said that the factory visit was conducted in smooth manner on 16 April 2024.
- Mrs. Supriya A Staff coordinator of EDP said that they organized, A one-day workshop on 'Issues and Challenges for Entrepreneurial Success' on 24 April 2024.
- Mrs. Manju Staff coordinator of College Day said that the college day was organized in a systematic manner on 3 May 2024.
- Mrs Ramya, Office Superintendent said that the students secured top three places in the semester exam were displayed in the notice board on 27 April 2024. And the Contribution of students to various association activities were recognized during college
- Mrs. Manju Staff coordinator of College Day said that the faculties to gave the names of best outgoing student from each stream as to appreciate the student's efforts in the academic year.

IQAC MEETING FOR THE MONTH OF JUNE HELD ON 5 JUNE 2024.

- Mrs. Shashikala Shetty, Internal Test coordinator said that the Second internal test was conducted on May to 30 2024 and Viva for BBA, BCOM and BAHRD students was conducted in a systematic manner on 31 May to 3 June.
- Deans said that the Project viva for final year students was conducted on systematic manner on 5 June 2024.
- Mrs Ramya, Office Superintendent said that the Arrangement for University re-examination was held on 13, 14, 15 and 17 May 2024.
- Mr. Arun Sequeira HOD BCA Department said that the BCA department organised a FDP on Infosys springboard on 11 May 2024, it was conducted conveniently.
- Mrs. Manju Dean Commerce said that they organized a Conference on "Audit and adjudication under GST: Issue and challenges" in a smooth manner on 17 May 2024.



- Mr. Arun Sequeira HOD BCA Department said that the Student feedback was collected on 24 May 2024.
- Deans said that faculties submitted their internal assessment marks on 10 June 2024.

IQAC MEETING FOR THE MONTH OF JULY HELD ON 5 JULY 2024.

- Mrs. Shashikala Shetty, Internal Test coordinator said that the Second internal test was conducted in a systematic manner.
- Deans said that the Project viva for final year students was conducted in a systematic manner.
- Mr. Arun Sequeira HOD BCA Department said that the BCA department organised a FDP on Infosys springboard on 11 May 2024.
- Mrs. Manju Dean commerce said that Commerce Department organized a Conference on the topic “Audit and adjudication under GST: Issue and challenges” on 17 May 2024.
- Mr. Arun Sequeira HOD BCA Department said that the Student feedback was collected on 24 May 2024.
- Deans said that the Faculties submitted Internal assessment marks on 10 June 2024.




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