



SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

MANGALURU – 575 003 (DAKSHINA KANNADA)

Office : 0824-2494186 NAAC Reaccredited (2023) with 'A' Grade Fax : 0824-2494186
Principal : 0824-2496980 Email : sdmcmb@sdmcmb.ac.in
Website : www.sdm.ac.in

COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL 2024-2025

Name of the Person	Position	Designation
Prof. Aruna P Kamath	Principal	Chairperson
Dr. Satheeshchandra 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)
Ms. Anarghya	Student Representative	Student Member
Ms. Janani	Student Representative	Student Member

IQAC MEETING FOR THE MONTH AUGUST ON 5 AUGUST 2024.

- Mrs. Ramya, Office Superintendent said that the passed-out students collected their Convocation certificate.
- Deans said that the Gradation List was updated by the Faculties.
- Deans said that the faculties deputed students for a session on New criminal laws conducted by Kanara Chamber of commerce and industry.

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

- The Deans said that the work and subject Allotment of duties and responsibilities among faculties for various association and committees for the academic year 2024-25 was distributed among all the faculties equally.



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- The Deans said that the work load for next academic year with SEP for first year and NEP for second and third year was allocated to faculties.
- Mrs. Kavitha Prabhu, Student council coordinator said that the orientation programme for the first year students was conducted on 12 August 2024, in a smooth manner.
- The Principal said that the classes for II and III Year students commenced the classes from 13 August 2024.
- Mr.Sudarshan, Physical Director Mrs. Kavitha Prabhu, Student council coordinator said that the Independence Day celebration was organised on 15 August 2024.
- Mrs. Ramya, Office Supertindent said that the important Document from first year students were collected in a systematic manner.
- Mrs. Ramya, Office Supertindent said that the students applied for various scholarship under National Scholarship Portal, and to completed the biometric authentic process.
- Mrs .Smitha, and Mr. Arun F S, Time Table coordinators said that the Permanent timetable for the semester was issued to faculties.
- Mrs. Gayathri K, and Mr. Thilakraj IQAC Coordinators said that a FDP on “Application of Artificial Intelligence in Teaching and Learning” was organised on 13 August 2024.
- Mrs. Smitha, Dean BBA said that the faculties submitted the Syllabus for STC courses.
- Dr. Sowmya Hegde said that the details of MOU signed were submitted to her in detail for future references.
- Mrs. Divya Uchil, Vice Principal said that the students registered for Infosys Springboard and were undertaking five courses mandatorily.
- Mrs. Kavitha Prabhu, Student council coordinator said that a Scholarship awareness programme was organised for the students on 24 August 2024, Mr. Narayan Naik was the Resource person for the programme.
- Mrs. Gayathri K, and Mr. Thilakraj IQAC Coordinators said that they organised an Art of Living session for first year students on 29 August 2024.Mr.Sahas Rai was the resource person.

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

- Mr. Arun Sequeira Exam coordinator said that I Internal Test was held from 23 to 26 September 2024.
- Mr. Arun Sequeira Exam coordinator said that the First Internal Test marks were submitted by faculties on 5 October 2024.
- Mrs. Sowmya Hegde said that Research development programme on the topic “Research Funding Agencies” by Dr.Vidyavathi Assistant Professor, Nitte Institute Professional Education was organised as a celebration Of Teachers Day on 5 September 2024.
- Mrs. Kavitha Prabhu student council coordinator said that student council inauguration was conducted on a smooth manner on 11 September 2024.
- Mrs. Kavitha Prabhu student council coordinator said that student council inauguration and Group Photos of various association was organised on 11 September 2024.
- Deans said that the Association Inaugurations was organised in a smooth manner .
- Deans said that the faculties submitted the necessary reports to Mrs.Jeevitha for the upadation of Institutional reports on 7 September 2024.
- Mr. Arun Sequeira Dean BCA Department said that he collected online feedback on Institutional Performance and Curriculum on 11 September 2024.



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- Mrs.Preethika Dharmapal and Mrs.Anasuya staff coordinators of Youth Red Cross and Rovers and rangers said that they celebrated “International Day of Democracy” on 15 September 2024.
- Deans said that the faculties engaged in interdepartmental activities as it ensures interdepartmental communication and to facilitate collaboration, coordination, and effective decision-making.
- Mrs. Ramya, the office superintendent, said that the faculties provided the absentee list every day so that the parents of the students are aware of their leave.
- Deans said that the faculties were notified about the evaluation of institutional analysis based on PBSA 2023.

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

- Mr. Arun Sequeira Exam coordinator, said that the Second Internal Test was conducted in a smooth manner from 19-21 November 2024.
- Mr. Arun Sequeira Exam coordinator said that the First Internal Test marks was submitted by faculties on 28 November 2024.
- Mrs.Manju Dean Commerce said that a CPBFI certification programme and Short term course was organised in a systematic manner for II B.Com.
- Mr. Muralidhar Hegde, Librarian said that Saraswathi pooja was organised on 10 October 2024 in the college library.
- Ms. Sanjana and Mrs. Deepashree Genesis, staff coordinators said that one day university level management fest for first year students was conducted in a smooth manner on 30 October 2024.
- Mrs. Reshmi and Mrs. Shruthi, Inspire staff coordinator said that Interclass competition was conducted in a smooth manner on 30 October 2024.
- Mrs. Veena D Kotian, Fine Arts coordinator said that the College anthem singing competition and Variety competition was organised in a systematic manner on 16 & 17 October 2024.
- Mrs. Divya Uchil, Vice Principal, stated that first-year students had been assigned email addresses, enabling them to communicate and share relevant documents efficiently.
- Mrs. Sowmya Hegde, the Research Development Staff Coordinator, said that the faculty members were utilising the PM Early Career Research Award, opportunity effectively.
- Dr. Jyothi NSS coordinator, Mrs.Preethika Dharmapal, Youth Red Cross staff coordinator, Mrs.Anasuya Rovers and Rangers staff coordinator said that they organised a PAN card drive for students on 24 October 2024 effectively.
- Dr. Jyothi NSS coordinator, Mrs.Preethika Dharmapal, Youth Red Cross staff coordinator, Mrs.Anasuya Rovers and Rangers staff coordinator said that they organised Blood Donation camp for students on 24 October 2024.

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

- Mrs. Jeevitha and Mrs. Renuthakshi Kannada Association Coordinators said that the Karnataka Rajyotsava celebration was organized successfully on 1 November 2024.
- Deans said that The Fest Forum coordinator looked upon and updated the student selections for upcoming fests on 5 November 2024.



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- Mrs. Divya Uchil, Vice Principal said that AQAR preparations began on 5 November 2024, focusing on criteria-wise submissions.
- Deans said that the faculties reviewed the syllabus changes under the new schemes by 5 November 2024.
- Mrs. Supritha EDP Coordinator said that the KCCI Entrepreneurship Programme for students was organised in a smooth manner on 14 November 2024.
- Mr. Prasanna Campus Placement coordinator said that the placement registration for Second-Year students was finalized on 14 November 2024.
- Deans said that all faculties prepared for the upcoming academic audit by 28th November 2024.
- Mrs. Ramya, Office Superintendent said that the faculties provided specific details for the AGM by 21 November 2024.
- Mrs. Jeevitha and Mrs. Renuthakshi said that the celebration of Dr. PadmaVibushan Veerendra Heggadeji's birthday on 24 November 2024 was conducted in smooth manner.
- Mrs. Divya, Vice Principal said that BCA department conducted the BCA lab test on 27 November 2024.
- Mrs. Sowmya Jyothi and Mrs. Sowmya said that the marks for EC & CC marks of students was submitted by faculties on 5 November 2024.
- Mr. Arun Sequeira Exam coordinator said that the proofreading for the second internal test question papers was completed by 14 November 2024.
- Mr. Arun Sequeira Exam coordinator said that the Second internal test is was organised on a smooth manner on 19 November 2024.
- Mr. Arun Sequeira, Exam Coordinator, said that the viva examinations for BBA, B.Com, and BA (HRD) students scheduled for 26, 27, and 28 November 2024.
- Mr. Arun Sequeira, Exam Coordinator, said that the BCA marks were submitted on 26 November 2024 and other streams by 30 November 2024.
- The Deans said that the faculties submitted the internal marks for BCA, BBA, B.Com, and BA (HRD) must be entered into the UUCMS portal on 29 November 2024.

IQAC MEETING FOR THE MONTH OF JANUARY HELD ON 5 JANUARY 2025.

- Deans said that the students who had a low attendance were notified and Parents were called on 2 December 2024.
- Mrs Gayathri and Mr. Thilakraj IQAC Coordinators said that the dry run work allotment and Dry run inspection was conducted in a systematic manner on 5-6 December 2024.
- Mrs. Geetha Office Asst, said that the faculties signed the service register and it was updated on 7 December 2024.
- Mrs. Divya, Vice Principal said that the faculties submitted the AQAR in a systematic manner.
- Dr Jyothi and Mr. Sudarshan NSS Officers said that they had deputed students for the RD camp selection on 14 December 2024.
- Mrs Gayathri and Mr. Thilakraj IQAC Coordinators said that stock the verification by various committees were conducted in a systematic manner on 23 December 2024.

IQAC MEETING FOR THE MONTH OF FEBRUARY HELD ON 5 FEBRUARY



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2025.

- Deans said that the information on gradation was updated and published on the university website for all faculties.
- Deans said that the workload and subject allotment for the even semester was communicated to all concerned departments.
- Deans said that the fixed asset requirements was submitted by faculties.
- Mrs. Divya, Vice Principal, stated that all faculties submitted the required documents for AQAR 24-25 by 6th January 2025.
- Mrs. Divya Uchil, Vice Principal, confirmed that the timeline for AQAR submission was finalized.
- Mrs. Divya Uchil, Vice Principal, mentioned that a backend system for storing AQAR files was set up.
- Mrs. Ramya, Office Superintendent said that the documents required for AICTE submission were uploaded by faculties on 10 January 2025.
- Mr. Sudarshan, Physical Director, along with NSS, RR, and YRS coordinators, said that an online meeting to discuss the State Olympics Programme was conducted on 14 January 2025.
- Mr. Sudarshan, Physical Director, along with NSS, RR, and YRS coordinators, said that the students actively participated in the State Olympics Programme, scheduled on 17 January 2025.
- Mr. Thilakraj, IQAC Coordinator, said that faculties followed the guidelines for PBSA 2025 and submitted the PBSA files on 20 January 2025.
- Mrs. Kavitha Prabhu, Student Council Coordinator, said that the important dates were discussed and finalised as per the even semester programmes revised by university calendar.
- Mr. Arun Sequeira, Test Committee Coordinator, said that even semester tests were discussed and finalised.
- Deans said that the concerned staff coordinators provided the rescheduled dates for the NSS Annual Camp, Sports Day, College Day, Synergy, and Sygma.
- Mr. Arun and Mrs. Shruthi said that they were working on PR initiatives for the institution with progress were reported.
- Dr. Prasanna Kumar said that the preparations for the National Conference on Entrepreneurship Development, focusing on challenges and prospects, was scheduled for March 2025.

IQAC MEETING FOR THE MONTH OF MARCH HELD ON 5 MARCH

2025.

- Schedule of Activities for the Semester: Important dates were scheduled and finalised as per the even semester programmes revised by university calendar.
- Preparation for NSS Annual NSS annual camp was conducted on 10 February 2025.
- Permanent Timetable for Even Semester: Timetable allotment are communicated to faculties.



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- Preparation for National Level Conference: National Level Conference, was organised on 11 March 2025.
- Booking of Conference Hall and Auditorium: Faculties followed the guidelines while booking the conference hall and auditorium for upcoming programmes.
- Photocopying Services for Official Purposes Only: Faculties followed the guidelines of photocopying facility available in the college
- Use of Social Media Platforms for a Positive Image of the College: Faculties and students utilize social media platforms effectively to enhance the college's image.
- Course Outcomes for First Semester SEP Syllabus. Faculties updated the course outcomes for the first semester SEP syllabus.
- Test for STC Courses: STC courses test was conducted.
- Preparation for AAA by Management: All the documents required for AAA submission were updated on 25 February 2025.

IQAC MEETING FOR THE MONTH OF APRIL HELD ON 5 APRIL 2025.

- KKSYS & Sampurna Suraksha Scheme: Faculties acquired benefit from Sampurna Suraksha Scheme as per the details provided.
- First Internal Test Timetable: Faculties followed the exam timetable and ensured First
- Internal test was conducted smoothly on 3 March 2025.
- Question Paper Submission and Proofreading for First Internal Test: The Faculties submitted the question papers for the First Internal test on 4 March 2025.
- Annual Sports Day: Annual Sports Day was organised on 6 March 2025.
- Record of Students with No Attendance in the Even Semester: Faculties submitted the list of students who had not attended any classes in the even semester on 6 March 2025.
- Timely Submission of Activity-Related Reports and Photos: Faculties submitted activity-related reports and photos to the Literature and Magazine Committee on 6 March 2025.
- Links for Various Social Media Pages of the College: Faculties promoted the college & social media pages for better engagement with students and the public.
- Synergy 2025: Synergy 2025 was organised on 13 March 2025.
- Sygma 2025: Sygma 2025 was organised on 14 March 2025.
- Promotion Regulations: Promotion regulation issued by the Management was circulated among the faculties and eligible faculties for the post of Associate Professor were asked to keep the document ready and apply accordingly.
- Copy of BBA Blown-Up Syllabus in the Library: Faculties followed the BBA syllabus by the Mangalore University, The copies of the syllabus are available in the library for reference.
- Preparation for AAA: The Faculties were asked to keep AAA Documents ready by 19 March 2025.
- Uploading of OOD Certificates in EERPMS: Faculties uploaded their OOD certificates in EERPMS.
- Rank Holders List to be published in Newspaper: College office was given the responsibility of publishing rank holders list in the local newspaper and to acknowledge achievement of the students and give publicity to the college.
- Uploading of Admission Applications on the College Website for 2025-26 Batch: Admission applications were updated in the college website on 19 March 2025.



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- Corrections in PBSA: Faculties implemented the required corrections in PBSA.
- Post-NAAC Suggestions and Strategies for Next Year: Faculties adopted the post-NAAC suggestions and implemented strategies for the next academic year to enhance quality.

IQAC MEETING FOR THE MONTH OF MAY HELD ON 5 MAY 2025.

- Publicity about UG Programmes for Upcoming Academic Year 2025–26: All faculties created awareness and initiated publicity activities for UG programmes on 3 April 2025.
- Publishing Reports on Events in the SDM App: Ms. Lolita Dsouza reported that all programme reports and photographs sent by the faculties were uploaded in the SDM app for regular publication on 7 April 2025.
- Admission for New Academic Year 2025–26: Mrs. Shalini discussed the status and strategies related to admissions for the academic year 2025–26 on 7 April 2025.
- Recording Parents' Phone Numbers during Admission: Mrs. Shalini reported that faculties recorded parents' contact details during the admission process on 11 April 2025.
- Consumer Club Course Exam: Mrs. Rashmi T said that the consumer club course exam was conducted smoothly on 9 April 2025.
- Preparation for AAA: All faculties updated the necessary documentation and departmental activities in preparation for the AAA visit on 15 April 2025.
- AAA Visit by Management: Mrs. Gayathri and Mr. Thilakraj reported that the Academic and Administrative Audit (AAA) visit was conducted successfully and in a smooth manner on 17 April 2025.
- Preparation for Second Internal Test: Mr. Arun Sequeira reported that the Second Internal Test was conducted as per schedule with proper planning and communication on 20 April 2025.
- Factory Visit: Mrs. Gayathri K and Mr. Thilakraj reported that the factory visit was organized in a systematic manner on 22 April 2025.
- Artexo Exhibitors: The English Department reported that an art exhibition titled Artexo Exhibitors was organized in the college on 23 April 2025 as part of the International English Language Day celebrations.
- Instruction Regarding Using EEPRMS for Recording Activities: All faculties updated EEPRMS regularly for documenting departmental activities, student-related tasks, and lesson plans on 24 May 2025.
- Instruction Regarding Opening for Ph.D. in SDMIMD: All faculties were informed about the potential opening of Ph.D. programmes in SDMIMD and were instructed to notify eligible faculties and students on 24 May 2025.
- Identifying Students with Outstanding Performance: The committee discussed and finalized the identification of students with exceptional academic and overall performance for recognition on College Day on 26 May 2025.
- Students with Attendance Shortage to be identified: All class advisors discussed and identified students with attendance shortages on 26 April 2025 for necessary follow-up action.
- Preparation for College Day Celebration: Mrs. Kavitha Prabhu, Mr. Thilakraj, and Mrs. Veena D Kotian reported that the College Day event was planned and conducted in an organized and smooth manner on 29 April 2025.

IQAC MEETING FOR THE MONTH OF JUN HELD ON 5 JUNE 2025.



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- Review of AAA Report: The IQAC and Criteria Heads reviewed the AAA report on 6 May 2025.
- EDP and Consumer Club Workshop: Mrs. Supriya and Mrs. Rashmi T Staff coordinators of EDP and Consumer Club workshop said that the EDP and Consumer Club workshop was conducted successfully on 7 May 2025.
- Distribution of STC Certificates to Students: Mrs. Smitha stated that the Class Advisors distributed STC certificates to students on 10 May 2025.
- Submission of EC and CC Marks: Mrs. Sowmya Jyothi and Mrs. Sowmya Hegde stated that the Class Advisors submitted EC and CC marks on 17 May 2025.
- Viva Voce for BBA, B.Com, and BA (HRD) Students: The Test Committee said that the viva voce sessions were conducted on 20, 21, and 23 May 2025 for BBA, B.Com, and BA (HRD) students.
- Project Viva for Final Year BBA, B.Com, and BA (HRD) Students: The Test Committee reported that the Project Viva for final-year BBA, B.Com, and BA (HRD) students was conducted on 22 May 2025.
- Submission of Internal Marks for BCA, BBA, B.Com, and BA (HRD) Students: The faculty members submitted the internal marks for all streams on 28 May 2025
- Entry of Attendance and Internal Marks in UUCMS for BCA, BBA, B.Com, and BA (HRD) Students: Faculty members submitted the entry of attendance and internal marks into UUCMS on 23 May 2025 for all streams and years.
- Dry Run for Even Semester 2024-25: IQAC reported that a dry run was conducted systematically for the even semester on 30 May 2025.
- Online Admission for New Entrants for 2025-26 Batch: Mrs. Ramya reported that the online admission process for new entrants on 28 May 2025 was conducted in a systematic manner.
- University Examination Preparation: Mrs. Ramya and Mrs. Smitha coordinated the university examination preparations on 31 May 2025.
- Feedback on AAA: The Principal reported that she, along with three Deans, had an interaction with the Hon'ble Secretary regarding the AAA. The feedback given by the Hon'ble Secretary was discussed during the meeting.

Principal
Shri Dharmasthala Manjunatheshwara
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MANGALORE