



Seshadripuram Educational Trust

# SESHADRIPURAM ACADEMY OF BUSINESS STUDIES

(Affiliated to Bangalore University)  
NAAC Accredited 'B' Grade

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



+91 80 2848 8676



principal.sabskst@gmail.com



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Ref. No. : SABS/

July 10, 2019

To,

The Teaching & Non-Teaching Staff,

Seshadripuram Academy of Business Studies

KS Town, Bengaluru - 60

through;

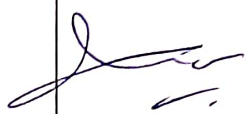


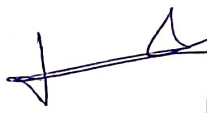
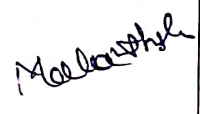
The Principal

## CIRCULAR

*Subject: Re-composition of IQAC Internal Committee for the Academic  
Year 2019-20-reg.*

Sl. No.	Name of the Faculty	Designation	Signature
01	Prof. Jayarama Principal	Chairman	
02	Prabhakar P Assistant Professor Dept. of Commerce & Management	Coordinator	


Sl. No.	Name of the Faculty	Designation	Signature
03	RESHMA B HOD & Assistant Professor, Dept. Of Computer Science	<u>Co-Coordinator</u>	
04	ROOPASHREE U HOD & Associate Professor Dept. Of English	<u>Criterion Head</u> Criterion I: Curricular Aspects	

05	<b>DR. MANJULA V</b> <i>HOD &amp; Associate Professor, Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion II: Teaching Learning and Evaluation</i>	
06	<b>CHETHANA M R</b> <i>Associate Professor Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion III: Research, Innovations and Extension</i>	
07	<b>AKSHATHA M R</b> <i>Assistant Professor Dept. Of Computer Science</i>	<b><u>Criterion Head</u></b> <i>Criterion IV: Infrastructure &amp; Learning Resources</i>	
08	<b>NANDINI R G</b> <i>Assistant Professor Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion V: Student Support &amp; Progression</i>	
09	<b>SOWMYA D N</b> <i>Associate Professor, Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion VI: Governance, Leadership and Management</i>	
10	<b>MAHANTHESH H B</b> <i>Assistant Professor Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion VII: Institutional Values and Best Practices</i>	

  
**PRABHAKAR P**  
 IQAC Coordinator  
 Internal Quality Assurance Cell (IQAC)  
 Seshadripuram Academy of Business Studies  
 Kengeri Satellite Town  
 Bengaluru - 560 060

**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

  
**PRINCIPAL**  
 Seshadripuram Academy of Business Studies  
 No. 18, 3rd Main Road,  
 K.S. Town, Bangalore - 560 060.  
 Page 2 of 2...





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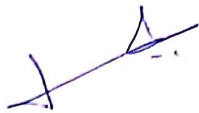

July 10, 2019

## RE-COMPOSITION OF IOAC

ACADEMIC YEAR 2019-20

Sl. No.	Name of the Faculty	Designation	Signature
01	Prof. Jayarama Principal	Chairman	
02	Prabhakar P Assistant Professor Dept. of Commerce & Management	Coordinator	

Sl. No.	Name of the Faculty	Designation	Signature
03	RESHMA B HOD & Assistant Professor, Dept. Of Computer Science	<u>Co-Coordinator</u>	
04	ROOPASHREE U HOD & Associate Professor Dept. Of English	<u>Criterion Head</u> Criterion I: Curricular Aspects	
05	DR. MANJULA V HOD & Associate Professor, Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion II: Teaching Learning and Evaluation	
06	CHETHANA M R Associate Professor Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion III: Research, Innovations and Extension	
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09	<b>SOWMYA D N</b> <i>Associate Professor, Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion VI: Governance, Leadership and Management</i>	
10	<b>MAHANTHESH H B</b> <i>Assistant Professor Dept. Of Commerce &amp; Management</i>	<b><u>Criterion Head</u></b> <i>Criterion VII: Institutional Values and Best Practices</i>	

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

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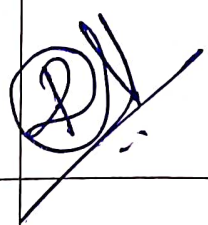
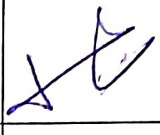
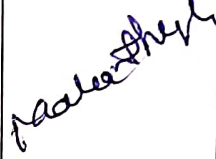
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Ref. No. : SABS/

## Proceedings of the Meeting of the 1<sup>st</sup> Quarter IQAC held on 10-08-2019 at 01.30 pm in the IQAC Room of SABS

The following members attended the meeting:

Sl. No.	Name of the Faculty	Designation	Signature
01	<b>Prof. Jayarama</b> Principal	<i>Chairman</i>	
02	<b>Prabhakar P</b> Assistant Professor Dept. of Commerce & Management	<i>Coordinator</i>	
03	<b>RESHMA B</b> HOD & Assistant Professor, Dept. Of Computer Science	<u>Co-Coordinator</u>	
04	<b>ROOPASHREE U</b> HOD & Associate Professor Dept. Of English	<u>Criterion Head</u> Criterion I: Curricular Aspects	
05	<b>DR. MANJULA V</b> HOD & Associate Professor, Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion II: Teaching Learning and Evaluation	
06	<b>CHETHANA M. R.</b> Associate Professor Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion III: Research, Innovations and Extension	
07	<b>AKSHATHA M R</b> Assistant Professor Dept. Of Computer Science	<u>Criterion Head</u> Criterion IV: Infrastructure & Learning Resources	

08	<b>NANDINI R. G.</b> <i>Assistant Professor, Dept. Of Commerce &amp; Management</i>	<u><b>Criterion Head</b></u> <i>Criterion V: Student Support &amp; Progression</i>	
09	<b>SOWMYA D. N.</b> <i>Associate Professor, Dept. Of Commerce &amp; Management</i>	<u><b>Criterion Head</b></u> <i>Criterion VI: Governance, Leadership and Management</i>	
10	<b>MAHANTHESH H B</b> <i>Assistant Professor Dept. Of Commerce &amp; Management</i>	<u><b>Criterion Head</b></u> <i>Criterion VII: Institutional Values and Best Practices</i>	

The proceedings for the meeting are as follows:

At the outset, the Chairman, welcomed the new members and thanked the outgoing members for their contribution to IQAC. He pointed out that the world is changing fast and there is need to bring about continuous improvement in quality to be competitive. The quality improvement was also needed for accreditation and wider recognition. He specially highlighted the need to make landmark improvements in the teaching-learning system to enhance employability and placements of students.

#### **Agenda Item No. 1:**

*To confirm the minutes of the last meeting of the IQAC held during the A.Y. 2018-19 on .....*

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

#### **Agenda Item No. 2:**

*To consider Action Taken Report on the decisions of the last IQAC meeting held on .....*

It was decided that all the faculties be asked to provide details of the action taken at the departmental level as per decisions of the previous IQAC meeting held on ..... and the same be presented at the next meeting of the IQAC.

#### **Agenda Item No. 3**

To lay the quality road map for the academic year 2019-20.

It was resolved that all the departments be asked to submit to specific road maps in respect of:

- Curriculum designing and improvement
- Development and adoption of application oriented courses
- Innovation in teaching methodology



- D. Employability enhancement and placements
- E. Research development and consultancy
- F. Industry interaction/ collaboration

The road map must include milestones, timelines, approaches and expected outcomes.

#### **Agenda Item No. 4**

*To consider and decide quality improvement strategies for:*

1. *Curriculum Development*
2. *Teaching and learning*
3. *Examination and Evaluation*
4. *Research and Development*
5. *Library, ICT and physical infrastructure/ instrumentation*
6. *Human Resource Management*
7. *Faculty and Staff Recruitment*
8. *Industry interaction/ collaboration*
9. *Admission of students*

Resolved that the concerned departments and administrative units be asked to develop and send quality improvement strategies for their respective areas. It was further decided that the quality improvement strategies be put before the next meeting of the IQAC for consideration. Further resolved that **Ms. Sowmya D N, Dept. of Commerce & Management** will organize in the first quarter of the current academic year i.e. by Sep 30, 2019, a faculty development programme for improving the quality in teaching-learning.

#### **Agenda Item No. 5**

*To consider and approve the system of internal academic audit for the departments.*

It was decided that the system of internal academic audit for the departments be approved as such. All the departments will work intensively on the areas of improvements as pointed out in the periodic academic audits conducted from time to time. The audit will be conducted at least once in an academic year.

#### Agenda Item No. 6

*To decide the number of faculty and staff development programmes along with the areas to be conducted during the academic year 2019-20.*

It was resolved as follows:

1. Coordinator - IQAC will identify the gap areas and organize FDPs of inter-departmental interest.
2. He will prepare a schedule of FDPs in consultation with the HODs' and in sync with the university academic calendar.

#### Agenda Item No. 7

*To consider measures for sensitizing/ promoting research climate in the university.*

It was decided that all the departments will:

1. Undertake special efforts for tie-ups with research institutions in their respective domains.
2. Focus on creating experimental and experiential learning opportunities for the students.
3. Ensure that the industry visits are followed by experience sharing and analysis of the outcomes achieved after every industry visit.


#### Agenda Item No. 8


*To supply the copy of new SSR and AQAR manual to all the members.*

It was resolved that the revised draft of SSR and AQAR to be supplied to all new members of IQAC and to be read and prepare the programmes as per the revised guidelines.

The meeting ended with a vote of thanks to the Chair.

Read and approved by :

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

  
PRABHAKAR P.  
IQAC Coordinator  
Co-Ordinator  
Seshadripuram Academy of Business Studies (IQAC)  
Internal Quality Assurance  
K.S. Town, Bengaluru - 560 060  
Seshadripuram Academy of Business Studies  
Harrieri Satellite Town  
Ph. 560060





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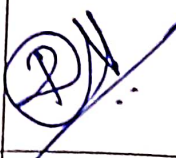
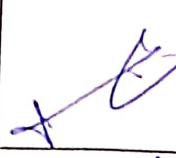

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Ref. No. : SABS/

## Proceedings of the Meeting of the 2<sup>nd</sup> Quarter IQAC held on 07-12-2019 at 02.00 pm in the IQAC Room of SABS

The following members attended the meeting:

Sl. No.	Name of the Faculty	Designation	Signature
01	<b>Prof. Jayarama</b> Principal	Chairman	
02	<b>Prabhakar P</b> Assistant Professor Dept. of Commerce & Management	Coordinator	
03	<b>RESHMA B</b> HOD & Assistant Professor, Dept. Of Computer Science	<u>Co-Coordinator</u>	
04	<b>ROOPASHREE U</b> HOD & Associate Professor Dept. Of English	<u>Criterion Head</u> Criterion I: Curricular Aspects	
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06	<b>CHETHANA M. R.</b> Associate Professor Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion III: Research, Innovations and Extension	
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08	<b>NANDINI R. G.</b> <i>Assistant Professor, Dept. Of Commerce &amp; Management</i>	<u>Criterion Head</u> <i>Criterion V: Student Support &amp; Progression</i>	
09	<b>SOWMYA D. N.</b> <i>Associate Professor, Dept. Of Commerce &amp; Management</i>	<u>Criterion Head</u> <i>Criterion VI: Governance, Leadership and Management</i>	
10	<b>MAHANTHESH H B</b> <i>Assistant Professor Dept. Of Commerce &amp; Management</i>	<u>Criterion Head</u> <i>Criterion VII: Institutional Values and Best Practices</i>	

The proceedings for the meeting are as follows:

The 2<sup>nd</sup> Quarter IQAC meeting for the academic section 2019-20 in IQAC Room and discussed the following agenda;

#### **Agenda Item No. 1:**

*To confirm the minutes of the 1<sup>st</sup> Quarter meeting of the IQAC held.*

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

#### **Agenda Item No. 2:**

*Action taken report of the 1<sup>st</sup> Quarter meeting Agenda.*

Action taken report of the discussions made on agenda of the 1<sup>st</sup> Quarter meeting was readout and all the members approved.

#### **Agenda Item No. 3**

*IQAC update of activities till date.*

Mr. Prabhakar P, Coordinator IQAC highlighted the activities conducted from the beginning of the A.Y. 2019-20 till date. The same was confirmed and approved by members of IQAC.



#### Agenda Item No. 4

##### *Annual Sports meet*

The meeting discussed on the matter of upcoming annual sports meet by the end of September 2020. It was decided to organize the sports meet at BU Physical Education Ground.

#### Agenda Item No. 5

##### *Organizing the study tour / industrial visits*

In the meeting, discussed on the matter of encouraging HODs' to organize exposure trip or study tour.

#### Agenda Item No. 6

##### *Internal Assessment Tests and Evaluation*

The meeting discussed on the matter of internal assessment tests. Instructed the Examination committee to schedule the tests as per calendar of events and report to be submitted.

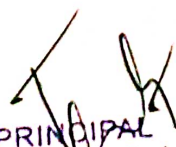
#### Agenda Item No. 6


##### *Any other item with the permission of the chair.*

1. During the discussion on the miscellaneous. Prof. Jayarama, Chairman –IQAC updated on the issue of discipline and cleanliness in the college. He further informed the meeting on empowering and engaging the students as a team in assisting the Discipline Committee in ensuring better discipline and cleanliness in the college.

The meeting ended with a vote of thanks to the Chair.

Read and approved by :

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

  
PRABHAKAR P.  
IQAC Coordinator  
Seshadripuram Academy of Business Studies (IQAC)  
Seshadripuram Academy of Business Studies  
KS Town, Bangalore - 560 060  
Kondari Satellite Town  
Bangalore - 560060



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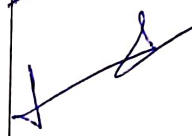

Ref. No. : SABS/

## Proceedings of the Virtual Meeting of the 3<sup>rd</sup> Quarter IQAC held on 27-03-2020 at 03.00 pm

The following members attended the meeting:

Sl. No.	Name of the Faculty	Designation	Signature
01	<b>Prof. Jayarama</b> Principal	Chairman	
02	<b>Prabhakar P</b> Assistant Professor Dept. of Commerce & Management	Coordinator	
03	<b>RESHMA B</b> HOD & Assistant Professor, Dept. Of Computer Science	<u>Co-Coordinator</u>	
04	<b>ROOPASHREE U</b> HOD & Associate Professor Dept. Of English	<u>Criterion Head</u> Criterion I: Curricular Aspects	
05	<b>DR. MANJULA V</b> HOD & Associate Professor, Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion II: Teaching Learning and Evaluation	
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07	<b>AKSHATHA M R</b> Assistant Professor Dept. Of Computer Science	<u>Criterion Head</u> Criterion IV: Infrastructure & Learning Resources	



08	<b>NANDINI R. G.</b> <i>Assistant Professor, Dept. Of Commerce &amp; Management</i>	<u><b>Criterion Head</b></u> <i>Criterion V: Student Support &amp; Progression</i>	
09	<b>SOWMYA D. N.</b> <i>Associate Professor, Dept. Of Commerce &amp; Management</i>	<u><b>Criterion Head</b></u> <i>Criterion VI: Governance, Leadership and Management</i>	
10	<b>MAHANTHESH H B</b> <i>Assistant Professor Dept. Of Commerce &amp; Management</i>	<u><b>Criterion Head</b></u> <i>Criterion VII: Institutional Values and Best Practices</i>	

The proceedings for the meeting are as follows:

At the outset, the Chairman, welcomed the members. Chairman/principal Prof. Jayarama spoke about the changes in teaching-learning process during the COVID-19 pandemic. Prabhakar P, IQAC coordinator read the agendas for the meeting.

#### **Agenda Item No. 1:**

*To confirm the minutes of the last meeting of the IQAC held during the A.Y. 2019-20 on .....*

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

#### **Agenda Item No. 2:**

*To appraise members about the conduction and participation of faculty members in FDP/Workshop/Seminar etc and seek suggestions for further programs*

All members confirmed that many faculty members had participated in online webinars or workshops during the lockdown period. Few faculty members had completed FDP. Prof. Jayarama instructed faculties to ensure participation in UGC recognized certification courses. He also suggested the conduction of more seminars for promoting research among faculty members.

#### **Agenda Item No. 3**

*To strengthen the existing collaborations and initiate new collaborations with industry and community.*

Prof. Jayarama discussed the collaboration with other educational institutions, industry and community to take up faculty exchange, student internship programs and serving the local community through NSS center of college and CSR of companies. Prabhakar P, IQAC Coordinator agreed to coordinate with educational institutions. He emphasized on the need to cultivate symbiotic relationships between industry

and college through major and minor research projects and placement/ internship programs. He further instructed senior members to provide orientation to junior teachers on writing research proposals. All members unanimously agreed to make a collaborative effort through NSS and other cells.

#### **Agenda Item No. 4**

##### ***To strengthen alumni interaction through online alumni meet.***

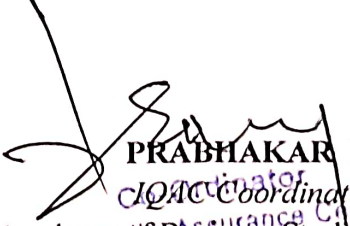
The final year examination for AY 2019-20 was conducted. Prof. SOWMYA DN, Coordinator of Alumni Association proposed an alumni meet in online mode to have an interaction and to know their career path during COVID-19 pandemic. Prof. Jayarama approved and instructed to schedule virtual Alumni Meet.

#### **Agenda Item No. 5**

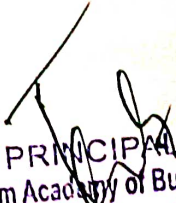
##### ***Other Discussions***

Prof. Jayarama asked all the faculty members about the teaching-learning through online mode. All faculty members shared the progress of classes.

The meeting ended with a vote of thanks to the Chair.

  
**PRABHAKAR P.**  
Coordinator  
Seshadripuram Academy of Business Studies  
K.S. Town, Bangalore - 560 060  
Kengeri Satellite Town  
Bangalore - 560060

*Read and approved by :*

  
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## Proceedings of the Meeting of the 4<sup>th</sup> Quarter IQAC held on 13-06-2020 at 01.30 pm in the IQAC Room of SABS

The following members attended the meeting:

Sl. No.	Name of the Faculty	Designation	Signature
01	<b>Prof. Jayarama</b> Principal	Chairman	
02	<b>Prabhakar P</b> Assistant Professor Dept. of Commerce & Management	Coordinator	
03	<b>RESHMA B</b> HOD & Assistant Professor, Dept. Of Computer Science	<u>Co-Coordinator</u>	
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10	MAHANTHESH H B Assistant Professor Dept. Of Commerce & Management	<u>Criterion Head</u> Criterion VII: Institutional Values and Best Practices	

The proceedings for the meeting are as follows:

At the outset, the Chairman, welcomed the members. Prabhakar P, IQAC coordinator read the agendas for the meeting.

#### Agenda Item No. 1:

##### *To read and confirm the minutes of previous IQAC meeting*

Prabhakar P, IQAC Coordinator read the minutes of the last meeting conducted on \_\_\_\_\_. The minutes were accepted and approved by the members present in the meeting with ordinary resolution.

#### Agenda Item No. 2:

##### *Preparation and Submission of AQAR for the A.Y. 2019-20*

Prabhakar P, IQAC Coordinator requested all the Criterion members to collect and prepare the Criterion documents for the submission of AQAR. Prof. Jayarama instructed all the Criterion heads to submit the draft of AQAR within 15 days from the date of this meeting held.

#### Agenda Item No. 3

##### *Supporting and motivating students by sharing the user id and password of INFLIBNET to access reference books during pandemic.*

Prof. Jayarama instructed Librarian to provide an access to INFLIBNET. He expressed that the use of digital resources during this pandemic help the students to study from the reference books.



#### Agenda Item No. 4

##### *Review of Google Suite for Education*

Prof. Jayarama discussed about the usage of G-Suite for virtual classes. Ms. Reshma talked about the effectiveness of G-Suit and confirmed that there are no issues in using G-Suit.

#### Agenda Item No. 5

*To discuss innovative and industry oriented programs/ value addition program/ certificate courses for the academic year 2020-21*

Prabhakar P, IQAC Coordinator discussed value addition certificate courses by proposing various computer topics or technology also discussed plans for commerce and management programs.


All members agreed to implement innovative and industry oriented programs/ value addition programs and certificate courses for the next academic year 2020-2021

#### Agenda Item No. 6


##### *Other Discussions*

No other matter was put forth by any of the members. The meeting ended on an assertion by all members who were advised by the Chairman to meet regularly over informal discussion about the status of work completed.

The meeting ended with a vote of thanks to the Chair.

  
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Read and approved by :

  
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