

**SDM COLLEGE OF BUSINESS MANAGEMENT POST GRADUATE CENTER FOR
MANAGEMENT STUDIES AND RESEARCH, MANGALURU**

5th IQAC MEETING HELD ON 22-05-2025

<u>Members Invited</u>	<u>Members Present</u>
Dr. Seema S. Shenoy, Director, Chairperson IQAC	Dr. Seema S. Shenoy, Director, Chairperson IQAC
Dr. Prameela S. Shetty, Associate Professor, IQAC Co-ordinator	Dr. Prameela S. Shetty, Associate Professor, IQAC Co-ordinator
Ms. Sumathi, IQAC Member	Ms. Sumathi, IQAC Member
Dr. Savitha Pereira, IQAC Member	Dr. Savitha Pereira, IQAC Member
Ms. Deepa Nayak P., IQAC Member	Ms. Deepa Nayak P., IQAC Member
Dr. Ramya S. Shetty, IQAC Member	Ms. Ramya S. Shetty, IQAC Member
Dr. Jomon Lonppan, Asst. Prof	Dr. Jomon Lonappan, Asst. Prof
Dr. Harshitha, Asst. Prof	Dr. Harshitha, Asst. Prof
Mr. Dawn Prakash, Asst. Prof	Mr. Dawn Prakash, Asst. Prof
Mr. Prashanth Kumar, Asst. Prof	Mr. Prashanth Kumar, Asst. Prof
Dr. Shaini Naveen, Asst. Prof	Dr. Shaini Naveen, Asst. Prof
Mr. Deviprasad: NAAC Special Officer, JD Office, Mangaluru – External member	Mr. Deviprasad: NAAC Special Officer, JD Office, Mangaluru – External Member
Mr. Hardhik Chauhan, Assistant Professor, Canara College, Mangalore, Alumni Representative, External member	Mr. Hardhik Chauhan, Assistant Professor, Canara College, Mangalore, Alumni Representative, External member

Members Absent: NIL

Agenda of the meeting

IQAC 25/5.1: Review of the minutes of the previous meeting and action taken

IQAC 25/5.2: Implementation of Swayam Courses

IQAC 25/5.3: Organising of Orientation to Teaching staff regarding NAAC New Guidelines

IQAC 25/5.4: Signing of new MOUs and renewals

IQAC 25/5.5: Selection of theme for National Conference.

IQAC 25/5.6: Discussion regarding industrial tour

IQAC 25/5.7: Drafting of policies

IQAC 25/5.8: Activities for the month

IQAC 25/5.8: Any other matter

Minutes of the meeting

IQAC 25/5.1: Review of minutes of previous meeting and Action Taken

Minutes: Dr. Prameela S. Shetty, IQAC Coordinator, read out the minutes, and a discussion was carried out regarding their implementation.

Action Taken

- a) AAA visit was conducted on 17th April 2025. All documents related to academics and administration were inspected thoroughly by the team. The director presented all the activities conducted as well as the preparation for the next NAAC accreditation.
The team was extremely happy and assessed our institute with an A+ grade, with some observations to comply with. The requirements and a compliance report were sent to the management.
- b) Management consent is sought for the Industrial Tour scheduled to South India in the first week of June 2025.
- c) All students and faculty members gave certain suggestions regarding the theme to be selected for the National Conference. Discussion regarding the same is adjourned for the next meeting.
- d) Shreshtha 2025 intercollegiate UG & PG fest date is scheduled on 6th & 7th August 2025. Preparations to commence after the III semester exams.
- e) Documentation is done by all faculty members as per the requirement of NAAC.
- f) Project report guidelines for IV semester are posted to the students through official email IDs.

IQAC 25/5.2: Implementation of Swayam Courses

Minutes: Discussion was carried out regarding certificate courses to be offered to I & II MBA students. It was decided to offer three Swayam Courses to II year students, one compulsory for each student. Two internal certificate courses will be offered.

Sl.No	Title of the Course	Class
1	24CP03– Inclusive Education and Social Justice	I Year MBA
2	24CP04 – Mastering Business Skills for campus to corporate readiness	
3	Swayam Course – Product and Brand Management	

4	Swayam Course – Advance course in Social Psychology	II Year MBA
5	Swayam Course – Managerial Skills for Interpersonal.	
6	Mastering Business Skills for Campus to Corporate Readiness	

The course and syllabus is presented in this IQAC meeting and is approved.

Resolution: it is resolved to provide 3 swayam courses and 2 in house courses of 40hr.

Duration certificate course to MBA students.

IQAC 25/5.3: Organising of Orientation programme to faculty members regarding NAAC New Guidelines

Minutes: Discussion was carried out regarding NAAC New Guidelines and preparations needed to face the 2nd cycle of NAAC accreditation. IQAC proposed to conduct a workshop on preliminary preparations for NAAC accreditation. The workshop will be conducted on 9th June 2025. Mr. Hardhik Chauhan, Asst. Professor Canara College & Alumni will be the resource person.

Resolutions: It is resolved to conduct an orientation programme on NAAC new guidelines to empower and motivate faculty members towards preparation for 2nd cycle of NAAC.

IQAC 25/5.4: Signing of new MOUs and renewals

Minutes: Discussion was carried on regarding new MOUs to be signed with institutions for research collaborations.

As per the AAA committee recommendations, the 2 new MOUs and 2 existing MOUs to be renewed were drafted on stamp paper to enhance their validity.

A new research MOU was signed with PIM Udupi for research collaboration. Faculty members have collaboratively presented papers at the conference organised by PIM.

MOU with GFGC, Punjalkatte was renewed and Mr. Dawn Prakash and Mr. Santhosh Prabhu have initiated a faculty exchange programme. Also, a faculty from GFGC Punjalkatte, Mr. Santhosh Prabhu has registered for PhD in our research centre.

Two MOUs with St. Thomas College, Trissur and GFGC, Balmatta are in the process.

Resolutions: It is resolved to increase the number of MOUs for collaborative research and also conduct activities to keep the MOUs active.

IQAC 25/5.5: Selection of theme for National Conference and preparation for Shreshta 2025

Minutes: Discussions were carried out regarding the theme for the National

Conference to be organised on 1st August 2025. Dr. Jomon Lonappan came up with two themes, out of which the following theme was selected by the IQAC. “ Role of Industry Collaborative Leadership for Innovation & Inclusivity”.

Resolutions: It is resolved to organise the National Conference on 1st August, 2025.

IQAC 25/5.6: Discussion on details of Industrial Tour

Minutes: Discussion was carried out regarding the conduct of the industrial tour to I & II MBA students to South India, from 9th – 14th June 2025. Mr. Dawn Prakash is the faculty coordinator, has forwarded the tour itinerary to Director for which management approval is sought.

Resolutions: It is resolved to conduct an Industrial tour to South India from 9th to 14th June 2025 for I & II MBA students.

IQAC 25/5.7: Drafting of Policies

Minutes: Discussion was carried out regarding policies to be drafted for various activities and cells.

Dr. Harshitha K has developed a policy for certificate courses, which was approved by the IQAC. Seed money policy was drafted by Dr. Prameela S. Shetty and is to be forwarded to management for approval.

Dr. Jomon Lonappan is to develop a policy for Alumni Teacher & Student teacher.

Resolutions: It is resolved to develop policies for all the major activities of the Institution.

IQAC 25/5.8: Activities for the month

Minutes: Discussion was carried out regarding activities to be conducted for the month. The following schedule was developed.

World Environment Day will be observed on 5th June 2025.

Orientation to teaching staff will be provided by Mr. Dawn Prakash regarding new features in EERPMS on 23rd May 2025.

Seminar on SPSS for Research Scholars and Faculty will be conducted on 24th May 2025.

A workshop on First Aid will be organised on 26th May 2025.

Orientation and training will be provided to teaching and non teaching staff on the usage of interactive panel on 30th May 2025.

International Yoga Day will be celebrated on 21st June 2025.

Orientation on NAAC New Guidelines will be provided to teaching staff on 9th June 2025.

Resolutions: It is resolved to conduct all the activities as per schedule.

Dr. Seema S. Shenoy
DIRECTOR