



Seshadripuram Educational Trust
Seshadripuram Academy of Business Studies
(Affiliated to Bangalore University)
NAAC Accredited 'B' Grade
Kengeri Satellite Town,
Bengaluru - 560060

Internal Quality Assurance Cell (IQAC)

Date of Meeting: 21/11/2020

Time: 1.00 P M

7Seshadripuram Educational Trust Seshadripuram Academy of Business Studies (Affiliated to Bangalore University) NAAC Accredited 'B' Grade Kengeri Satellite Town, Bengaluru - 560060	Staff Meeting	Period: Term 2 of the Academic Year 2020-21
Date of Meeting: 21/11/2020		Time: 1.00 PM Venue : Seminar Hall
Agenda for the Meeting		
Sl. No.	Points of Discussion	Discussion by
1	Review of previous Staff Meeting held on 10-11-2020 – Suggestions and status of the compliance	IQAC Coordinator
2	Online and Offline Classes	Principal
3	Work diary, Attendance (Absentee Statement)	IQAC Coordinator
4	Admissions for 3 rd and 5 th Semesters	Principal
5	Committees re-allotment	IQAC Coordinator
Prepared By / Verified By Dr. Manula V IQAC Coordinator Sign / Date: 21/11/2020		Approved By Prof. Jayaram Principal Sign / Date: 21/11/2020

Internal Quality Assurance Cell (IQAC)
Seshadripuram Academy of Business Studies
Kengeri Satellite Town
Bengaluru - 560060

PRINCIPAL
Seshadripuram Academy of Business Studies
No. 18, 3rd Main Road,
K.S. Town, Bangalore - 560 060.

MINUTES OF MEETING

Sl. No.	Points of Discussion	Action By	Target Date
1	Review of previous Staff Meeting held on 10-11-2020	IQAC Coordinator	
	Dr. Manjula V, IQAC Coordinator welcomed		
	Prof. Jayaram, Principal and all other staff members		



SESHADRIPURAM ACADEMY OF BUSINESS STUDIES
(Affiliated to Bangalore University)
NAAC Accredited 'B' Grade
Kengeri Satellite Town, Bengaluru – 560 060

MINUTES OF MEETING

DATE: Tuesday, November 10, 2020

TIME: 02.00 PM

LOCATION: AV Room

MEETING CREATED BY: Prof. JAYARAMA
TYPE OF MEETING: Staff /IQAC Meeting
FACILITATOR: DR. MANJULA V

Ref. No. Circular No. *SABS/SS/07/2020-21*
MINUTE TAKER: DR. MANJULA V
TIME KEEPER: DR. MANJULA V

FOLLOWING STAFF MEMBERS WERE PRESENT:

Asha G	Department of Kannada
Lakshmi S	Department of Commerce & Management
Dr. Manjula V	Department of Commerce & Management
Chetana M R	Department of Commerce & Management
Sowmya D N	Department of Commerce & Management
Shivakumar S L	Department of Commerce & Management
Prabhakar P	Department of Commerce & Management
Shivakumar C S	Department of Commerce & Management
Mahanthesh H B	Department of Commerce & Management
Reshma B	Department of Computer Science
Dr. Shobha M C	Department of Kannada
Bindu S	Department of Commerce & Management
Shivanand Bande	Department of English
Nandini R G	Department of Commerce & Management
Ravi Kumar M	Department of Library & Information Science
Akshatha M R	Department of Computer Science
Kanchan S	Department of Computer Science
Shashanka G P	Department of Physical Education
Manjunatha G	Department of Commerce & Management
Nagaraja Reddy K N	Office Superintendent

AGENDA OF THE MEETING

01. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

TIME ALLOCATED: 05 Mins.

PRESENTED BY: DR. MANJULA V
Staff Secretary/IQAC Coordinator

Discussion:

1. Readout the minutes and proceedings of the previous meeting.

Conclusion:

1. All the faculty approved the minutes as read by the Staff Secretary.

02. REOPENING OF THE COLLEGE FROM 17 NOVEMBER, 2020

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Prof. Jayaram
Principal

Discussion:

1. According to the notification by the State Govt. and Bangalore University, the Offline classes for Final Year (V Sem.) B. Com, BBA and BCA students will be conducted from 17 November, 2020.
2. We have received 578 responses from the students as on 10/11/2020 relating to their willingness to attend the Offline classes. Out of 578 students, 434 (i.e. 75%) students are willing to attend offline classes.

Conclusion:

1. The Offline classes will be conducted based on the strength by adopting the SOPs.

ACTIONS

1. Actions taken for SOPs

ACTION TO BE TAKEN BY
All HODs and selected Faculty
Members.

DATE TO BE ACTIONED BY
Monday, November 17, 2020.

03. SELECTION OF COVID-19 WARRIORS TEAM

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Prof. Jayaram
Principal

Discussion:

1. Prof. Jayaram raised the issue regarding the Selection of Covid-19 Warriors Team.

Conclusion:

1. COVID Warriors Team consisting of 03 Faculty Members and 02 Student Representatives from each class (One Boy and One Girl) should be created to observe the Campus regarding COVID Instructions.

The 3 Faculty Members selected are:

- a) Mr. Mahanthesh H B, Assistant Professor, Department of Commerce and Management.
- b) Mr. Shashank, Physical Education Director.
- c) Mrs. Reshma B, Assistant Professor, HoD of Computer Science.

ACTIONS

Actions taken for SOPs

ACTION TO BE TAKEN BY
All the HODs and selected
Faculty Members.

DATE TO BE ACTIONED BY
Monday, November 17, 2020.

04. ARRANGEMENTS FOR TAKING OFFLINE CLASSES

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Coordinator of Time-Table Committee

Discussion:

1. Prof. Jayaram raised the issue regarding the arrangements for taking Offline Classes.

Conclusion:

1. The timings for the classes will be 9.00 am to 1.00 pm.
2. Separate Time – Table should be prepared for both Offline and Online Classes.
3. Each student should bring the consent letter from their parents.
4. Class Teachers should take initiatives for collecting the COVID Test Certificate from the students.

ACTIONS

ACTION TO BE TAKEN BY

DATE TO BE ACTIONED BY

1. Conducting Offline Classes

All the teaching Staff

Monday, November 17, 2020.

05. ANNOUNCEMENT OF BBA COORDINATOR

TIME ALLOCATED: 05 Mins.

PRESENTED BY:

Dr. Manjula V
Associate Professor and HoD,
Department of Commerce and Management

Discussion:

1. Prof. Jayarama, Principal raised the topic. As suggested by Governing Council Members, a separate coordinator should be selected for the development of the Department of Business Administration; we have decided to select the coordinator for BBA.

Conclusion:

1. Mr. Shashidhar Yadav, Assistant Professor, Department of Commerce and Management, selected as the Coordinator for the BBA Course from the Academic Year 2020-21. He will take the initiative and work for the betterment of the students of BBA. But, the Head of the Department will be Dr. Manjula V, Associate Professor.

ACTIONS

ACTION TO BE TAKEN BY

DATE TO BE ACTIONED BY

1. Arrangement of unique programs for BBA Course

Dr. Manjula V
HoD of Commerce and
Management.
Mr. Shashidhar Yadav
Coordinator, BBA

For the Academic Year 2020-21

06. PROMOTIONAL ACTIVITIES FOR THE NEXT ACADEMIC YEAR

TIME ALLOCATED: 05 Mins.

PRESENTED BY:

Prof. Jayaram
Principal

Discussion:

Prof. Jayaram, Principal raised the topic. Principal has informed to all the teaching and non-teaching staff to take initiative for the promotional activities of the admission for the Academic Year 2021-22.

Conclusion:

1. Prof. Jayarama, Principal instructed all the teaching and non-teaching staff to take initiative steps to improve the admissions for the next academic year 2021-22 like collection of student data, how to impress the students to get admission in our college, what strategies should be implemented etc.
2. A separate committee should be formed for planning the promotional activities and implementation of the same.

ACTIONS

ACTION TO BE TAKEN BY

DATE TO BE ACTIONED BY

1. Arrangement of unique promotional activities like PU Fests, Workshops, Intercollegiate

Dr. Manjula V
HoD of Commerce and

From the month of December last week

Competitions, Orientation Programmes etc. for
PU Students

Management.
Mr. Shashidhar Yadav
Coordinator, BBA.
Mrs. Reshma B
HoD of Computer Science

07. STEPS TO BE TAKEN ON THE SECOND AND FINAL YEAR STUDENTS WHO ARE YET TO GET ADMISSION

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Departmental HODs

Discussion:

1. Prof. Jayaram raised the topic and informed to the staff to communicate the information relating to the admission.

Conclusion:

1. Prof. Jayarama, Principal instructed the Departmental HODs, other faculty members and non-teaching staff to inform the students about the readmission to Second and Final Year through phone or WhatsApp.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
1. Action will be taken to collect the due amount and communicate to get admission as early as possible.	All teaching and Non-teaching Staff	From 20/11/2020

08. PREPARATION OF CALENDAR OF EVENTS BASED ON THE NOTIFICATION ISSUED BY THE BANGALORE UNIVERSITY

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Dr. Manjula V
Associate Professor and HoD,
Department of Commerce and Management

Discussion:

1. Regarding the preparation of Academic Calendar of Events for the Academic Year 2020-21.

Conclusion:

1. Decided to prepare the final calendar of events after receiving the Notification relating to the calendar of events from the Bangalore University. All the faculty members are required to prepare calendar of events with respect to their departments and committees.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
1. Implementation of the Calendar of Events for the particular Academic Year	All the HoDs of the Departments and Coordinators of the Committees	As schedule planned

09. AQAR SUBMISSION FOR THE ACADEMIC YEAR 2019-20

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Prof. Jayaram
Principal

Discussion:

1. Prof. Jayaram, Principal raised the topic regarding the submission of AQAR (Annual Quality Assurance Report) for the Academic Year 2019-20

Conclusion:

1. Decided to submit the report after announcing the results of VI Semester B. Com, BBA and BCA Courses by the Bangalore University. Immediately after getting the results, the result analysis will be prepared and proceed to apply for AQAR Submission.

10. OTHER DISCUSSIONS

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Faculty Members

Discussion:

1. Ms. Akshata M R raised the topic of Website updation and instructed all the in-charge persons of various committees to forward news/report immediately after the programmes to publish on college website.
2. Mrs. Sowmya D N discussed about the initiatives taken from Placement Cell.
3. Mrs. Lakshmi S raised the topic about the preparation of the Time Table for the Online and the Offline Classes.

Conclusion:

1. All the faculty members agreed to send reports and photos to the coordinator. Prof. Jayarama, Principal instructed the coordinator to maintain a register of the updates.
2. Prof. Jayarama, Principal and Dr. Manjula V, IQAC Coordinator suggested Mrs. Sowmya DN, Coordinator – Placement Cell to conduct Orientation Session on Competitive exams i.e., IAS, KAS, Banking, Railways and other competitive exams.
3. Prof. Jayarama, Principal informed to prepare the Time Table for the Online and the Offline Classes separately. So that, there will be no confusion about the time table for the faculty members.

Adjournment of Meeting :

Meeting was adjourned by Dr. Manjula V, Staff Secretary at 03.00 PM.

Prepared by :

DR. MANJULA V
Staff Secretary

(Signature with date)

Dr. Manjula V

Dr. Manjula V
Co-Ordinator

Approved by :

01. DR. MANJULA V
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)
Seshadripuram Academy of Business Studies
Kengeri Satellite Town
Bengaluru - 560060

02. Prof. JAYARAMA
Principal

(Signature with date)

Prof. Jayarama
10/11/2020

PRINCIPAL
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SESHADRIPURAM ACADEMY OF BUSINESS STUDIES
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MINUTES OF MEETING

DATE: Tuesday, JUNE 2, 2021

TIME: 02.00 PM

LOCATION: AV Room

MEETING CREATED BY: Prof. JAYARAMA

TYPE OF MEETING: Staff /IQAC Meeting

FACILITATOR: DR. MANJULA V

MINUTE TAKER: DR. MANJULA V

TIME KEEPER: DR. MANJULA V

FOLLOWING STAFF MEMBERS WERE PRESENT:

Asha G	Department of Kannada
Lakshmi S	Department of Commerce & Management
Dr. Manjula V	Department of Commerce & Management
Chetana M R	Department of Commerce & Management
Sowmya D N	Department of Commerce & Management
Shivakumar S L	Department of Commerce & Management
Prabhakar P	Department of Commerce & Management
Shivakumar C S	Department of Commerce & Management
Mahanthesh H B	Department of Commerce & Management
Reshma B	Department of Computer Science
Dr. Shobha M C	Department of Kannada
Bindu S	Department of Commerce & Management
Shivanand Bande	Department of English
Nandini R G	Department of Commerce & Management
Ravi Kumar M	Department of Library & Information Science
Akshatha M R	Department of Computer Science
Kanchan S	Department of Computer Science
Shashanka G P	Department of Physical Education
Manjunatha G	Department of Commerce & Management
Nagaraja Reddy K N	Office Superintendent

AGENDA OF THE MEETING

01. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

TIME ALLOCATED: 05 Mins.

PRESENTED BY: DR. MANJULA V
Staff Secretary/IQAC Coordinator

Discussion:

1. Readout the minutes and proceedings of the previous meeting.

Conclusion:

1. All the faculty approved the minutes as read by the Staff Secretary.

02. COMMENCEMENT OF OFFLINE CLASSES

TIME ALLOCATED: 15 Mins.

PRESENTED BY: Prof. Jayaram
Principal

Discussion:

Prof. Jayarama, Principal raised the topic on the commencement of the offline classes for the even semester.

Conclusion:

1. Prof. Jayarama, Principal instructed all the teaching and non-teaching staff to take initiative steps to improve the admissions for the upcoming academic year 2021-22 like collection of student data, how to impress the students to get admission in our college, what strategies should be implemented etc.
2. Faculties should give your new ideas to get admission to our college.
3. A separate committee should be formed for planning the promotional activities and implementation of the same.
4. We should prefer online promotion for admission compare to offline.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
	Dr. Manjula V HoD of Commerce and Management.	
1. Arrangement of unique promotional activities through online process.	Mr. Shashidhar Yadav Coordinator, BBA. Mrs. Reshma B HoD of Computer Science	From the month of PUC result announcement.

03. PREPARATION OF PROSPECTIVE PLAN OF THE COLLEGE:

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Dr. Manjula V
Associate Professor and HoD,
Department of Commerce and Management

Discussion:

1. Regarding the preparation of prospective plan for the Academic Year 2021-22.

Conclusion:

1. Decided to prepare the final prospective plan of the college for the Academic Year 2021-22. After receiving the Notification relating to the calendar of events from the Bangalore University. IQAC coordinator are required to prepare prospective plan of the college.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
1. Preparation of Prospective Plan	IQAC & All the HoDs of the Departments and Coordinators of the Committees	As schedule planned

Adjournment of Meeting :

Meeting was adjourned by Dr. Manjula V, Staff Secretary at 03.30PM.

Prepared by :

DR. MANJULA V
Staff Secretary

Dr. Manjula V

(Signature with date)

Approved by :

01. **DR. MANJULA V**
IQAC Coordinator

Dr. Manjula V

Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Seshadripuram Academy of Business Studies

(Signature with date)

Kengeri Satellite Town
Bengaluru - 560060

02. **Prof. JAYARAMA**
Principal

(Signature with date)

Prof. Jayarama

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MINUTES OF MEETING

DATE: SEPTEMBER 3, 2021

TIME: 02.00 PM

LOCATION: AV Room

MEETING CREATED BY: Prof. JAYARAMA

TYPE OF MEETING: Staff /IQAC Meeting

FACILITATOR: DR. MANJULA V

MINUTE TAKER: DR. MANJULA V

TIME KEEPER: DR. MANJULA V

FOLLOWING STAFF MEMBERS WERE PRESENT:

Asha G	Department of Kannada
Lakshmi S	Department of Commerce & Management
Dr. Manjula V	Department of Commerce & Management
Chetana M R	Department of Commerce & Management
Sowmya D N	Department of Commerce & Management
Shivakumar S L	Department of Commerce & Management
Prabhakar P	Department of Commerce & Management
Shivakumar C S	Department of Commerce & Management
Mahanthesh H B	Department of Commerce & Management
Reshma B	Department of Computer Science
Dr. Shobha M C	Department of Kannada
Bindu S	Department of Commerce & Management
Shivanand Bande	Department of English
Nandini R G	Department of Commerce & Management
Ravi Kumar M	Department of Library & Information Science
Akshatha M R	Department of Computer Science
Kanchan S	Department of Computer Science
Shashanka G P	Department of Physical Education
Manjunatha G	Department of Commerce & Management
Nagaraja Reddy K N	Office Superintendent

AGENDA OF THE MEETING

01. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

TIME ALLOCATED: 05 Mins.

PRESENTED BY: DR. MANJULA V
Staff Secretary/IQAC Coordinator

Discussion:

1. Readout the minutes and proceedings of the previous meeting.

Conclusion:

1. All the faculty approved the minutes as read by the Staff Secretary.

02. REVIEW OF THE WORK PROCESS OF PROMOTIONAL ACTIVITIES FOR THE NEXT ACADEMIC YEAR

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Prof. Jayaram
Principal

Discussion:

Prof. Jayaram, Principal raised the topic on the review on the admission process for the upcoming year.

Conclusion:

1. Prof. Jayarama, Principal has taken the review of the admission process.
2. Details of the phone follow ups is been taken from every faculty.
3. We should prefer online promotion for admission compare to offline

ACTIONS

1. Arrangement of unique promotional activities through online process.

ACTION TO BE TAKEN BY
Dr. Manjula V

HoD of Commerce and
Management.

Mr. Shashidhar Yadav
Coordinator, BBA.

Mrs. Reshma B
HoD of Computer Science

DATE TO BE ACTIONED BY

From the month of PUC result
announcement.

03. PREPARATION OF THE CALENDAR OF THE EVENTS FOR THE ACADEMIC YEAR 2021 2022.

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Prof. Jayaram
Principal

Discussion:

Prof. Jayaram, Principal raised the topic to prepare the calendar of events for the next academic year 2021-2022.

Conclusion:

1. The calendar of events should be prepared by the respective committees/HODs.

ACTIONS

1. Actions taken for SOPs

ACTION TO BE TAKEN BY
All HODs and selected Faculty
Members.

DATE TO BE ACTIONED BY
Before the commencement of the
academic year.

Adjournment of Meeting :

Meeting was adjourned by Dr. Manjula V, Staff Secretary at 03.00 PM.

Prepared by :

DR. MANJULA V

Staff Secretary

Dr. Manjula

(Signature with date)

Dr. Manjula
Co-Ordinator

Approved by :

01.

DR. MANJULA V

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Seshadripuram Academy of Business Studies

Kengeri Satellite Town

Bengaluru - 560060

02.

Prof. JAYARAMA

Principal

(Signature with date)

03/9/2024
PRINCIPAL
Seshadripuram Academy of Business Studies
No. 18, 3rd Main Road,
K.S. Town, Bangalore - 560 060.



SESHADRIPURAM ACADEMY OF BUSINESS STUDIES

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MINUTES OF MEETING

DATE: Friday, April 24, 2021

TIME: 02.00 PM

MEETING CREATED BY: Prof. JAYARAMA

TYPE OF MEETING: Staff /IQAC Meeting

FACILITATOR: Dr. MANJULA V

MINUTE TAKER: Dr. MANJULA V

TIME KEEPER: Dr. MANJULA V

FOLLOWING STAFF MEMBERS WERE PRESENT:

Asha G	Department of Kannada
Lakshmi S	Department of Commerce & Management
Dr. Manjula V	Department of Commerce & Management
Chetana M R	Department of Commerce & Management
Sowmya D N	Department of Commerce & Management
Shivakumar S L	Department of Commerce & Management
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Shivakumar C S	Department of Commerce & Management
Mahanthesh H B	Department of Commerce & Management
Reshma B	Department of Computer Science
Dr. Shobha M C	Department of Kannada
Bindu S	Department of Commerce & Management
Shivanand Bande	Department of English
Nandini R G	Department of Commerce & Management
Ravi Kumar M	Department of Library & Information Science
Akshatha M R	Department of Computer Science
Kanchan S	Department of Computer Science
Shashanka G P	Department of Physical Education
Manjunatha G	Department of Commerce & Management
Nagaraja Reddy K N	Office Superintendent

AGENDA OF THE MEETING

01. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Dr. MANJULA V
Staff Secretary/IQAC Coordinator

Discussion:

1. Readout the minutes and proceedings of the previous meeting.

Conclusion:

1. All the faculty approved the minutes as read by the Staff Secretary.

02. COMMENCEMENT OF EVEN SEMESTER 2020-21:

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Prof. Jayarama
Principal

Discussion:

Due to the COVID -19 pandemic, as the State Govt. has imposed lock down in the state and as per the instructions from the Bangalore University the Institution has decided to commence the online classes for B. Com, BBA and BCA students from MAY 4th 2021.

Conclusion:

1. The Online classes will be conducted as per instruction given by university.
2. The Online classes started from May 4th, 2021.

ACTIONS

1. Actions taken for Classes

ACTION TO BE TAKEN BY
All HODs and selected Faculty
Members.

DATE TO BE ACTIONED BY
Friday, April 24th 2021.

03. CONDUCT PARENT TEACHERS MEETING:

TIME ALLOCATED: 10 Mins.

PRESENTED BY: Prof. Jayarama
Principal

Discussion:

1. Prof. Jayarama raised the topic of Conducting Parent – Teachers Meeting to inform parents about the Govt. and Bangalore University instructions for conducting online classes.
2. Discussed in the meeting among the class teachers and instructed the class teachers to conduct the online parent teachers meeting.

Conclusion:

1. Decided to conduct Parent teachers meeting for B.Com./BBA and BCA Students.

ACTIONS

Actions taken for Parent Teachers Meeting

ACTION TO BE TAKEN BY
All the Class Teachers

DATE TO BE ACTIONED BY
Friday, April 24th 2021.

Conclusion:

2. Decided to conduct Parent teachers meeting for B.Com./BBA and BCA Students.

04. PREPARATION OF CALENDAR OF EVENTS BASED ON THE NOTIFICATION ISSUED BY THE BANGALORE UNIVERSITY

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Dr. Manjula V
Associate Professor and HoD,
Department of Commerce and Management

Discussion:

1. Regarding the preparation of Academic Calendar of Events for the Academic Year 2020-21.

Conclusion:

1. Decided to prepare the final calendar of events after receiving the Notification relating to the calendar of events from the Bangalore University. All the faculty members are required to prepare calendar of events with respect to their departments and committees.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
1. Implementation of the Calendar of Events for the particular Academic Year	All the HoDs of the Departments and Coordinators of the Committees	As schedule planned

05. CONDUCTING REVISION CLASSES FOR ODD SEMESYER:

TIME ALLOCATED: 05 Mins.

PRESENTED BY: Prof. Jayarama
Principal

Discussion:

1. Prof. Jayaram, Principal raised the topic regarding to conducting revision classes for the odd semester.
2. As per the instruction from Bangalore University, the revision classes should be started for the odd semester B.Com/BBA/BCA courses, before the commencement of Examinations.

Conclusion:

1. Decided to conduct revision classes for the odd semester classes.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
1. Conduct Parent teachers meeting	All the HoDs of the Departments and Coordinators of the Committees	As schedule planned

Adjournment of Meeting :

Meeting was adjourned by Dr. Manjula V, Staff Secretary at 03.00 PM.

Prepared by :

DR. MANJULA V
Staff Secretary

(Signature with date)

Dr. Manjula

Approved by :

01. **DR. MANJULA V**
IQAC Coordinator

(Signature with date)

Dr. Manjula

02. **Prof. JAYARAMA**
Principal

(Signature with date)

24/4/2021
PRINCIPAL
Seshadripuram Academy of Business Studies
No. 18, 3rd Main Road,
K.S. Town, Bangalore - 560 060

Adjournment of Meeting :

Meeting was adjourned by Dr. Manjula V, Staff Secretary at 03.30PM.

Prepared by :

DR. MANJULA V
Staff Secretary

(Signature with date)

Dr. Manjula

Approved by :

01. **DR. MANJULA V**
IQAC Coordinator

(Signature with date)

Dr. Manjula
Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Seshadripuram Academy of Business Studies
Kengeri Satellite Town
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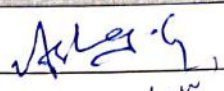
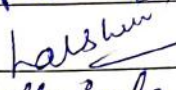
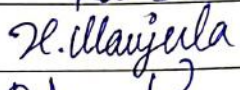
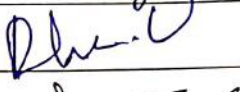

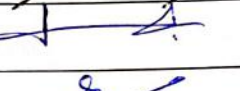


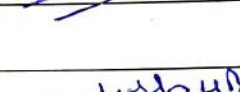
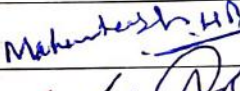
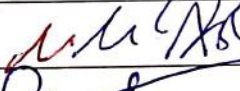
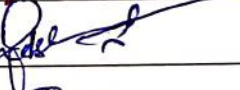


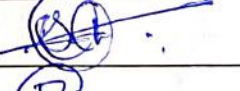
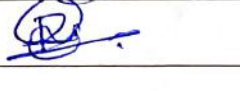
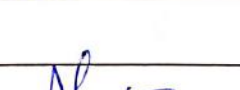
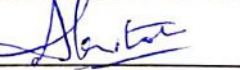
02. **Prof. JAYARAMA**
Principal

(Signature with date)

24/4/2021
PRINCIPAL
Seshadripuram Academy of Business Studies
No. 18, 3rd Main Road,
K.S. Town, Bangalore - 560 060

ATTENDANCE SHEET

Circular vide Ref. No. : SABS/SS/07/2020-21 dated 09-11-2020

FULL TIME TEACHING STAFF			
Sl. No.	Name of the Faculty	Department	Signature
01	Asha G	Kannada (HOD)	
02	Lakshmi S	Commerce & Management	
03	Dr. Manjula V	Commerce & Management (HOD)	
04	Roopashree U	English (HOD)	
05	Dr. Chetana M R	Commerce & Management	
06	Sowmya D N	Commerce & Management	
07	Shivakumar S L	Commerce & Management	
08	Prabhakar P	Commerce & Management	
09	Shivakumar C S	Commerce & Management	
10	Mahantesh H B	Commerce & Management	
12	Asha G	Commerce & Management	
13	Reshma B	Computer Science (HOD)	
14	Dr. Shobha M C	Kannada	
15	Bindu S	Commerce & Management	
16	Shivanand Bande	English	
17	Nandini R G	Commerce & Management	
18	Ravi Kumar M	Library & Information Centre	
19	Akshatha M R	Computer Science	

NON-TEACHING STAFF			
01	Nagaraja Reddy	Office Superintendent	



SESHADRIPURAM ACADEMY OF BUSINESS STUDIES

(Affiliated to Bangalore University)

NAAC Accredited 'B' Grade

CA Site No. 18, 3rd Main, Kengeri Satellite Town, Bengaluru – 560 060



+91 80 2848 8676



principal.sabskst@gmail.com



www.sabs.ac.in

Ref. No. : SABS/IQAC/ /2020-21

September 22, 2020

To,

The Teaching & Non-Teaching Staff

Seshadripuram Academy of Business Studies

KS Town, Bengaluru - 60

through;

The Principal

CIRCULAR

Subject: Re-Formation of Committees and allotment of Class Teachers for the Academic Year 2020-21-reg.

With reference to the meeting held in IQAC with its members, it was decided to form committees for the academic year 2020-21. IQAC has designated the following faculty members into various committees and allotted CTs for the Academic Year 2020-21

Following is the approved list of CTs and Committees with designated coordinators.

Sl. No.	Name of the Faculty	Coordinator/In-Charge
01	ASHA G HOD & Professor, Department of Kannada	<ul style="list-style-type: none">Member – IQACExamination & Evaluation Committee
02	LAKSHMI S Professor, Department of Commerce & Management	<ul style="list-style-type: none">Time-TableVACYoga & Meditation
03	DR. MANJULA V HOD & Associate Professor, Department of Commerce & Management	<ul style="list-style-type: none">IQAC CoordinatorStaff SecretaryGrievance Cell (other than Examination)

04	ROOPASHREE U <i>HOD & Associate Professor, Dept. Of English</i>	<ul style="list-style-type: none"> ▪ Member – IQAC ▪ Statutory Cell ▪ Language Lab ▪ Learners Forum
05	CHETHANA M R <i>Associate Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Student Counselling & Mentoring ▪ Commerce Forum
06	SOWMYA D N <i>Associate Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Member - IQAC ▪ ASMITHE ▪ Alumni Association ▪ Career Counselling & Placement (B.Com. & BBA)
07	SHIVAKUMAR S L <i>Associate Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Member – IQAC ▪ Examination & Evaluation Committee ▪ Grievance Cell (Examination) ▪ Liaison Officer (BU Examination)
08	PRABHAKAR P <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Member - IQAC ▪ Student Council & Student Welfare
09	SHIVAKUMAR C S <i>Assistant Professor Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Member – IQAC ▪ Research Cell ▪ OPAC / INFLIBNET and LMS usage Management
10	MAHANTHESH H B <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Member – IQAC ▪ Eco-Club
11	DR. SHOBHA M C <i>Assistant Professor, Dept. Of Kannada</i>	<ul style="list-style-type: none"> ▪ Theatre Club ▪ Reports & Publication Committee (Kannada) (All types of publications including reports to media, Vani magazine, College Magazine etc.)
12	ASHA G <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Equal Opportunity Cell ▪ Attendance Monitoring Committee (B.Com. & BBA)
13	RESHMA B <i>HOD & Assistant Professor, Dept. Of Computer Science</i>	<ul style="list-style-type: none"> ▪ IQAC Co-Coordinator ▪ Convener - Staff Meetings, MOM, Proceedings, ATR and Documentation of IQAC ▪ Career Counselling & Placement (BCA)
14	BINDU S <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Civil Defences ▪ Youth Red-Cross ▪ ED Cell
15	SHIVANAND BANDE <i>Assistant Professor, Dept. Of English</i>	<ul style="list-style-type: none"> ▪ NSS ▪ Reports & Publication Committee (English) (All types of publications including reports to media, Vani magazine, College Magazine etc.) ▪ Theatre Club

16	NANDINI R G <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Gandhian Study Centre ▪ Vivekananda Study Centre ▪ Dr. Ambedkar Study Centre ▪ Buddha Study Centre
17	HARSHINI M <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪
18	AKSHATHA M R <i>Assistant Professor, Dept. Of Computer Science</i>	<ul style="list-style-type: none"> ▪ Anti-ragging ▪ Prevention of Sexual Harassment ▪ PU & UG Fests
19	KANCHAN S <i>Assistant Professor, Dept. Of Computer Science</i>	<ul style="list-style-type: none"> ▪ IT Maintenance (PCs, Network, projector & any other and ICT resources) ▪ Website ▪ Add-On/Certificate/ Diploma (BCA)
20	BHARATH R <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Business Lab ▪ Scholarships ▪ Competitive Examinations
21	CHAITHRA S <i>Assistant Professor, Dept. Of Computer Science</i>	<ul style="list-style-type: none"> ▪ Tech Savvy ▪ Attendance Monitoring Committee (BCA)
22	MANASA <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Attendance Monitoring Committee (B.Com. & BBA)
23	SHASHANKA G <i>Physical Education Director</i>	<ul style="list-style-type: none"> ▪ NCC ▪ Physical Education ▪ Discipline / Code of Conduct ▪ Health Centre
24	MANJUNATHA G <i>Assistant Professor, Dept. Of Commerce & Management</i>	<ul style="list-style-type: none"> ▪ Add-On/Certificate/ Diploma (B.Com., BBA) ▪ Cultural Committee

01	FDP / Conferences / Seminars / Symposium / Workshops / Guest Lectures etc.	Criterion Head - Research Cell, Coordinator- Research Cell Committee and all HODs
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Note:

1. Any Additional Role i.e., Coordinator for a new committee, Class teacher in-charge/role may be assigned to any IQAC member / Committee Coordinators.
2. If the committee coordinators expect any changes in the role/in-charge assigned may give a written request to IQAC within two days of this circular dated.
3. Requests received for any changes will be placed before the IQAC meeting for the revised/modified list.
4. The final decision taken by the IQAC Coordinator and HOI is final.
5. List is provisional, subject to change.
6. Work structure, Accountability, Documentation process and guidelines etc. will be communicated separately.

X. Chaiyula
Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Seshadripuram Academy of Business Studies
Kengeri Satellite Town
Bengaluru -560060


PRABHAKAR P
IQAC Coordinator

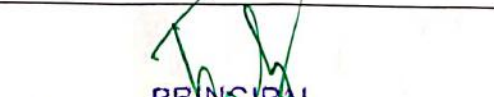
Copy to:

1. The Coordinator, Website In-charge to publish on College Website
2. The Superintendent - Administration
3. The Accountant
4. The Computer Programmer
5. The HODs to pin-up on the notice board for information

CLASS TEACHERS FOR THE ACADEMIC YEAR 2020-21

Sl. No.	Name of the Faculty	Programme / Class & Sec.
01	NANDINI R G Assistant Professor, Dept. Of Commerce & Management	I Year B.Com. – A
02	MANJUNATHA G Assistant Professor, Dept. Of Commerce & Management	I Year B.Com. – B
03	BINDU S Assistant Professor, Dept. Of Commerce & Management	I Year B.Com. – C
04	ASHA G Assistant Professor, Dept. Of Commerce & Management	II Year B.Com. – A
05	HARSHINI M Assistant Professor, Dept. Of Commerce & Management	II Year B.Com. – B
06	CHETHANA M R Associate Professor, Dept. Of Commerce & Management	II Year B.Com. – C
07	MAHANTHESH H B Assistant Professor, Dept. Of Commerce & Management	III Year B.Com. – A
08	SHIVAKUMAR C S Assistant Professor, Dept. Of Commerce & Management	III Year B.Com. – B
09	SHIVAKUMAR S L Associate Professor, Dept. Of Commerce & Management	III Year B.Com. – C
10	SOWMYA D N Associate Professor, Dept. Of Commerce & Management	I Year BBA
11	ASHA G HOD & Professor, Department of Kannada	II Year BBA
12	BHARATH R Assistant Professor, Dept. Of Commerce & Management	III Year BBA
13	AKSHATHA M R Assistant Professor, Dept. Of Computer Science	I Year BCA
14	KANCHAN S Assistant Professor, Dept. Of Computer Science	II Year BCA
15	RESHMA B HOD & Assistant Professor, Dept. Of Computer Science	III Year BCA


PRABHAKAR P
IQAC Coordinator


PRINCIPAL
PROF. JAYARAMA
Seshadripuram Academy of Business Studies
Principal
No. 18, 3rd Main Road,
K.S. Town, Bangalore - 560 060.