



SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

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COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL 2025-26

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 Department of Commerce	Coordinator
Mr. Thilakraj G	Dean & Associate Professor Department of HRD	Coordinator
Mrs. Divya Uchil	Vice Principal	Member
Mrs. Smitha M	Dean & Associate Professor Department of BBA	Member
Mr. Arun F Sequeira	Dean & Associate Professor Department of BCA	Member
Mrs. Jeevitha D	HoD & Associate Professor Department of Kannada	Member
Mrs. Shashikala Shetty	HoD & Associate Professor Department of BCA	Member
Mrs. Renuthakshi	Assistant Professor Department of Kannada	Member
Mrs. Ramya S Ballal	Office Superintendent	Member
Mr. Clement Dsouza	Rtd. Vice Principal, St. Joseph's University, Bengaluru	External Member
Dr. Ashwin Loyal Mendonca	Assistant Professor, GFGC, Kavoor	External Member
Mr. Arun Pai	Director, Pai Sales (P) Ltd.	External Member (Industry Representative. Alumni)
Ms. Ankitha K Rao	Student Representative	Student Member
Mr. Shridhar Kamath	Student Representative	Student Member


Principal
Shri Dharmasthala Manjunatheshwara
College of Business Management
Mangaluru

06/08/2025

**SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS
MANAGEMENT, MANGALORE**

MINUTES OF THE IQAC MEETING HELD ON 6 AUGUST 2025

Members Invited and Present

1. Prof. Aruna P Kamath	Principal/Chairperson
2. Prof. Clement D'Souza	External Member
3. Dr. Ashwin Loyal Mendonca	External Member
4. Mrs. Divya Uchil	Vice Principal
5. Mr. Arun Francis Sequeira	NAAC Co-ordinator
6. Mrs. Gayathri K	IQAC Co-Ordinator
7. Mr. Thilakraj G	IQAC Co-ordinator
8. Mrs. Smitha M	Dean of the BBA Department
9. Mrs. Jeevitha D	Associate Professor
10. Mrs. Renuthakshi,	Assistant Professor
11. Mrs. Ramya S Ballal	Office Superintendent
12. Ms. Deepa Jayachandra	Asst. Professor
13. Ms. Ankitha K Rao	Student Member
14. Mr. Shridhar Kamath	Student Member

Members Not Present: Mrs. Shashikala Shetty – Assistant Professor

Mr. Arun Pai - External Member

AGENDA

- **SDMCBM /IQAC/25-26/1/1: Reading the minutes of previous IQAC meeting held on 05/03/2024**
- **SDMCBM / IQAC/25-26/1/2: Short-term Courses.**
- **SDMCBM/IQAC/25-26/1/3: Promotion of BA(HRD)**
- **SDMCBM/IQAC/25-26/1/4: AAA guidelines received from the Management.**
- **SDMCBM/IQAC/25-26/1/5: Plan of Action for odd semester 2025-26.**
- **SDMCBM/IQAC/25-26/1/6: Review of 2024-25 even semester results of the institution.**
- **SDMCBM/IQAC/25-26/1/7: Checklist for organising the programme.**
- **SDMCBM/IQAC/25-26/1/8: Research and Publication Promotion.**
- **SDMCBM/IQAC/25-26/1/9: MOUs with Industries.**
- **SDMCBM/IQAC/25-26/1/10: NAAC reframing of committees.**
- **SDMCBM/IQAC/25-26/1/11: New NAAC Assessment system.**
- **SDMCBM/IQAC/25-26/1/12: Additional Academic Concerns**

MINUTES AND RESOLUTIONS OF THE MEETING

SDMCBM /IQAC/25-26/1/1: Reading the minutes of the previous IQAC meeting held on 05/03/2024

The resolution of the previous meeting was read out by Mrs. Gayathri, IQAC Co-ordinator. It was noted that the Skill Enhancement Programme to promote the necessary skills required in various functional areas of management, the extension activities to provide practical exposure to students, the National-level Inter-collegiate Management and IT Fest, and the National Conference on Fostering Entrepreneurship in India: Challenges, Opportunities, and the Road Ahead were successfully implemented. The concerned in-charges of these programmes have submitted their reports to the IQAC Bulletin, and a checklist for organising programmes has also been provided to ensure proper planning and execution of departmental and association activities.

SDMCBM / IQAC/25-26/1/2: Short-term Courses.

Mrs. Aruna P. Kamath, Chairperson, initiated the discussion by highlighting the growing demand for the BCA programme. She proposed the introduction of a short-term course from the BCA stream, designed to benefit students from other streams within the college. Following this, Mrs. Divya Uchil, Vice-Principal of the college, along with Mr. Arun Francis Sequeira, Dean of BCA, informed the members that a new syllabus for the proposed course had already been drafted. They further reported that classes under this initiative had commenced, and a number of students from other streams were already availing themselves of the opportunity. Mrs. Aruna P. Kamath, Principal of the college, informed the house that the implementation of this course had been discussed with the management, and formal approval for its execution had been granted. Mrs. Smitha, Dean of BBA, read out the general guidelines for the STC, following which the members engaged in further deliberations on its structure, delivery, and expected outcomes.

Prof. Clement suggested the inclusion of an *external guest resource person* to enhance the course delivery. He also proposed incorporating peer-teaching activities, wherein approximately 10% of the class time would be dedicated to having a student (or a designated group) learn a specific topic in detail and subsequently teach it to their peers. This, he noted, would foster collaborative learning and reinforce subject mastery.

Prof. Clament also briefed the members about the recent changes in NAAC assessment criteria, noting that such innovative short-term courses could contribute positively to quality metrics, particularly under the domain of *Best Practices*.

Finally, he suggested exploring the possibility of inviting distinguished alumni to teach selected modules, ensuring that the content remains job-oriented, skill-focused, and unique, thereby enhancing the college's reputation for practical and industry-relevant education.

Resolution:

Mr. Smita, Dean of the BBA Department, also presented the syllabus of various other short-term courses offered this year. It was resolved to implement all the short-term courses planned for the year based on the guidelines given by Mrs. Smita, Dean of the BBA Department and Co-ordinator of Short-term Courses.

SDMCBM/IQAC/25-26/1/3: Promotion of BA(HRD)

The Chairperson, Mrs. Aruna P. Kamath, began the discussion by explaining to the external members the background for starting the B.A. (Human Resource Development) course. She stated that the programme was introduced with the intention of equipping students with relevant skills and knowledge in the field of human resource management. She then brought to notice the present concern regarding a decline in enrollment in the course over the past academic years.

Mr. Tilak Raj, IQAC Co-ordinator, suggested that the course could be promoted by highlighting its features during the college events *Genesis* and *Synergy*. He further recommended organising literary competitions in which teams from both the Commerce and Arts streams of the college would participate, thereby creating more awareness among the student community.

External member Mr. Clement D'Souza proposed the idea of a visiting session for students from the Pre-University level. This session would introduce them to the course, provide details about its benefits, outline possible career opportunities, inform them about options for higher education, and present information on available scholarships. He also recommended highlighting the alumni of the course who have been successful in their professional careers, as this could serve to motivate prospective students.

External guest Mr. Ashwin suggested visiting various PU colleges to conduct promotional campaigns. These visits would aim to create awareness about the course, address potential queries from students, and provide a clearer understanding of what the programme offers. The discussion concluded with a consensus that a combination of these approaches would help in increasing the visibility of the course and attracting more students.

Resolution:

It was resolved that promotional activities would be undertaken to encourage enrolment in the BA (HRD) course by visiting the Pre- University College and addressing Arts students in the month of November. Mr. Tilak Raj, Co-ordinator of IQAC and faculty of BHRD, was entrusted with this responsibility.

SDMCBM/IQAC/25-26/1/4: AAA guidelines received from the Management.

Mrs. Gayathri, IQAC Co-ordinator, presented and read out the AAA (Academic and Administrative Audit) guidelines as received from the Management. These guidelines outlined the procedures and parameters to be followed for the audit process.

During the discussion, external member Mr. Clement D'Souza suggested that the institution's best practices should include initiatives that contribute meaningfully to all stakeholders. He further noted that certain changes had been introduced in the NAAC framework, although no official announcements have yet been made.

Resolution:

It was resolved that the recommendations of the AAA would be implemented by suitably incorporating them into the institution's plan of action, ensuring that the suggestions are

effectively translated into actionable steps for continuous improvement and quality enhancement.

SDMCBM/IQAC/25-26/1/5: Plan of Action for odd semester 2025-26.

Mrs. Gayathri, IQAC Co-ordinator, informed the panel that the format for preparing the Plan of Action for the odd semester of the academic year 2025–26 had been circulated to all departments and associations. She stated that the completed Plans of Action are to be submitted by 8 August 2025.

Resolution:

It was resolved that the plan of action, based on the vision and mission of the institution and reviewed by the IQAC for the academic year, will be implemented under the guidance of the designated co-ordinators of the associations.

SDMCBM/IQAC/25-26/1/6: Review of 2024-25 even semester results of the institution.

The results of the institution for the even semester of the academic year 2024–25 were reviewed and discussed. During the discussion, Mr. Arun Francis Sequeira, Dean of BCA, highlighted the achievement of a student who secured 100% marks in the 6th semester examination. The panel also discussed the performance of rank holders, acknowledging their accomplishments and the overall academic performance of the institution.

SDMCBM/IQAC/25-26/1/7: Checklist for organising the programme.

Mrs. Gayathri, IQAC Co-ordinator, highlighted that a comprehensive checklist for organising programmes has been shared to facilitate meticulous planning and seamless execution of departmental and association activities. She emphasised that this initiative would not only streamline preparations but also ensure the smooth and effective implementation of the overall plan of action, leaving little room for last-minute chaos.

SDMCBM/IQAC/25-26/1/8: Research and Publication Promotion.

The Chairperson and Principal of the college, Mrs. Aruna P. Kamath, emphasised the importance of research and scholarly publications in enhancing the academic profile of the institution. She highlighted the need for faculty members to publish research papers in UGC-approved journals, noting that such contributions strengthen both individual academic credentials and the institution's standing. She further encouraged the teaching staff to actively engage in research activities and contribute to recognised publications.

Mr. Ashwin, the external guest, suggested that faculty members also consider undertaking funded research projects, as such initiatives carry significant weight in the academic domain and contribute meaningfully to the institution's research output.

Resolution:

It was resolved that the target of publishing a minimum of two research papers by each faculty member shall be achieved. Faculty members are also encouraged to actively apply for funded research projects to enhance the institution's academic and research profile.

SDMCBM/IQAC/25-26/1/9: MOUs with Industries

Mrs. Gayathri, IQAC Co-ordinator, read out the list of MoUs currently in place between the institution and various industries. She highlighted some of the major collaborations, including the MoU with Bajaj Finance. She also mentioned the process of building an ATRS (Action Taken Report Summary) to track the progress and outcomes of these collaborations.

External member Mr. Clament D'Souza emphasised the importance of maintaining such industry associations, noting that they play a crucial role in enhancing both the students' professional exposure and the overall development of the college.

Resolution:

It was resolved that all existing MoUs will be renewed and continued for the current academic year. Furthermore, the Deans will take proactive measures to explore and establish additional MoUs, thereby strengthening institutional collaborations and expanding opportunities for academic and professional engagement.

SDMCBM/IQAC/25-26/1/10: NAAC reframing of committees.

Mr. Clament D'Souza, external member, brought to the notice of the panel that there have been notable changes in the NAAC framework, although no official announcement has yet been made. He observed that these changes are significant and may have implications for institutional processes. The Chairperson, Mrs. Aruna P. Kamath, pointed out that since several faculty members have recently left the institution, there is now a need to reconstitute the NAAC committees with new members. The external member provided a brief overview of the observed changes in NAAC, which the panel agreed should be taken into account while reframing the committees.

Resolution:

It was resolved that, for the time being, the Seven Criteria Committee will continue, and new members will be incorporated in place of those who have left. The Principal entrusted the responsibility of coordination to Mr. Arun Francis Sequeira, Dean of BCA, and Mr. Tilak Raj.

SDMCBM/IQAC/25-26/1/11: New NAAC Assessment system.

Mr. Clament D'Souza, external member, presented to the panel the changes that have been introduced in the NAAC assessment system. He explained the revised framework, covering each criterion in detail, including research and innovation, infrastructure and financial resources, student support and progression, extension engagement, and governance and administration. He also highlighted the increased focus on student outcomes, research productivity, and the distinctive features of the institution.

In his presentation, he further explained the introduction of a peer system evaluation involving the National Institute of Excellence and the Institute of Global Excellence. He mentioned that the revised framework incorporates two types of evaluation, which would have an impact on the accreditation process and require specific institutional preparations.

Additionally, Mr. D'Souza drew attention to the emerging role of Artificial Intelligence in the assessment process for NAAC. He suggested organising a workshop to familiarise faculty members with this development and to ensure they have a clear understanding of how AI-based assessment tools would function in the accreditation process.

Resolution:

It was resolved that the IQAC and NAAC Co-ordinators shall regularly monitor the NAAC website and ensure that faculty members are promptly updated on any new developments or revisions related to each of the criteria, thereby facilitating timely compliance and continuous quality enhancement within the institution.

SDMCBM/IQAC/25-26/1/12: Additional Academic Concerns

The Chairperson and Principal, Mrs. Aruna P. Kamath, pointed out that under the NEP, Yoga and Wellness is a compulsory subject. Although this subject is not incorporated in the ACP syllabus, it was agreed that, in line with the institution's mission, yoga classes should be conducted for all first-year students. It was resolved that the responsibility for organising and conducting these classes, to be held in the evenings, will be entrusted to the Physical Director, Mr. Sudarshan.

13.11.2025

SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS

MANAGEMENT, MANGALORE

MINUTES OF IQAC MEETING HELD ON 13 NOVEMBER 2025

Members Invited and Present

1. Mrs. Aruna P Kamath	Principal/Chairperson
2. Mrs. Divya Uchil	Vice Principal
3. Mr. Arun F. Sequeira	NAAC Coordinator
4. Mrs. Gayathri K	IQAC Coordinator
5. Mr. Thilakraj G.	IQAC Coordinator.
6. Mrs. Smitha M.	Dean of the BBA
7. Mrs. Jeevitha D.	Member
8. Mrs. Shashikala Shetty	Member
9. Mrs. Renuthakshi	Member
10. Mrs. Ramya S. Ballal	Office Superintendent
11. Mr. Clement D'Souza, Vice Principal(Rtd.), St Joseph University, Bangalore	External Member
12. Dr. Ashwin Loyal Mendonca, Asst. Professor, Govt. First Grade College, Kavoor	External Member
13. Mr. Shashishekhara Kakathkar Representative	Management

Members not present: **NIL**

AGENDA

SDMCBM /IQAC/25-26/2/1 : Discontinuation of BA(HRD) course and starting additional batch of B.Com for the academic year of 2026-27.

MINUTES AND RESOLUTIONS OF THE MEETING

SDMCBM /IQAC/25-26/2/1:

Minutes:

Principal welcomed the gathering and said that this is a special IQAC meeting. Hence previous minutes will be reviewed only in the next regular IQAC meeting.

She gave a brief introduction of the agenda. She said that in terms of intake BA(HRD) course is not doing well and the intake has been decreasing steadily from 50 to 34 and 25 students this year. BA(HRD) course was meant for students who are interested in pursuing management education but lack aptitude for studying quantitative papers like accountancy financial Management.

Though a few students specially want to opt for BA(HD), most of the seats were filled by students who were not getting seat in BBA because of the lower percentage. But in recent years such students prefer to do the BBA in some other college then joining BA(HRD). Hence it is proposed to close the BA(HRD) and start an additional batch of B.Com.

Mr. Shashishekhara Kakathkar asked the others to give their opinion. Mr. Ashwin Loyal Mendonca, External Member said that as he was serving in SDM College earlier, he is able to understand the state of BA(HRD) the intake of which was always lesser than the allotted seat. He said that the number is as low as 25. It is better to close down the course and start B.Com. Mr. Clement D'Souza, External Member also expressed the same opinion.

Mr. Shashishekhara Kakathkar, Management Representative asked about the workload implication for faculty if this decision taken. IQAC Coordinator Mr. Thilakraj G. said that the qualification required for teaching both BA(HRD) & B.Com. is the same and workload will not be affected if this decision is implemented. All other members also agreed with this idea and said that fee revenue also can be increased because the fee from B.Com. is more than the BA(HRD). Principal also pointed out that the vacant seats in BA(HRD) in the past were compensated by taking 10% extra in BBA. But in future as per the university rule, extra seats are not given. Hence if we continue BA(HRD) fee revenue generated will be less and it cannot be compensated through extra seats. Hence all the members unanimously express the opinion that as general B.Com. has good demand in our college, it is better to start an additional batch of the same.

Resolution:

It is unanimously resolved that based on the above justification, for the Academic year 2026 - 27 BA(HRD) course will not be offered and instead an additional B.Com. will be started. After receiving the management approval affiliation application will be submitted for an additional B.Com. batch.

