



# SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT MANGALORE - 575 003 (DAKSHINA KANNADA)

Office : 0824-2494186  
Principal : 0824-2496980

NAAC Reaccredited (2017)  
with 'A' Grade

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

## Composition of IQAC 2020-2021

1. Chairperson : Prof. Aruna P. Kamath, Principal
2. Coordinator : Dr. Muraldihara Rao K. S., Vice Principal  
Mrs. Shashikala Shetty, Asst. Professor, BCA department
3. Faculty Members : Mrs. Smitha, Dean of BBM department,  
Mrs. Divya Uchil, Dean of BCA department,  
Mrs. Gayathri, Dean of BA(HRD) department,  
Mrs. Manju, Dean of Commerce department,  
Mrs. Arun F. Sequeira, HOD of BCA department,  
Mrs. Jeevitha, HOD of Kannada department
4. Administrative Staff : Mr. B. Vishnumoorthy, Superintendent, Office Representative
5. External Expert : Mr. Clement D'Souza, M.A., M.Phil [Specialized in  
econometrics and quantitative economics], Vice Principal,  
& Associate Professor, St. Joseph College, Bangalore,  
Mr. Ashwin Mendonca, Asst. Professor, Govt. College, Haleyangadi,
6. Industry representative : Mr. Karthikeya, Karthik Enterprises, Baikampady
7. Alumni Representative : Mrs. Nanditha Acharya, Entrepreneur, (Alumni)
8. Student representative : Ashwin Prabhu, BBA  
Smriti S Shettigar, BCA  
Adline Princia DSouza, BA(HRD),  
Manasa, BCOM.
9. Management Representative : Dr. B. Yashovarma, Secretary, SDME Society

*Suana*  
Principal  
Shri Dharmasthala Manjunatheshwara  
College of Business Management,  
MANGALORE.



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## QAC MEETING for the academic year 2020-2021

Date: 5 November 2020

### Members Present

### IQAC

1	Mrs. Aruna P Kamath	Principal, Chairman	<i>Aruna</i>
2	Dr. Muralidhar Rao, K. S.	Vice Principal, Coordinator	<i>M.Rao</i>
3	Mrs. Shashikala Shetty	Asst. Professor, Coordinator	<i>Shetty</i>
4	Mr. Clement D'Souza	Vice Principal and Associate Professor, St. Joseph College Bangalore External Expert	<i>cds</i>
5	Mr. Ashwin Mendonca	Assistant Professor, Govt. College, Haleyangadi, External Expert	<i>Ashwin</i>
6	Dr. B. Yashovarma	Secretary, SDME Society, Ujire, Management Representative	<i>Yashovarma</i>
7	Mr. Karthikeya	Proprieter, Karthik Enterprises, Industry Representative	<i>Karthikeya</i>
8	Mrs. Nanditha Acharya	Entrepreneur, Alumni Representative	<i>Nanditha</i>
9	Mrs. Divya Uchil	Dean. BCA Department, Member	<i>Divya</i>
10	Mrs. Smitha	Dean, BBA Department, Member	<i>Smitha</i>
11	Mrs. Jeevitha D.	HOD, Language Department, Member	<i>Jeevitha</i>
12	Mr. Arun Francis Sequeira	HOD, BCA Department, NAAC coordinator, Member	<i>Arun</i>
13	Mrs. Manju	Dean, BCOM Department, Member	<i>Manju</i>
14	Mrs. Gayathir K.	Dean, BA(HRD) Department, Member	<i>Gayathir</i>
15	Mr. B. Vishnumurthy	Office Superintendent, Administrative Staff Representative	<i>Vishnumurthy</i>
16	Mr. Ashwin Prabhu, BBA	Student Representative	<i>Ashwin</i>
17	Ms. Smriti S Shettigar, BCA	Student Representative	<i>Smriti</i>
18	Ms. Adline Princia DSouza, BA(HRD),	Student Representative	<i>Adline</i>
19	Ms. Manasa, BCOM.	Student Representative	<i>Manasa</i>

Principal

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20	Thilakraj G	38	Deepashree G Shenoy
21	Madhumathi J Raja	39	Prasanna Kumar T
22	Renuthakshi	40	Salian Parinitha
23	Kavitha Prabhu	41	Gururaj G
24	Deepa D Hegde	42	Sumesh Matada
25	Shashikala K G	43	Kavya U
26	Sowmya Jyothi	44	Praveena D
27	Jyothi	45	Sanjana
28	Shashiprabha	46	Bhat S Sneha Ganesh
29	Supriha A	47	Akshith Kumar K
30	Shalini M	48	Kavitha K
31	Anasuya	49	Shreeprajna
32	Reshmi B R	50	Lolita Neeta Dsouza
33	Shwetha Y	51	Ramya Jinesh
34	Veena D Kotian	52	Nagaraja P.B.
35	Preethika Dharmapal	53	Yashwini
36	Rashmi T	54	Geetha
37	Sowmya Hedge		

*[Handwritten Signature]*

Principal  
Shri Dharmasthala Manjunatheshwara  
College of Business Management  
MANGALORE

Principal  
Shri Dharmasthala Manjunatheshwara  
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## ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2019-2020

Mr. Muralidhar Hegde, Librarian reported that faculty members have submitted their research papers and the same has been uploaded in the Library website D-Space.

Mrs. Gayathri, Coordinator of Factory Visit reported that the college has received permissions from several factories like Canara Springs, Campco and KMF to provide practical exposure about the working environment.

Mrs. Geetha, Office Assistant reported that course wise Internal Assessment marks of the students are sent to parents through SMS.

Mrs. Divya Uchil, Dean of BCA department briefed about the FDP on "Methodical organization and uploading of documents under NAAC – New System" held on 30 July 2019.

Mrs. Divya, Dean of BCA Department briefed about the National conference on "Internet of Things" by BCA Department which was held on 20 December 2019.

Mrs. Smitha, Dean of BBA Department briefed about the National conference on "Augmenting Employability skills in Management Education" by BBA Department which was held on 30 January 2020.

Mrs. Manju H, Dean of B.Com Department briefed about the National conference on "Social Entrepreneurship – A Gate way of Societal Transformation" by B.Com Department which was held on 11 February 2020.

Dr. Jyothi, Head of the Hindi Department briefed about the National seminar on "Aadhunik Hindi Kavy: Ek Avalokan" by Language Department which was held on 10 January 2020.

Mrs. Renuthakshi, NSS Programme Officer reported that NSS annual camp was successfully organized from 20 to 26 December 2019.

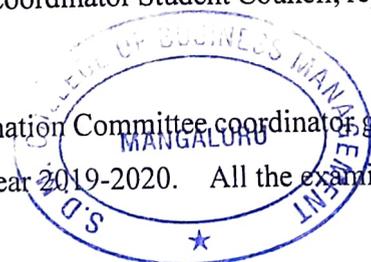
Mr. Bharath Kumar Jain said that annual sports meet for the academic year was organized in Mangala Stadium Ground on 13 January 2020.

Mr. Praveen D, Coordinator Rovers and Rangers association reported that Birth anniversary of Swami Vivekananda was observed and celebrated as National Youth Day on 17 January 2020.

Mrs. Supritha and Mrs. Divya Uchil Staff Coordinators for Synergy and Sygma respectively reported that Synergy the national level management fest and Sygma the state level IT fest was organized successfully on 23 and 24 January 2020.

Mrs. Shashikala Shetty Staff coordinator Student Council, reported that the college day was organized on 28 February 2020.

Mrs. Kavitha Prabhu, Examination Committee coordinator, gave a detailed report on the examinations conducted for the academic year 2019-2020. All the examinations were held as per the schedule.



  
Principal  
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Mr. Thilak Raj G, Coordinator for PBSA reported that the PBSA report all the faculty members have submitted. A copy of the appraisal has been given to the respective faculty members for further improvements.

Mrs. Shashikala Shetty reported that specially abled students were felicitated by the college.

Dr. Muralidhar Rao Coordinator of Research Cell reported that all the faculty members have submitted their Student Minor Research Projects on 28 February 2020.

Mr. Arun F Sequeira, NAAC Coordinator briefed about the criteria wise meetings being held during the academic year 2019-2020.

Principal Prof. Aruna P Kamath welcomed the members and pointed out the need for planning all the activities through online mode in view of covid situation. As online mode of teaching is new to both teachers and students she stressed on need for having in all the area including online teaching and evaluation, sending study materials to students through online mode, online admission, online administration, online guest lectures, meetings etc.

Academic year 2020- 2021 will be termed as an era of transition with the acceleration in the use of technology, digitization, and new modes of working. The crisis has sparked a wave of innovation and launched a generation of entrepreneurs. With the pace of change accelerating in the 21 century, a key requirement to thrive is lifelong learning and the ability to acquire new skills. This change has been accepted in the present generation and willingness to consider ideas and opinions from others has helped us to do better. In the midst of a profound technological revolution we have adapted ourselves to the next normal. The crisis was not considered as a barrier but a means to innovate better ways of doing things. During this challenging time we have tried our best to reach out to the students through both offline and online mode of teaching. The new normal has created a generation which has accepted the change and have applied it in the day to day life. The college has strived to give the best to the students through various guest lectures, certificate courses, workshops and various skill enhancement activities through a hybrid mode. The ultimate aim of the activities was to develop critical thinking, creativity, decision making, problem solving, and ability to communicate and collaborate with a sense of responsibility.



## AGENDA

- QAC20-21/1.1 Review of the Minutes of the previous meeting.
- QAC20-21/1.2 Student Whatsapp Groups
- QAC20-21/1.3 Online Faculty Development Programmes
- QAC20-21/1.4 Official Email ID for staff and students
- QAC20-21/1.5 Academic Audit
- QAC20-21/1.6 Google Classroom
- QAC20-21/1.7 Admission committee for 2021-2022 batch
- QAC20-21/1.8 Organizing online webinars
- QAC20-21/1.9 Online classes for students
- QAC20-21/1.10 Feedback from students
- QAC20-21/1.11 Online certificate courses
- QAC20-21/1.12 Felicitation to Mr. Janardhan
- QAC20-21/1.13 Readmission for second and final year students
- QAC20-21/1.14 Guidelines for online classes
- QAC20-21/1.15 Orientation programme for the first year students
- QAC20-21/1.16 Innovative online guest lectures for the students
- QAC20-21/1.17 PBSA
- QAC20-21/1.18 Systematic planning for online classes
- QAC20-21/1.19 Google E books
- QAC20-21/1.20 MOU with Delampady Yoga Foundation
- QAC20-21/1.21 E-calendar for the academic year
- QAC20-21/1.22 EERPM Software training programme
- QAC20-21/1.23 FDP on “Techniques of conducting online examination”
- QAC20-21/1.24 Mock Online test
- QAC20-21/1.25 FDP on “Learning the new features and enhancements available in google meet”
- QAC20-21/1.26 Scholarship details
- QAC20-21/1.27 Webinar on “Global Industry Scenario and Job Opportunities”



- QAC20-21/1.28** FDP on “Awareness on Banking Facilities”
- QAC20-21/1.29** Programme on Gender Sensitization
- QAC20-21/1.30** Discussion on Feedbacks
- QAC20-21/1.31** Blood Donation Camp
- QAC20-21/1.32** Soft skill Training Programme
- QAC20-21/1.33** Blood donation camp by Youth Red cross unit
- QAC20-21/1.34** Traffic Awareness Programme: Youth Red cross unit
- QAC20-21/1.35** First Aid Training Programme by Youth Red Cross unit
- QAC20-21/1.36** Self defence training programme by The women cell
- QAC20-21/1.37** University Level Management Fest – Genesis 2017
- QAC20-21/1.38** INSPIRE 2017 is an interclass fest organised
- QAC20-21/1.39** Synergy 2020, two days National Level Management Fest
- QAC20-21/1.40** Sygma 2020, a State Level IT Fest
- QAC20-21/1.41** Vivekotsava 2020 an inter-collegiate fest
- QAC20-21/1.42** YASHA 2019 – Interface with Industries & Students
- QAC20-21/1.43** An Insight into Capital Market during COVID-19 Pandemic
- QAC20-21/1.44** Online International Yoga Day Celebration for students and staff
- QAC20-21/1.45** Unnathi two week Yoga Trning Programme "Train the Trainers"
- QAC20-21/1.46** Workshop on National Educational Policy 2020



## MINUTES OF THE MEETING

**QAC20-21/1.1 Review of the Minutes of the previous meeting:** Resolutions of the previous meeting were read out and discussions carried on regarding implementation of the same.

**QAC20-21/1.2 Student Whatsapp Groups:** Mrs. Smitha, Dean of BBA Department suggested that since the students are active in social media we can use Whatsapp as a mode of communication with the students. She added that we can keep the students academically engaged during the lockdown period.

**QAC20-21/1.3 Online Faculty Development Programmes:** Principal Professor Aruna P. Kamath, motivated the faculty members to participate in various faculty development programmes and webinars organized by various institutions in order to enrich their knowledge and enhance their skills. As per the suggestions, all the deans shared various faculty development programmes and webinars with the faculty members. Considering this all the faculty members made the best use of it.

**QAC20-21/1.4 Official Email ID for staff and students:** Mrs. Divya Uchil, Dean BCA Department suggested that creating Email ID for staff and students will help the faculty members to send class lecture videos and study materials in an organized manner.

**QAC20-21/1.5 Academic Audit:** Mrs. Shashikala Shetty, IQAC Coordinator said that the academic audit for the academic year has to be organized.

**QAC20-21/1.6 Google Classroom:** Mrs. Divya Uchil, Dean of BCA Department briefed about the features of online teaching with the help of Google Classroom. She said that with Google Classroom we can have a comprehensive way of teaching which helps us to have class wise segregation, live classes and organized way of providing study materials.

**QAC20-21/1.7 Admission committee for 2021-2022 batch:** Mrs. Smitha, Coordinator of Admission committee reported that admission committee has to be formed to look into the applications received for the upcoming academic batch.

**QAC20-21/1.8 Organizing online webinars:** The deans of the departments came up with an idea of outreaching the community by conducting various webinars. Deans and Heads of the departments planned to conduct four webinars under each department on various topics of interest.

**QAC20-21/1.9 Online classes for students:** Principal Prof. Aruna P Kamath said that online classes can be planned by the faculty members. Mrs. Divya Uchil, Dean BCA Department suggested that all the teachers can conduct online classes through Google meet.

**QAC20-21/1.10 Feedback from students:** Principal Prof. Aruna P Kamath said that as online classes are new to both students and faculties there is a need to collect feedback about the same from students for further improvement.



**QAC20-21/1.11 Online certificate courses:** Principal Prof. Aruna P. Kamath suggested to conduct online certificate courses to benefit the student community during the pandemic crisis.

**QAC20-21/1.12 Felicitation to Mr. Janardhan:** Mrs. Shashikala Shetty, IQAC Coordinator said that Mr. Janardhan, Attender will be retiring on 31<sup>st</sup> July 2020 and the college has to plan for a retirement felicitation.

**QAC20-21/1.13 Readmission for second and final year students:** The Deans of the respective departments suggested the idea of proceeding with readmission process for second and final year students through online and offline mode. They stressed that the process can be completed by sending Google form link to fill the required details.

**QAC20-21/1.14 Guidelines for online classes:** Principal Prof. Aruna P. Kamath asked the IQAC members to prepare common guidelines for online classes. She added that guidelines would help to maintain uniformity in the institution.

**QAC20-21/1.15 Orientation programme for the first year students:** Mrs. Veena and Mrs. Divya Uchil Coordinators Student Council prepared an outline for orientation programme for the first year students. They suggested the idea of reaching the students through both google meet and live streaming. Mrs. Divya Uchil provided necessary support for the successful organization of the orientation programme.

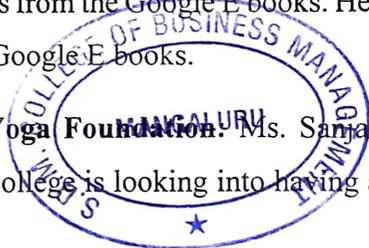
**QAC20-21/1.16 Innovative online guest lectures for the students:** Principal Prof. Aruna P Kamath motivated the faculty members to engage their time fruitfully in planning activities to be conducted through online mode of teaching in the new normal. She suggested that alumni's can be contacted to give online lectures to provide corporate exposure to the students.

**QAC20-21/1.17 PBSA:** Mr. Thilakraj, briefed the faculty members about the PBSA Report and observations made on each areas. Principal requested all to work on the weak areas and motivated them to do better in the respective areas in order to enhance the quality of the performance and strive to do better in the upcoming activities.

**QAC20-21/1.18 Systematic planning for online classes:** Mrs. Gayathri, Timetable In charge suggested that in order to have organized setup for online classes it would be preferable if the class advisors can compile all the Google meet links of the all the subjects for their class.

**QAC20-21/1.19 Google E books:** Mr. Muralidhar, Librarian said that the students should be motivated to use Google E books and enhance their academic knowledge. Wide range of resources and E Journals can be accessed by the students from the Google E books. He added that he will support and teach the students the process to access Google E books.

**QAC20-21/1.20 MOU with Delampady Yoga Foundation:** Ms. Samana and Mr. Akshith NSS nodal officers said that the NSS unit of the college is looking into having an MOU with Delampady



Yoga Foundation. They added that the MOU will help in creating awareness about yoga amongst our students.

**QAC20-21/1.21 E-calendar for the academic year:** Mrs. Smitha, Incharge of Calendar Committee, suggested that the college calendar can be prepared based on the Mangalore University calendar. She added that she is in the process of preparing E-calendar for the academic year and the same can be circulated among the students. The shift towards having an E-calendar will help the institution to go paperless in this aspect.

**QAC20-21/1.22 EERPM Software training programme:** Mrs. Divya Uchil, Dean BCA Department reported that a training programme on EERPM Software can be organized for the faculty members in order to train them to use the software systematically.

**QAC20-21/1.23 FDP on “Techniques of conducting online examination”:** Mrs. Sowmya Jyothi, coordinator examination committee, said that a FDP on “Techniques of conducting online examination” can be organized in order to train the faculty members in conducting the online internal test.

**QAC20-21/1.24 Mock Online test:** Mrs. Sowmya Jyothi, coordinator examination committee said that the trial mock test can be organized in order to have a better understanding of the issues faced by the students while conducting the test.

**QAC20-21/1.25 FDP on “Learning the new features and enhancements available in google meet”:** Mrs. Divya Uchil, Dean, BCA Department suggested that a Faculty development programme on “Learning the new features and enhancements available in google meet” can be organized in order to equip the faculty members with the new features of google.

**QAC20-21/1.26 Scholarship details:** Mr. Vishnumoorthy Bhat shared the details of the scholarship to be availed by the students and he requested the Deans to convey the message to the class advisors so that the students can avail benefit from the scholarship.

**QAC20-21/1.27 Webinar on “Global Industry Scenario and Job Opportunities”:** Mrs. Smitha Dean of BBA Department, said that a webinar on “Global Industry Scenario and Job Opportunities” can be organized in the college.

**QAC20-21/1.28 FDP on “Awareness on Banking Facilities”:** Principal Prof. Aruna P Kamath said that in view of the advantages of online transactions the corporation bank has consented to conduct an awareness programme for teaching and non teaching staff.

**QAC20-21/1.29 Programmes on Gender Sensitization:** Mrs. Shashikala K G, Coordinator of Human Rights Cell said that various programmes on gender sensitizing issues have to be organized in the college.

**QAC20-21/1.30 Discussion on Feedbacks:** Following feedbacks received from various stakeholders were discussed.

- 1) Feedback on Faculty performance by students
- 2) Feedback on Institutional Performance by students
- 3) Feedback on curriculum by students
- 4) Feedback on curriculum by Alumni
- 5) Feedback on curriculum by Faculties



**QAC20-21/1.31 Blood Donation Camp**

Blood Donation Camp on 18 July 2019

**QAC20-21/1.32 Soft skill Training Programme**

Soft skill Training Programme on 22 July 2019

**QAC20-21/1.33 Blood donation camp by Youth Red cross unit**

Youth Red cross unit to conduct Blood donation camp, on 31 January 2020

**QAC20-21/1.34 Traffic Awareness Programme: Youth Red cross unit**

Youth Red cross unit to conduct Traffic Awareness Programme:, on 16 January 2020

**QAC20-21/1.35 First Aid Training Programme by Youth Red Cross unit**

Youth Red Cross unit to conduct First Aid Training Programme on 15 July 2019

**QAC20-21/1.36 Self defence training programme by The women cell**

Women cell to conduct Self defence training programme on 22 June 2019

**QAC20-21/1.37 University Level Management Fest – Genesis 2019**

University Level Management Fest – Genesis 2017 on 22 August, 2019  
to conduct BBA department

**QAC20-21/1.38 INSPIRE 2017 is an interclass fest organised**

BCA department to organize INSPIRE 201 is an interclass fest organised on 27 August 2019

**QAC20-21/1.39 Synergy 2020, two days National Level Management Fest**

BBA department to organizw Synergy 2020, two days National Level Management Fest, on 23 & 24 January 2020

**QAC20-21/1.40 Sygma 2020, a State Level IT Fest**

BCA department to organize Sygma 2018, a State Level IT Fest, on 24 January 2020

**QAC20-21/1.41 Vivekotsava 2020 an inter-collegiate fest**

Roverse and Rangers association to organize Vivekotsava 2020 "an inter-collegiate fest, on 27 January 2020

**QAC20-21/1.42 YASHA 2019 – Interface with Industries &Students**

IQAC decuded to organize YASHA 2019 – Interface with Industries &Students, on 31 August 2019

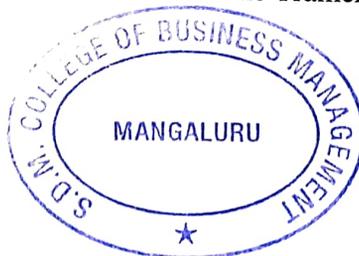
**QAC20-21/1.43 An Insight into Capital Market during COVID-19 Pandemic Workshop on National Educational Policy 2020**

**QAC20-21/1.44 Online International Yoga Day Celebration**

Online Internation Yodg day celebration for students and staff

**QAC20-21/1.45 Unnathi two week Yoga Trning Programme "**

Unnathi two week yoga training progrmme for to Train the Trainers"



## RESOLUTIONS OF THE MEETING

**QAC20-21/1.2** It was resolved that the class advisors of all the classes will collect the student data in order to form class wise Whatsapp groups. Principal asked the deans to ensure that all the class advisors are proactive and are available to the students for interaction through their class Whatsapp group

**QAC20-21/1.3** It was resolved that Mrs. Shashikala Shetty, IQAC Coordinator will forward the details of the online faculty development programmes organized by other institutions and forward the same to all the faculty members through IQAC mail. The faculty members were encouraged to participate in the programmes and enhance their academic knowledge.

**QAC20-21/1.4** It was resolved that Mrs. Divya Uchil, Dean BCA Department to create official Email ID for the staff and students of SDMCBM domain. The necessary class wise student data to be collected from Mrs. Ramya, Office Assistant.

**QAC20-21/1.5** It was resolved that the Deans and IQAC members to conduct academic audit on 5 and 6 June 2020 and submit the report of the same to the IQAC Coordinator.

**QAC20-21/1.6** It was resolved that Google Classroom will be created with help of Mrs. Divya Uchil, Dean of BCA Department and an FDP to be organized for the same. All the faculty members are expected to install the Google Classroom application and upload their lecture videos, study materials and assignments to the students.

**QAC20-21/1.7** It was resolved that the committee will interact with candidates who have submitted the applications for admission to I year.

**QAC20-21/1.8** It was resolved that department wise webinars to be organized by the faculty members. The deans of the respective departments to organize department wise webinars.

- Investments in Stock Market during Pandemic” by Commerce department on 27<sup>th</sup> June 2020
- “Self-Analysis during the Pandemic” by BA(HRD) department on 30 June 2020
- “Reflections of Higher Education Scenario-Post COVID -19” by BBA department on 2 July 2020
- “Tech for good – Using Technology to make a Better World” on BCA department 4 July 2020

**QAC20-21/1.9** It was resolved that all the faculty members to conduct classes through Google meet and upload the study materials to the students.

**QAC20-21/1.10** It was resolved that a Google form pertaining questions regarding online class to be sent. Mrs. Divya Uchil, Dean of BCA Department and Mr. Arun Sequeira, NAAC Coordinator to coordinate with the same. The class advisors to forward the Google form to their respective class group.



**QAC20-21/1.11** It was resolved that department wise online certificate courses to be conducted from 15 July to 31 July 2020 on the following topics:

- Personality Development and Entrepreneurial Leadership by BBA and HRD department to be coordinated by Mrs. Smitha and Mrs. Gayathri.
- Google App for E- Learning by BCA department to be coordinated by Mrs. Divya Uchil.
- Stock Market Operations by commerce department to be coordinated by Mrs. Manju H.

**QAC20-21/1.12** It was resolved that Mrs. Shashikala Shetty, IQAC Coordinator and Mr. Nagraj to coordinate and organize a felicitation programme for Mr. Janardhan

**QAC20-21/1.13** It was resolved that readmission process for second and final year students can be conducted online as well as offline. Mrs. Smitha Coordinator of Admission committee suggested that through online process link can be created where in the students can fill the form and then do online payment. It was also specified that in order to prioritize their safety, students should be encouraged to do online payment. On the other hand, for the students finding difficulty to pay through online mode the students were briefed about the process of filling registration form and going ahead with offline bank transaction. The work was further assigned to several panels of lecturers for the smooth functioning of the readmission process.

**QAC20-21/1.14** It was resolved and approved by the IQAC members that the following areas were focused to create a hindrance free functioning of online classes:

- Auto attendance to be added to ensure complete involvement by the students.
- All the subject teachers were requested to make individual google link for their respective subjects.
- Sdmcbm group E-mail ID for the students were created in order to reach out the students.

**QAC20-21/1.15** It was resolved that online for orientation programme to be planned and coordinated by Mrs. Veena and Mrs. Divya Uchil Coordinators Student Council. The schedule for the same was discussed among the faculty members and was approved by the Principal. The concerned association in charges were informed to prepare for the same and reach out the students through innovative presentations of the respective associations.

**QAC20-21/1.16** It was resolved that all the faculty members to plan numerous innovative concepts and plan for online guest lectures.

**QAC20-21/1.17** PBSA: It was resolved that all the faculty members to improve their performance through upcoming activities and perform better in PBSA.



**QAC20-21/1.18** It was resolved that class advisors to collect and compile all the subject links for their respective classes in one file and post the same to the student Whatsapp group so that the students can access all the links in a single folder.

**QAC20-21/1.19** The link for Google E books related to UG courses listed by the librarian to be circulated to the students by the respective class advisors and motivate the students to use the same.

**QAC20-21/1.20** It was resolved that the NSS unit of the college to sign an MOU with Delampady Yoga Foundation and organize yoga programme for the staff and students of the college.

**QAC20-21/1.21** It was resolved that E-calendar for the academic year to be prepared as per Mangalore University calendar and the same to be circulated among the student groups by the class advisors.

**QAC20-21/1.22** It was resolved that a training programme on EERPM Software by Praveen Kumar Chiplankar, Software Developer, Ujire to be organized.

**QAC20-21/1.23** It was resolved that FDP on “Techniques of conducting online examination” by Mrs. Divya Uchil, Dean, BCA Department to be organized.

**QAC20-21/1.24** It was resolved that trial mock test to be organized wherein the students will be instructed about the rules of the internal test and will be trained to attend the same without any hurdles.

**QAC20-21/1.25** It was resolved that FDP on “Learning the new features and enhancements available in google meet” to be organized on 5<sup>th</sup> October 2020 by the BCA department order to train the faculty members to conduct online classes in view of new restrictions laid by Google.

**QAC20-21/1.26** It was resolved that the class advisors to share the scholarship details to the students through their class Whatsapp groups.

**QAC20-21/1.27** It was resolved that BBA Department in association with Sakuraa Nihongo Resource Centre, Bangalore to organize a webinar on “Global Industry Scenario and Job Opportunities” for the final year students. The department to proceed with the planning for the webinar.

**QAC20-21/1.28** It was resolved that an FDP on “Awareness on Banking Facilities” by Survesh Thripati, Assistant Manager, Corporation Bank to be organized on 1 October 2020. Mrs. Smitha, Dean BBA Department coordinated the programme.

**QAC20-21/1.29** It was resolved that guest lectures, skill enhancement activities and conferences to be organized by various departments on gender sensitizing issues.

**IQAC20-21/1.30** Feedback was analyzed by IQAC and based on the finding, suggestions were given in the staff meeting.

**QAC20-21/1.31** It was resolved that NSS to organize Blood Donation Camp on 18 July 2019

**QAC20-21/1.32** It was resolved to conduct Soft skill Training Programme on 22 July 2019

**QAC20-21/1.33** It was resolved that Youth Red cross unit to conduct Blood donation camp Soft Programme on 31 January 2020

**QAC20-21/1.34** It was resolved that Youth Red cross unit to conduct Traffic Awareness Programme on 16 January 2020



**QAC20-21/1.35** It was resolved that Youth Red cross unit to conduct First Aid Training Programme on 16 January 2020

**QAC20-21/1.36** It was resolved that women cell to conduct Self defence training programme on 16 January 2020

**QAC20-21/1.37** It was resolved in the meeting that University Level Management Fest – Genesis 2019 on 22 August, 2019 by the BBA department

**QAC20-21/1.38** It was resolved in the meeting that BCA department to organize INSPIRE 2019 is an interclass fest organised on 27 August 2019

**QAC20-21/1.39** It was resolved in the meeting that BBA department to organizw Synergy 2020, two days National Level Management Fest, on 23 & 24 January 2020

**QAC20-21/1.40** It was resolved in the meeting that BCA department to organize Sygma 2020, a State Level IT Fest, on 24 January 2020

**QAC20-21/1.41** It was resolved in the meeting that Reverse and Rangers association to organize Vivekotsava 2020 an inter-collegiate fest, on 27 January 2020

**QAC20-21/1.42** It was resolved in the meeting that IQAC decided to organize YASHA 2019 – Interface with Industries & Students, on 31 August 2019

**QAC20-21/1.43** An Insight into Capital Market during COVID-19 Pandemic  
It was resolved in the meeting that Workshop on National Educational Policy 2020

**QAC20-21/1.44** It was resovled in the meeting that online International Yoga celbration for students and staff to be conducted

**QAC20-21/1.45** Unnathi two week Yoga Trning Programme "Train the Trainers"  
It was resoved in the meeting to conduct Unnathi two week traing programme "Train the trainer



**ACTION TAKEN REPORT PRESENTED IN THE IQAC MEETING HELD AT THE END OF THE ACADEMIC YEAR.**

- The deans of all the department reported that communication with the class groups is happening through what Sapp groups. The class advisors of the respective classes are coordinating with the same.
- Mrs. Shashikala Shetty, IQAC Coordinator reported that faculty members enriched their academic knowledge through several faculty development programmes and webinars.
- Mrs. Divya Uchil, Dean BCA Department reported that as per the plan official Email ID for the staff and students was created through SDMCBM domain. The class wise student data was collected from Mrs. Ramya, Office Assistant in order to send Google classroom invite for all the students. All the faculty members and students are have systematic online classes through SDMCBM mail ID.
- Mrs. Shashikala Shetty, IQAC Coordinator reported that the Deans and IQAC members conducted academic audit on 5 and 6 June 2020. The report of the same has been documented in IQAC.
- Mrs. Divya Uchil, Dean of BCA Department reported that online teaching methodology was held successfully through Google Classroom. She added that the FDP about Google Classroom enabled the faculty members to upload their lecture videos, study materials and assignments to the students.
- Mrs. Smitha, Coordinator of Admission committee reported that admission for the academic year was held successfully through online mode.
- The deans of the respective departments gave a brief report on the various webinars organized by the college. The following webinars were organized:

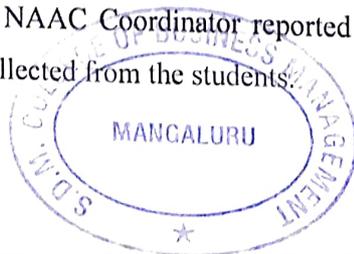
Investments in Stock Market during Pandemic” by Commerce department on 27<sup>th</sup> June 2020

“Self-Analysis during the Pandemic” by BA(HRD) department on 30 June 2020

“Reflections of Higher Education Scenario-Post COVID -19” by BBA department on 2 July 2020

“Tech for good – Using Technology to make a Better World” on BCA department 4 July 2020

- Deans of all the department reported that faculty members conducted online classes in a systematic manner through Google meet.
- Mr. Arun Sequeira, NAAC Coordinator reported that feedback regarding online teaching methodology was collected from the students.



- The Deans of the respective departments reported that department wise online certificate courses were successfully conducted from 15 July to 31 July 2020 on the following topics:

Personality Development and Entrepreneurial Leadership by BBA and HRD department to be coordinated by Mrs. Smitha and Mrs. Gayathri.

Google App for E- Learning by BCA department to be coordinated by Mrs. Divya Uchil.

Stock Market Operations by commerce department to be coordinated by Mrs. Manju H.

- The Deans of the respective departments reported that readmission process for second and final year students was done through both online and offline mode.
- The Deans of the respective departments reported that common guidelines for online classes were provided to staff and students to have uniform system for online classes. All the class advisors shared the guidelines for students in their whatsapp groups.
- Mrs. Veena and Mrs. Divya Uchil Coordinators Student Council reported that orientation programme for the first year students was held systematically through both Google meet and live streaming on 1 September 2020.
- The Deans of respective associations reported that online guest lectures on wide range topics. The lectures were planned with an objective to provide corporate exposure to the students.
- Mrs. Gayathri, Timetable In charge reported that online classes were held systematically. The class advisors of the respective classes coordinated with the subject teachers to provide compiled Google meet links.
- Mr. Muralidhar, Librarian reported that students have started to access Google E books and N List for their study purpose.
- Ms. Sanjana and Mr. Akshith NSS nodal officers reported that the NSS unit of the college has successfully signed into an MOU with Delampady Yoga Foundation. The unit has jointly organized several yoga programmes for the students and faculty members.
- Mrs. Smitha, Incharge of Calendar Committee, reported that the college calendar based on the Mangalore University calendar has been circulated to the students. This initiative was taken as a step towards paperless project.
- Mrs. Sowmya Jyothi, coordinator examination committee, said that as part of training programme for the faculty members an FDP on “Techniques of conducting online examination” was organized to acquaint the faculty members about online examination. She added that a mock online test was conducted in order to familiarize the staff and students with the online examination system.
- Mrs. Divya Uchil, Dean, BCA Department reported that a Faculty development programme on “Learning the new features and enhancements available in Google meet” was organized on 5 October 2020. Faculty members were trained to conduct classes with the added features.
- Mrs. Smitha Dean of BBA Department in association with Sakuraa Nihongo Resource Centre, Bangalore reported that a webinar on “Global Industry Scenario and Job Opportunities” was organized in the college.



- Mrs. Smitha, Dean BBA Department reported that an FDP on “Awareness on Banking Facilities” by Survesh Thripati, Assistant Manager, Corporation Bank was organized on 1 October 2020.
- Mrs. Shashikala K G, Coordinator of Human Rights Cell reported that as per the suggestion given by the Human rights cell various departments organized the following programmes on gender sensitizing issues.



  
Principal  
Shri Dharmasthala Manjunatheshwara  
College of Business Management  
MANGALORE.