



# **Seshadripuram Institute of Commerce and Management**

**Faculty Manual**

**2020**



## **Foreword**

Seshadripuram Institute of Commerce and Management is an institution affiliated to Bengaluru City University. In order to perform efficiently, the faculty should have a clear idea of rules and regulations followed at the institution. This manual has been designed to provide information and guidelines for the faculty members working here. The objective of the handbook is to guide the faculty members relating to the applied rules drafted internally by the institution along with the Trust rules and regulations.

The need for the faculty handbook is to consolidate all the information that a faculty member would require to know. To address this need, SICM had an institutional plan which had provided all information pertaining to students, faculty and administration. As we progressed in time, we felt that there should be segregation of handbook for faculty, students and administration, which make things clear.

The previous institutional plan is revised and updated. The handbook is compiled from various sources. We hope this handbook, which incorporates all the required information, will be useful as a day-to-day reference for the faculty members. While one gets to find out written and unwritten rules as one progress through one's career in the Institute, a handbook like this is particularly useful for the new faculty.

Every effort has been made to keep the Hand book up to date. However it cannot be regarded as an authority. At SICM, all rules should be confirmed through the administration when the need arises as these are dynamic and changing in nature.

We would like to acknowledge our gratitude and thanks to Prof. Vidya Shivannavar, Principal, Assoc. Prof. Amar H, IQAC Co coordinator for providing us this opportunity to compile and revise the Faculty Handbook.

**Bhuvaneshwari R S**  
**Assoc. Prof. in English**

**Spandana V R**  
**Asst. Prof. in commerce**

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## **ABOUT SESHADRIPURAM EDUCATIONAL TRUST**

### GRATITUDE TO THE FOUNDERS



**Late - Smt. Anandamma**



**Late - Smt. Seetamma**

Seshadripuram Educational Trust (SET), a Public Charitable Trust, was established in the year 1980. The parent body Seshadripuram Educational Association, was registered in 1944. 'A great journey begins with a small step.' Proving this statement true, it all began in 1930 when two women educational enthusiasts took up a noble initiative. It can be proudly stated that Seshadripuram Group of Institutions was founded originally as a- 'start-up' initiative by these two women entrepreneurs, Smt. Anandamma and Smt. Seethamma. At present, Seshadripuram Educational Trust runs 32 educational institutions ranging from Kindergarten to PhD courses comprising of 9 schools, 8 pre university colleges, 8 degree colleges, 3 Post Graduate colleges, 1 Global Academy, 1 Law College and 2 Research Centres.

## **Belief**

*Seshadripuram Education Trust aims to surge ahead with a Dynamic Outlook, Dedicated Mindset, Progressive Approach. Seshadripuram Educational Trust believes that every individual from each stratum of society needs affordable, relevant, and quality education to fulfill personal aspirations.*

## **Vision of SET**

*To constantly strive towards meeting this social need by inclusion and expansion of newer streams of education in its institutions and provide world class infrastructure for learning, research and application of knowledge.*

## **Mission of SET**

*To excel in all its activities to create an atmosphere of effective learning, generate a spirit to excel, induce healthy challenges and competitiveness, encourage sustainable accomplishments and ensure enriching rewards to every stakeholder.*

## **Goal of SET**

*The Trust's goal is to emerge as a global conglomerate of premier academic institutions, each taking pride in having nurtured knowledge that will lead to happiness and harmony, peace and prosperity.*



**Seshadripuram Educational Trust 2022-27**

<b>Sl No</b>	<b>Names</b>	<b>Designation</b>
1	<b>Sri N. R. Panditharadhya</b>	<b>President.</b>
2	<b>Sri T. S. Henjarappa</b>	<b>Vice-President</b>
3	<b>Sri W. H. Anil Kumar</b>	<b>Vice-President</b>
4	<b>Sri B.M. Parthasarathy</b>	<b>Hon. Treasurer</b>
5	<b>Nadoja. Dr. Wooday. P. Krishna</b>	<b>Hon. Gen. Secretary</b>
6	<b>Sri S. Seshanarayana</b>	<b>Hon. Joint Secretary</b>
7	<b>Sri M.S.Nataraj</b>	<b>Hon. Asst. Secretary</b>
1	<b>Shri B. A. Ananthram</b>	<b>Trustees</b>
2	<b>Shri W. D. Ashok</b>	<b>Trustees</b>
3	<b>Dr. A. C. Chandrashekar Raju</b>	<b>Trustees</b>
4	<b>Shri K. P. C. Swamy</b>	<b>Trustees</b>
5	<b>Shri N. P. Karthik</b>	<b>Trustees</b>
6	<b>Shri K. Krishnaswamy</b>	<b>Trustees</b>
7	<b>Shri H.K. Lingaraju</b>	<b>Trustees</b>
8	<b>Shri B. C. Lokanath</b>	<b>Trustees</b>
9	<b>Shri W. P. Manjunath</b>	<b>Trustees</b>
10	<b>Shri R. B. Mruthyunjaya</b>	<b>Trustees</b>
11	<b>Shri H. N. Muddukrishna</b>	<b>Trustees</b>
12	<b>Shri M. V. Mukund</b>	<b>Trustees</b>
13	<b>Prof. K. P. Narasimha Murthy</b>	<b>Trustees</b>
14	<b>Shri P. C. Narayana</b>	<b>Trustees</b>
15	<b>Shri G. Paramashivaiah</b>	<b>Trustees</b>
16	<b>Shri C. Prashanth Kumar</b>	<b>Trustees</b>
17	<b>Shri C. Purushotham</b>	<b>Trustees</b>
18	<b>Shri W. G. Ramakrishna</b>	<b>Trustees</b>
19	<b>Shri B. Shankar</b>	<b>Trustees</b>
20	<b>Shri Shashank M. Gopal</b>	<b>Trustees</b>
21	<b>Shri W. P. Shivakumar</b>	<b>Trustees</b>
22	<b>Shri G. N. Somashekhar</b>	<b>Trustees</b>
23	<b>Shri S. Suresh</b>	<b>Trustees</b>
24	<b>Shri W. D. Vijaya Kumar</b>	<b>Trustees</b>

**SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT****Governing Council Members for the A.Y.23-24**

<b>SL.NO</b>	<b>Names</b>	<b>Designation</b>
1	Prof. K P Narasimha Murthy	Chairman.
2	Sri N. R. Pandith Aradhya	President.
3	Sri T. S. Henjarappa	Vice-President
4	Sri W. H. Anil Kumar	Vice-President
5	Sri B.M. Parthasarathy	Hon. Treasurer
6	Nadoja. Dr. Wooday. P. Krishna	Hon.Gen.Secretary
7	Sri S. Seshanarayana	Hon. Joint Secretary
8	Sri M.S.Nataraj	Hon.Asst.Secretary
9	Shri M R Santhanam	Special Invitee
10	Smt.Chandrakala S Aradhya	Member
11	Shri B A Anantharam	Member
12	Shri Dhruva Kumar W A	Member
13	Sri K. Krishnaswamy	Member
14	Shri Shashank M Gopal	Member
15	Sri Shadakshari. S	Member
16	Sri Suresh. S	Member
17	Sri Swamy. K. P. C	Member
18	Sri W. D. Vijay Kumar	Member
19	Smt. Chiatra V C	Placements Cordinator-SET
20	Prof. G.K Manjunath	Principal – SCPUC.
21	Prof.Vidya Shivannavar	Principal
22	Mr. Amar H A	IQAC Co-ordinator
23	Smt. Punitha S	HOD
24	Smt. Vinija C (Ist GC Meeting on 16th Dec 2022)	Staff Secretary
25	Smt.Kumkum Kadam	Office Superintendent
26	Smt. Meenakshi C (Ist GC Meeting on 04.09.2023)	Parent Representative

## **Seshadripuram Institute of Commerce and Management**

Quality education is the hallmark of excellence. Seshadripuram Institute of Commerce and Management is working to enhance institutional culture to “better serve the needs of an ever-changing and dynamic learning community”. Since 2005, bearing the torch of education which heightens the path of life, we are here to kindle the flame of Knowledge, Truth and Tolerance. Institution strongly believes in academic ethics and hence our motto is “Inspiring possibilities”. The College is accredited by NAAC (Cycle 1) with B Grade.

The college is catering around 910 students with 31 qualified teaching and 10 non-teaching staff. The college has 4 university ranks to its credit with gold medals for highest marks.

### **Vision:**

*To be an institution that strives to provide responsive, significant and eternal learning.*

### **Mission:**

*To evolve as a sustainable learning community resource and a leader in creating and disseminating knowledge.*

*To establish and maintain partnerships with stakeholders for quality excellence.*

### **Institutional ethics:**

*To govern the practices of the institution based on values and moral principles.*

*To integrate ethical principles and goals in every action of the institution.*

*To recognize, understand, harmonize and facilitate ethical integrity and making it the guiding light of all institutional endeavors.*



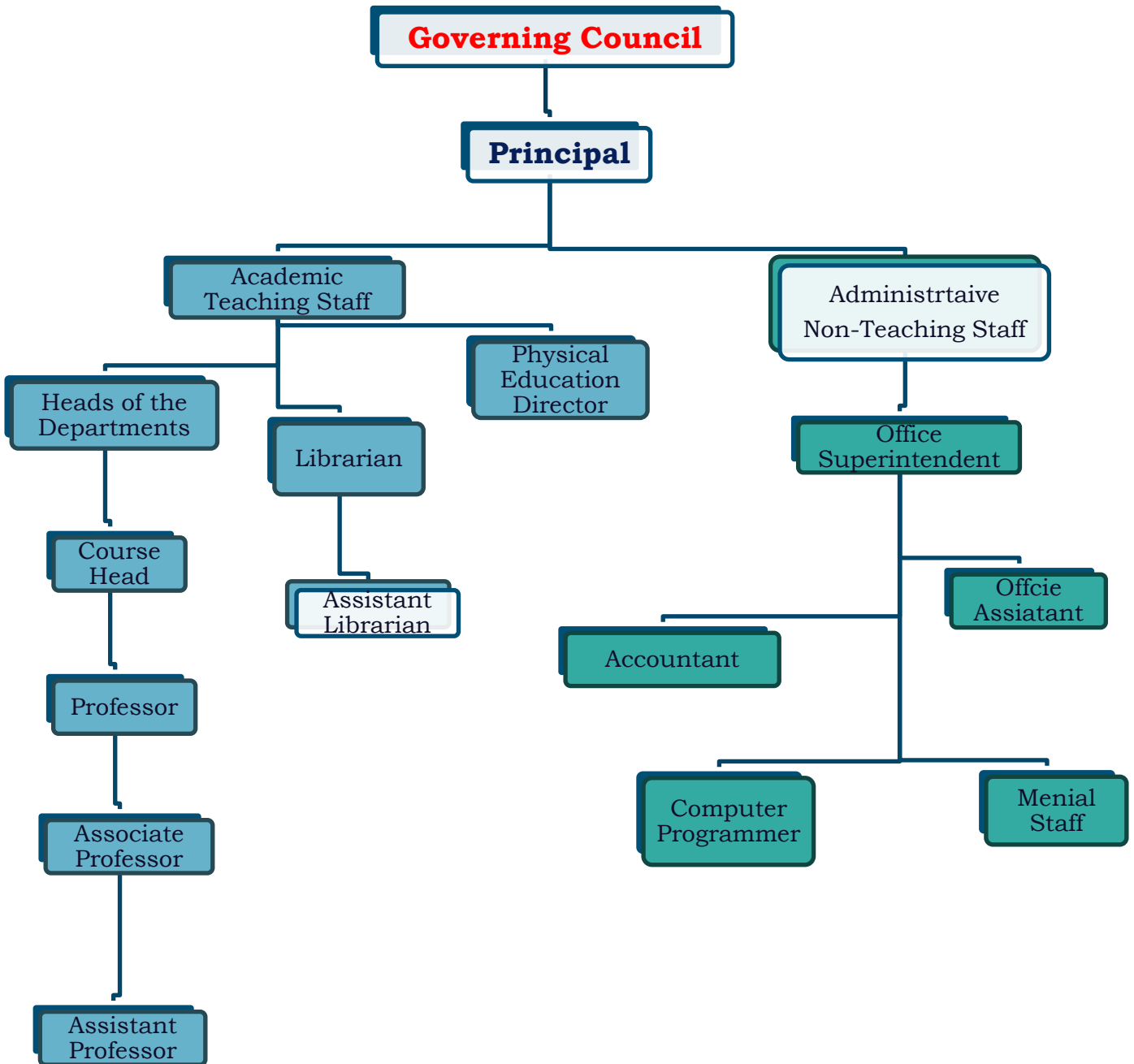
## **SICM Goals**

- Achieve excellence in higher education and make it relevant and purposeful.
- Apply the latest technology for improving teaching – learning processes.
- Encourage the staff for periodically updating their knowledge and skills through faculty development programs.

## **Core values of SICM**

- To govern the practices of the institution based on values and morals/principles
- To integrate ethical principles and goals in every action of the institution
- To recognize, understand, harmonize and facilitate ethical integrity and making it the guiding light of all institutional endeavors

## Organization Chart of SICM



## **Courses offered at SICM**

### **I. Bachelor of Commerce (B.Com)**

The aim of the department is to ensure that every student gets an equal opportunity to become an enterprising and productive citizen and thereby contribute to the great pool of human resource. The department regularly conducts competitions, workshops and seminars to keep the students abreast of the latest in the world of commerce. Department has a steep cut off percentage in terms of students intake which ensures that there is consistency in quality of teaching and student performance.

#### Eligibility

Candidates who have completed two years of Pre University course of Karnataka state, 12th of CBSE, ICSE or its equivalent.

### **II. Bachelor of Business Administration (B.B.A)**

The aim of the course is to create a stimulating and challenging atmosphere for students to hone their management skills in order to become dynamic leaders in the business world. The department is fully equipped with a business lab and regularly conducts field trips to equip students with the necessary skills of business management.

#### Eligibility

Candidates who have completed two years of Pre-University course of Karnataka state, 12th of CBSE, ICSE or its equivalent.

#### Ranks and Recognitions

- i. Seshadripuram Institute of Commerce and Management has been accredited with 'B' Grade in the first cycle of NAAC Accreditation.
- ii. Higher Education Magazine has ranked SICM as one among Top 10 ARTS AND COMMERCE COLLEGES –2019

- iii. Higher Education Review recognizes our college as Top 10 BBA Colleges 2022.
- iv. SICM is honored with State NSS Award as “Best NSS Unit” and Prof. Lakshmi Narayan H N is recognized as the Best NSS Program Officer for 2021-22
- v. Seshadripuram Institute of Commerce and Management is ISO Certified 9001 : 2015.
- vi. SICM is recognized under 2f of the UGC Act, 1956.
- vii. SICM is ranked 4th Best among the affiliated Commerce Colleges of Bengaluru City University by India Today Survey-2022.
- viii. SICM is ranked 91st in All India Ranking and 29th in South Zone by *Internshala* for internships.

## Departments at SICM

1.	Department of Commerce and Management
2.	Department of Kannada
3.	Department of English
4.	Department of Hindi
5.	Department of Sanskrit
6.	Department of Physical Education
7.	Department of Library and Information Centre
8.	Department of Botany
9.	Department of Political Science
10.	Department of Computer Science

### I. Department of Commerce and Management

Established in 2005, this is the core department of SICM. It imbibes the knowledge to the students through real time live experience, conferences, certificate programs, faculty development programs, seminars, guest lectures to enhance the knowledge of the students. It also organizes industrial visits and educational tours to bridge the gap between college and industry. The department regularly conducts competition workshops and seminars to keep the students abreast of the latest in the world of Commerce.

The department has an aim to create a stimulating and challenging atmosphere for the students to hone their management skills in order to become dynamic leaders in the business world. It also has a fully equipped business lab and regularly conducts field trips to equip students with

necessary skills of business management.

## **II. Department of Kannada**

The department of kannada strives to improve the kannada language skills of the students. It organizes various events under the banner of Kannada Aparanji Parishad which develops students in both creative and speaking skills. The department also organises curriculum enrichment programs, showcases documentary movies which instils interest in the literary world. The department also deutes students to various workshops where the students can interact with literary personalities

## **III. Department of English**

The English department is dedicated to enhancing students' language proficiency and communication skills, preparing them for the professional realm. Utilizing the Bhasha Sangama platform, the English house organizes diverse events that showcase students' language capabilities. Moreover, the department actively promotes student participation in inter-college events. Its overarching goal is to enhance students' language competencies through various activities, enabling them to articulate their thoughts and opinions on a range of topics. This proficiency proves invaluable when facing interviews, instilling confidence in students as they navigate the process.

## **IV. Department of Hindi**

The Department of Hindi strives to enrich the Hindi language skills. Apart from the academics, it also conducts various programs which would supplement the curriculum. The Hindi house conducts programs like Hindi Diwas where in the speakers are invited to address the students about the significance of the language and its opportunities.

## **V. Department of Sanskrit**

The department of Sanskrit helps students to hone the Sanskrit literary skills. The department has initiated an add-on course on Sanskrit from



"Surasaraswathi Sabha", Sri Sharadapeetham, Sringeri, along with the regular academics. The Sanskrit Sangha organizes various events to improvise, bring out the language skills of the students.

## **VI. Department of Library and Information**

It is the center of acquiring disseminating information to the user community. It has a wide range of academic resources such as books, course manuals, business magazines, journals, newspapers, periodicals, online periodicals, data bases, CD's, DVD's, project reports and question banks. A large number of reputed academic journals are also available for staffs who are interested in keeping abreast with latest developments in their domain. The library is kept open between 7:30 a.m. to 2:20p.m. to enable staff to make the maximum use of library. Library has a comprehensive collection of 13676 books and 68 various periodicals, both National and international. Library holds membership at Indian Institute of Management, Bangalore which gives access to huge number of resources.

## **VII. Department of Physical Education and NCC**

SICM sports department is well equipped with indoor and outdoor sports facilities. The department prepares the students for university, state, national and international level events. The college has 30 mts air rifle shooting range, badminton, indoor cycling equipment's and boxing and well equipped gymnastic facilities to cater to the need of the students. The department of physical education regularly organises K M Nanjappa Memorial Inter college cricket tournament. Karnataka state level shooting competitions, annual athletic meet, BCU inter college sports competitions. The college has made a name for itself in the sport of archery, badminton, cycling, shooting, weightlifting and best physique. Our students have represented internationally and have won various medals.

***The sports and NCC departments are affiliated to:***

- Karnataka State Rifle Shooting Association
- Bangalore District Amateur Cycling Association
- 39 Karnataka Battalion NCC, Bangalore B' Group.

Our NCC Army Wing is an infantry unit under 39 Karnataka Battalion, Karnataka and Goa directorate. NCC aims to groom students into models of discipline and develops in them character, leadership, secular outlook, spirit of advance and selfless service. NCC transforms them into trained and motivated human resource that will lead the nation in all walks of life and also motivates them to join the armed forces and serve the nation.

### **VIII. Department of Political Science**

The Department of Political Science offers courses on Human Rights, Indian Constitution, Indian Polity – Issues and Concerns and Gender and politics to provide a comprehensive understanding of the fundamental principles that epitomizes our democracy and safeguard the rights and dignity of every Indian citizen. The department believes in instilling the power of civic engagement among students. Through internships, community outreach, and extracurricular activities, our students gain practical experience and make a positive impact on society.

### **IX. Department of Computer Science**

The Department of Computer Science offers courses that are integrated into the curriculum through National Educational Policy'20. Our curriculum equips students with the knowledge and skills needed to thrive in the digital age. We offer courses like Artificial Intelligence Digital fluency which empowers our students to adapt, innovate, and lead in the ever-evolving technology transformational era.

### **X. Department of Botany**

The Department of Botany offers courses on plant life, sustainability, and environmental guardianship. Our curriculum, aligned with the principles of the National Education Policy 2020, offers a holistic understanding of Botany and its practical applications. In addition to foundational courses like "Environmental Studies" and "Plant and Human Welfare," The department provides specialized knowledge through "Plant Propagation, Nursery

Management, and Gardening." The department takes up allied activities to foster an appreciation for the vital role of plants in our ecosystem like adoption of plants by students thereby protect natural habitat.

### **Recruitment process:**

#### **Induction process at SICM**

Seshadripuram Education Trust has a centralized staff selection committee which manages the entire recruitment process. The recruitment happens as per the requirements sent by the Heads of the Institutions.

- Applications are invited through advertisements in the various newspapers.
- Applications received are screened and potential candidates are invited for an interview by the staff selection committee. The interview panel includes Board of Trust, Principal and subject experts.
- Once the candidate is selected, the final appointment order will be issued and sent to the respective college by the Trust which contains the terms and conditions of the employment. The faculty has to report to the college within the date specified in the order.
- The faculties who are selected will be in contract period in the first year, on fulfilling criteria they will enter probation. Faculties on contract are not eligible for all the benefits that are usually granted to regular employees. During this period the faculty's ability and suitability is observed.
- On the recommendation of Head of the Institution the committee will promote the faculty to SET scale and works on probation for 2 years.

#### **Transfer Policy**

- The Trust has various institutions in and around Bengaluru, Tumkur, Mandya, and Mysore. The faculty can be deputed to any of the institutions run by the Trust.
- Regular employee's services can be internally transferred to any other institutions of the Trust as per the requirement.

## Reporting Process:

### Documents to be submitted

- Original SSLC Markscard
- Degree Convocation Certificate
- PG original marks cards
- Photocopy of Aadhar card and PAN card
- Photocopy of Experience letter

### Documents for Verification

- Original II PUC Marks Card
- Original Degree Marks cards
- Original Aadhar card
- Original PAN card
- Original Experience letter

On the day of reporting the candidate has to come prepared with the above documents. Acknowledgement for the same will be given by the Office Superintendent.

- On the same day, the faculty has to submit a reporting letter addressing the principal.

### Faculty induction

When a faculty joins the institution, in order to assist him or her to get into their service quickly and efficiently, the college extends certain facilities. They are:

- **Workspace:** The faculty is given work space in the staff room, where in we have cubicles. Each cubicle has space which is shared by 4faculties.
- **A Personal locker/cabinet** is provided to keep the things for every facultymember.
- **Computer system:** The faculty is given an individual system with internetfacility.
- **Identity card:** The ID card is issued at the library, which can be utilized for accessing the library books too. Wearing of ID card is compulsory.
- **Biometric registration:** The office staff assists in the registration of the biometric imprints.
- After completing the formalities at the office the faculty is introduced to the Head of the department who in turn introduces to the SICM family.
- The HOD orients the faculty about the subjects and the classes to be handled.
- The faculty is tagged with a buddy who is usually a senior faculty and he or she would be the mentor for the new faculty.

### **Designations:**

- At the entry level, faculty member is designated as Assistant Professor for 8years.
- After completion of 8 years of service as Assistant professor, faculty member would be designated as Associate Professor.
- After 11 years of continuous service as Associate Professor in our degree colleges, faculty member would be designated as Professor.

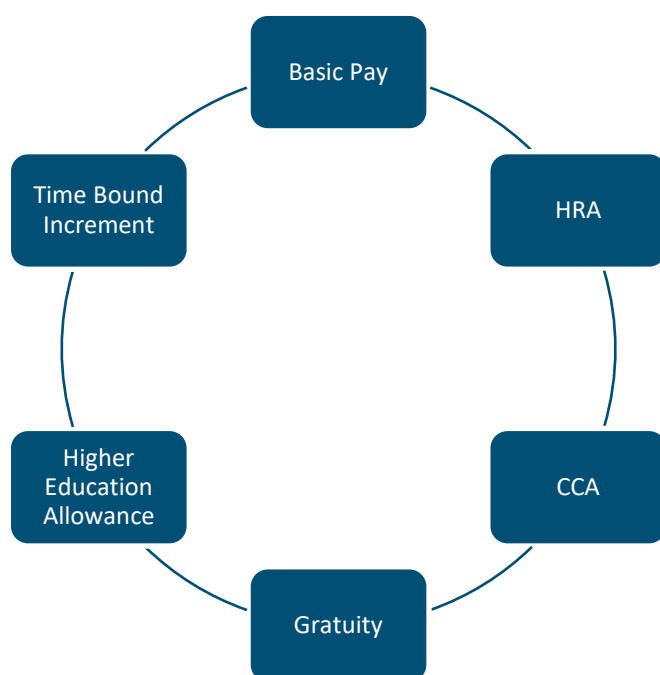
## **Exit & Termination**

- If the faculty wants to resign he/she has to submit a resignation letter to the principal intimating the head of the department.
- The faculty should be clear about the date and the notice period.
- Resignation is forwarded through the Principal to the Trust.
- Once the resignation is accepted, the faculty has to either serve for a notice period of one month or pay one month's salary.
- The employee has to handover charges to the head of the department and should inform the same to the Principal.
- All the things which are issued at the time of the joining should be returned back safely and a No Due certificate is to be submitted to the principal obtained from all the departments like sports, library and the office.
- The institution has all the rights to terminate the faculty if found guilty of non- adherence to academic roles.



## Salaries, allowances/other benefits

Every staff under SET holds a salary account in Bank of India. New staff joining the college is guided by the administration department about opening an account in Bank of India. Salaries to the staff are paid on the last working day of every month. Salaries are credited directly to Bank of India account. It comprises of various components. The breakup of salary structure is as follows:



### Components of Salary:

- **Basic Pay:** Basic salary is the amount paid to an employee before any extras are added or reduced. The position to which staff is appointed defines the basic salary.
- **HRA:** Another component of the salary is the House Rent Allowance (HRA) which is 40% of the basic pay. The allowance is payable even when you stay in an accommodation owned by you. HRA is taxable as it is part of the salary, however it may be claimed for a tax exemption if you live in a rented accommodation.
- **CCA:** City Compensatory Allowance (CCA) is a type of allowance offered by the trust to the staff to compensate for the high cost of living in metropolitan and large cities. CCA is 15% of the basic pay.

- **Gratuity:** Gratuity is given by the employer to his/her employee for the services rendered by him during the period of employment. It is usually paid at the time of retirement but can be paid earlier, provided certain conditions are met. Gratuity is paid on completion of 5 years of service from the date of completion of consolidated pay and entry into probationary period under SET group of institutions.
- **Higher Education Allowance:** Higher education allowance is additional allowance given by the trust to those employees who have cleared NET, KSET, M.Phil and Ph.D. This allowance can be claimed only if the faculty publishes research papers in UGC approved Journals. If the faculty has cleared both NET and KSET the higher amount will be paid as allowance.
- Annual increments are given by the trust to all the staff on the pay scale basis.

Apart from the annual increments, pay scales are revised to motivate the employees.

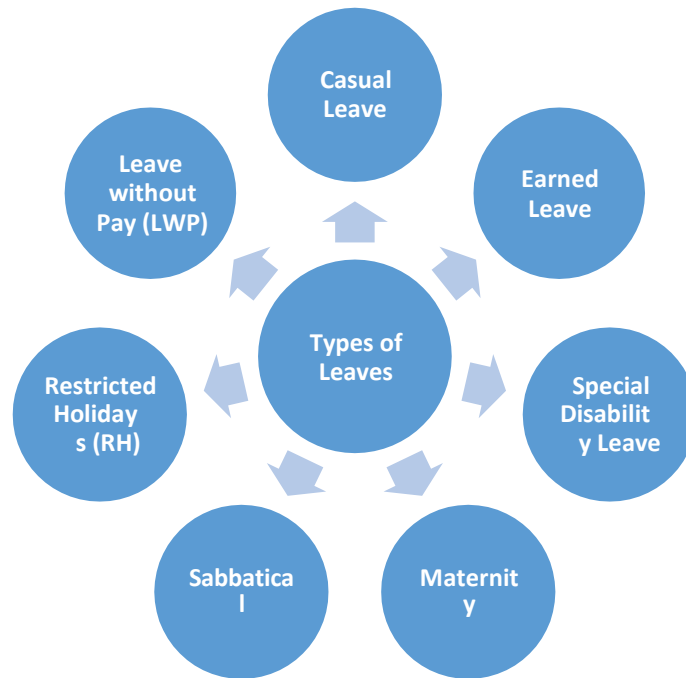
- **Time bound increments:** Time bound increments are paid to faculty members on scale on completion of every five years for a maximum of five times.

### **Deductions:**

- Professional tax of Rs 200 and contributions to provident fund of Rs. 1,800 are deducted from the salary.
- **Income tax:** All faculty members have to compulsorily present their deduction scheme to the office and the final proof of the savings to the administrative office in order to finalize the tax to be deducted at source for the year.

### **Types of Leaves**

An employee is eligible for various types of leaves during the period of service



- **Casual Leave (CL):** This form of leave is to meet casual requirements of an individual. On completion of one month one casual leave is credited to faculties on contract basis. 15 days of CL is available for permanent employees in a calendar year (January-December). Unutilized casual leave lapses at the end of every year and is not carried over. Casual leave cannot be merged with any other type of leave. Maximum period of 6 days at a time can be availed, but including Sundays & General Holidays not exceeding 10 days in all. (Prefixing or Suffixing Sundays & General Holidays permitted). The sanctioning Authority is Head of the Institution. CL is sanctioned on need base and at the discretion of Head of the Institution.
- **Earned Leave (EL):** All the permanent employees are eligible for 5EL's. The leaves are credited twice a year. Earned leave can be accumulated up to a maximum of 15 days. Out of the un-utilized earned leaves 5 leaves can be encashed once a year. Earned leave cannot be combined with other types of leave. This leave facility is not applicable to contractual employees appointed temporarily. EL can be availed by the recommendation of the Head of the Institution; sanctioning authority is Hon. General Secretary.
- **Special Disability Leave:** Special disability leave may be granted to an

employee who is disabled by injury accidentally inflicted or caused in or in-consequence of the due performance of his official duties. Period of such leave shall be advised and certified by competent medical attendant with recommendation of the Head of the Institutions and final discretion of the management. However, this leave facility not applicable to contractual employees appointed temporarily. One week excluding Sundays & Holidays on Medical grounds can be availed. The Sanctioning Authority is Hon. General Secretary on recommendation of Head of the Institution and discretion of the Management. Generally not applicable to contractual employees appointed temporarily.

- Maternity Leave (Circular No. SET/ADM/MN4220/2019-20): The benefit of sanction of 180 days of maternity leave with full pay for not more than two children is accorded to the women staff working in un-aided sections of all Institutions run by the Trust. All the female employees are eligible for maternity leave. ML is applicable only for those on SET Pay Scale. (Along with medical attendant certificate) The Sanctioning Authority is Hon. General Secretary on recommendation of Head of the Institution.
- Sabbatical leave: Sabbatical leave is a period of unpaid leave for a duration of 6 months that is granted to an employee to pursue their research, whose outcome increases the quality of the faculty's contribution.
- Restricted Holidays (RH) (Circular 244): 5 days restricted holidays shall be sanctioned. The Sanctioning Authority is Head of the Institution, prior permission from the Trust.
  - a) Bheemana Amavasya
  - b) Varamahalakshmi Vratha
  - c) Krishna Janmashtami
  - d) Gowri Festival
  - e) One holiday left to the discretion of the concerned Head of the Institutions.
- Leave without Pay (LWP): Leave sanctioned to the employees without pay. The Sanctioning Authority is Hon. General Secretary, recommended by the Head of the Institution.
- Research Allowance: The faculty member can reimburse the registration and

publication fees paid for participating in various seminars, workshops and conferences from the college, for which approval has to be taken prior to attending the seminar.

- Conveyance Allowance: Conveyance worth one day pass fare of BMTC can be claimed on submission of proof by each faculty member.
- Medical benefits: Employees Group health insurance, group personal accident insurance is provided up to a lakh to all permanent faculties by The New India Assurance Co. Ltd.

## **I. Academic**

### ***Routine Duties and Responsibilities of the faculty***

- The college starts at 7.30 am and concludes at 2.00 pm. The faculty members are supposed to punch in by 7.20 am. In case of more than 2 late punches in a month, one Casual Leave will be revoked for every faculty.
- The faculty should adhere to the formal dress code at the college. Men faculty should be in formal wear and women faculty should be in saree.
- ID card should be compulsorily worn by the faculty during the working hours at campus.
- Every faculty is expected to take up 16 hours of classes per week as per UGC guidelines.
- Lesson plan with course outcomes has to be prepared and submitted to the HOD of the respective department at the beginning of the semester.
- Faculty members are expected to deliver the lectures on the basis of the lesson plan submitted.
- Work diary has to be updated on a daily basis, submitted on the Saturdays to HOD and consequently to the Principal on Monday for perusal.
- Attendance of students has to be taken manually in the registers in the class and updated in the Ipomo app on everyday basis.
- Assignments which complement the curriculum should be given to the students and the same needs to be evaluated.
- Teaching staff should ensure completion of portions. Special classes should be conducted to make up the classes in case of necessity.

- Two Internal assessment tests are to be conducted; question papers are to be prepared in advance and sent to the exam committee as per allotment made.
- It is the duty of the faculty to evaluate the papers within the stipulated period and to discuss scheme of valuation with the students and give valuable inputs for improvements.
- Every faculty is allotted with the responsibility of guiding students for their projects which is an integral part of their syllabus.
- Every faculty has to perform the special role of a mentor.
- Each faculty is given with 15 students from each year. The faculty is expected to be in touch with these students, counsel them professionally and personally.

## Academic Checklist

### Before commencement of Classes

- Plan Course Outcomes
- Decide chapter outcomes
- Prepare Lesson Plan
- Identify pedagogy tools
- Plan Course File as per calendar
- Give inputs in course head meeting about the course

### During Classes

- Update Work Diary
- Submit Work Diary every saturday for review
- Prepare course content
- Implement planned pedagogies
- Update monthly syllabus completion status
- Measure CIE outcomes attainments

### Post Classes

- Report of pedagogical tools used
- Report of Remedial Classes
- Submit updated attendance
- Submit final prashiksha for review
- Attend feedback review
- Result Analysis
- Attainment of Course Outcomes



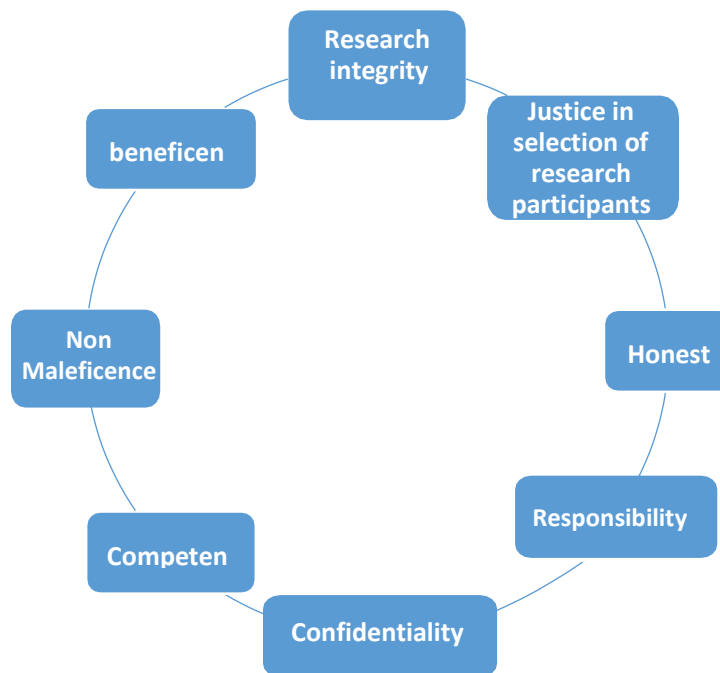
## I. **As a Class Counselor**

- Every faculty is entrusted with the role of class counselor.
- Monitor the students overall attendance, if found with shortage of attendance, they should counsel at the first level and in case of chronic shortage of attendance, parents should be called and informed about the consequences such as non-issuance of hall ticket for the university examinations.
- Look into the matters of overall discipline and code of conduct during their stay at the campus.
- If the class counselors are reported of any complaints about misbehavior of the students within the campus which should be addressed accordingly.
- Prior to the examination the class counselor has to give a detained students list to the attendance committee to withhold them from taking exams.
- Class counselor plays a special role in mentoring all the students and ensures discipline thereby maintaining a fine balance.
- Every semester, a parent's teachers meet is organized wherein the class counselor has to interact with the parents about their ward's performance.

## II. **As a Researcher**

- Every faculty is expected to take up research activities in their field of interest.
- Research hour is allotted in the time table, record sheet of the research hour is maintained in the library. Every faculty member is expected to complete duration of 12 research hours per semester and be ready with at least one research paper at the end of the semester.
- Every faculty is encouraged to take up paper presentations in the conferences and publications in the UGC approved journals.
- Faculty is encouraged to attend, participate in the seminars, workshops, conferences, orientation programs organized internal and externally by various the other institutions.
- To avail the higher education allowance, the faculty has to publish one research paper in UGC approved journals in an academic year before April 30.
- Research scholars are given privilege to attend the course work task after completing first two hours of the classes.
- It is imperative that every faculty member should not violate the guidelines of research ethics.

## Principles of Research Ethics



### III. Departmental Roles

- The faculty member should regularly update to the HOD about the professional activities.
- The subjects to be handled for the upcoming semester are allotted at the end of the present semester, the procedure followed is that the preference of the subject selection would go from juniors to the seniors in the Odd semester and the vice versa in the Even Semester.
- They are advised to take up all subjects on a rotation so that they get acquainted with all the subjects.
- To attend course Head meetings and involve in the pedagogical discussions to design the student centric methodology.
- To document the Student Centric Activities in a report format.
- Preparation of Course Material is one of the important tasks of the faculty. Course Manuals are study materials for the courses of B.Com/B.B.A. which are prepared by the faculties from all SET institutions.

- Faculty members are expected to update the course materials as per the changes in Bengaluru City University Syllabus for the convenience of the students.
- Every Faculty Member should maintain student's attendance records and the attendance must be updated in Ipomo app every day.
- In case the faculty members intend to take leave a prior notice and permission to be taken from Principal, HOD and information to be passed to Timetable Committee. A CL form signed by Principal and HOD to be submitted to the administrative wing.
- Faculty members are expected to treat all students equally.
- The Faculty Member's must update their work diary regularly and put up for inspection by HOD and Principal weekly.
- The Faculty Members are expected to go to the class without delay and engage the class productively.
- The Faculty Members should use ICT teaching aids available in the campus.
- The Faculty Member should take care of slow learning students and pay special attention by conducting bridge course classes, remedial classes and peer to peer learning to enhance their learning process.
- The faculty members are expected to give assignments and activities to students that will enhance their creativity and analytical skills.
- Permission to leave the campus should be based on entry in the movement register and on submitting a requisition to Principal.
- Syllabus completion report should be rendered periodically to Head of the Department.
- Staff members should make it a point to attend all the functions organized by SET and the college
- Staff members should attend the staff meetings without fail.
- Permission for OODs should be taken by the Head of the Institution, sanctioned by the Trust intimated well in advance to the Time Table Committee.

#### IV. **Extra-Curricular**

- In addition to the teaching, the Faculty Member is expected to take additional responsibilities like convenorship of various committees related to academic, co- curricular or extracurricular activities.
- Students are integral part of the forum where they take active participation in conducting the events.
- Through this the students learn the art of event management, organizing skills and teamwork.

#### V. **Examination**

- The college is affiliated to the Bengaluru City University, thereby follows the Calendar of events set by it. We have Semester system, two semesters in an academic year which we address as Odd and Even Semester. Each semester has 90 working days.
- The college conducts two internal assessment examinations to the students.
- Examination committee sends a circular related to setting question papers for the Internal Examinations, the Faculty Member should prepare the question paper assigned with the consent of other teachers handling the subject and also prepare an answer key.
- During invigilation, the Faculty Member should be continuously moving around and should not sit in a place to prevent malpractice in the exam.
- Whenever any malpractice is noticed, strict action is taken.
- The test papers must be valued on or before the deadline issued by the examination forum and marks submitted on the Ipomo app forwarding to Parents
- The Faculty Members should be impartial in awarding of internal marks to students.
- The University conducts one external examination in a semester.
- It is the duty of faculty member to take up invigilation duty as per the duty allotment given by the examination committee every semester.
- Every faculty member has to report to college on the day of exam duty prior half an hour to the commencement of exam.
- Eligible faculties are assigned with valuation work at university level (3 years of full-time teaching experience of UG)

## VI. Duties of HODs

- Subject allotment for every semester.
- Calculation of work load in every semester.
- Preparation of Academic Calendar.
- They are accountable for the preparation of lesson plans by each teacher during the commencement of the semester and satisfactory completion of the portion as per the teaching plan.
- To review the work diaries of the department at the end of every week.
- To monitor and conduct academic activities of the department under the guidance of the Principal.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To conduct regular meetings with staff as well as the Class representatives to sort out any issue and queries related to academics.
- Mentor mentee allotment.
- To allot faculty guides for the projects of students.
- To conduct Course Review meetings and take necessary actions depending on the discussions in the meeting in consultation with Principal.
- To organize conferences every year under the guidance of the principal to encourage research among faculty members.
- To prepare, monitor and supervise the course material of both B.Com and B.B.A streams.

## VII. Administrative Role

- All faculty members are assigned with the stock verification duty at the end of the academic year.
- Every year Admission Committee is formed by the Principal, whose function is to monitor, prepare the admission processes and systems along with the administrative staff. The inclusion of the staff into this process is to make them understand the admission process. All the faculties would be included into this process on a rotation.



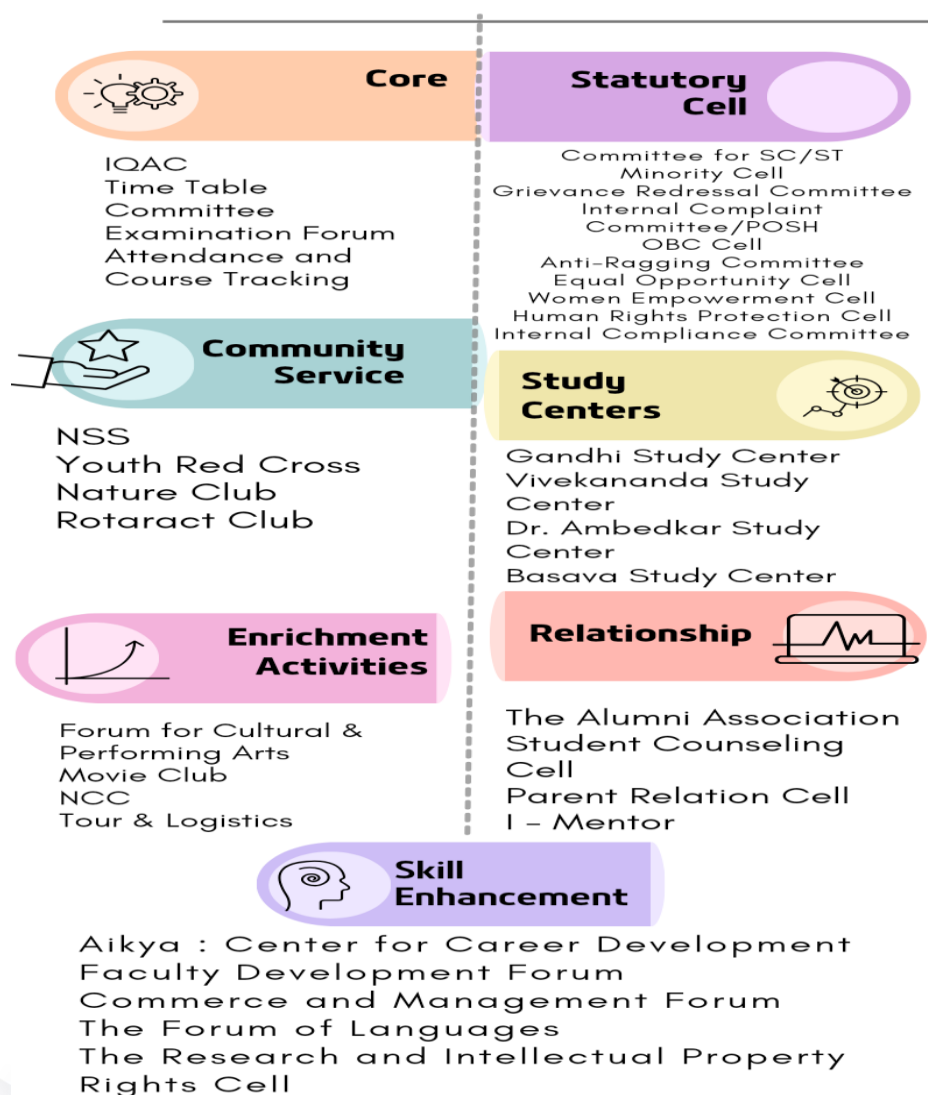
## Forums at SICM

We have various committees in our college keeping in mind the wholesome development of the students. These forums give an opportunity to all the faculties to develop the skills in administration and decision making. Every academic year the committees are formed, members are nominated by the principal. The outgoing convenors of the committees should handover the relevant documents to the new incoming Convenors. These documents are handed over with covering note that lists all the documents. The notice is signed by both the incoming and outgoing conveners.

## ETHOS OF SICM

As an institution, we are seriously committed to promoting the holistic development of our students by providing opportunities to grow both within and outside the classroom. With this goal in view, we have developed a wide variety of forums, committees and associations to encourage both co-curricular and extra-curricular activities. The ethos or spirit of the college is created through these channels.

## ETHOS OF SICM





## Core Forums - Its Roles and Responsibilities

### I. Internal Quality Assurance Cell (IQAC)



The IQAC is the central quality- monitoring body of the institution and functions as the nodal agency for quality-related activities. Its aim is to develop and maintain a system to promote academic and administrative excellence. It defines the objectives of the institution, creates a benchmark for quality-enhancement measures, devises a work plan to achieve them and coordinates the execution.

#### **IQAC at SICM**

- Development and application of quality benchmarks for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Preparation of non-academic Calendar and planning of events along with the forum convenors.
- Documentation of the various forums / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Development and sustenance of Quality Culture in the institution

IQAC will facilitate/contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.

- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organized methodology of documentation and internal communication.

## **II. Admission Forum**

The Admissions Committee is responsible for the graduate student admissions. It is their responsibility to assess and make decisions about admitting the students to the courses offered at our college. They counsel and guide the potential candidates about the amenities provided and opportunities available with him/her at the time of completion of the course.

### **Objectives of Admission Forum:**

1. To strengthen the process of admissions at the college.
2. To counsel the students about the courses available at SICM.

### **Roles and Responsibilities:**

1. Finalization of contents of prospectus and application forms.
2. Preparation of admission plan as per trust norms / roaster system.
3. Date finalization of receiving applications and Merit list display.
4. Smooth conduct of admission process.
5. Update candidate list academic year wise.
6. Ensure whether languages opted for by the students are properly indicated

## **III. Time Table Committee**

Time Table committee is one of the most active committees at the college. It is the responsibility of the members of the forum to prepare class wise and faculty wise Time table and to ensure smooth functioning of classes.

**Objectives:**

1. To plan the classes effectively for smooth conduction of classes throughout the semester.
2. To prepare class wise and faculty wise time table and distribute it before commencement of the semester to enable them to prepare for the classes.

**Roles and Responsibilities:**

1. Collect departmental workload.
2. Prepare and publish the academic timetable.
3. Arrange for daily workable timetable.
4. Ensure the smooth functioning of classwork.
5. Extract department, faculty-wise and subject-wise timetable.
6. Ensure portions are completed within 90 working days.
7. Ensure that no classes have been let-off at the personal level.
8. Ensure that the entries for work done are made on work diary.
9. Ensure the Lesson plan compatibility.

**IV. Acts - Attendance and Course Tracking System Objectives of ACTS:**

1. To keep a track of students attendance during the whole semester.
2. To generate class wise attendance report every month and uploading the same in the IPOMO app.

**Roles and Responsibilities:**

1. Distribute the updated candidate list to all faculty-members and to IPOMO.
2. Ensure whether strength of the class tally with the number of students registered at Mobile.
3. Ensure daily attendance is marked.
4. Ensure messages are sent to parents.
5. Generate weekly/monthly consolidated reports.
6. Arrangement for counseling of students for improvement of attendance.
7. Instruct class counselors to hand over non-eligible candidates to the Chairperson, Attendance Committee for withholding hall-tickets.

## **V. Pareeksha – Examination Committee**

PAREEKSHA (examination committee) conducts regular internal assessments for the students. It also ensures the smooth functioning of the university examinations. The forum maintains academic record of the tests conducted for the students and constantly communicates their performance to their parents.

### **Objectives of Pareeksha forum:**

1. To ensure smooth conduction of two internal exams and one external exam per semester.
2. To conduct meetings to communicate information to the faculty members about the examinations and upload the same to Ipomo and website to ensure transparency.

### **Roles and Responsibilities:**

1. Arrange for internal assessment, preparations like allotment of question paper preparations, duty allotments to the faculty.
2. To nominate an internal Board of Examiners every semester to ensure, supervise the question papers set by the faculty members to maintain the quality standards of the question papers.
3. Prepare invigilation diaries.
4. Liaise with University with regard to IA and examination related activities.
5. Ensure smooth conduct of University and College Examinations.
6. Ensure the publication of IA marks after scrutiny.
7. Ensure submission of final IA marks list to Bengaluru Central University on time.

## **STATUTORY CELL**

### **Committee for SC/ST**

The institution is committed to maintain an inclusive environment for the students and takes utmost interest in facilitating financial support/scholarships and career guidance to the students belonging to SC/ST. The Cell's primary purpose is to implement and monitor policies and programs related to the welfare and upliftment of Scheduled Castes (SC) and Scheduled Tribes (ST) in accordance with Government guidelines. The cell plays a crucial role in promoting social justice, equality, and inclusiveness by addressing the challenges faced.

### **Objectives of Committee for SC/ST**

- To ensure protection and reservation as provided in the constitution of India.
- Guide the SC/ST/ students of the Institution, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India.
- Sensitize the students about the Constitutional mandates and its functioning
- To equip the students to reach academic excellence.
- To circulate State Govt. and UGC's decisions about different scholarship programs.

### **Roles and Responsibilities**

1. Implementation of Reservation Policies.
2. Scholarship and Financial Support
3. Awareness and Sensitization
4. Complaint Redressal
5. To establish support services
6. Coordination with Government Agencies

## **Minority Cell**

The College's Minority Cell is established to foster the welfare and advancement of minority communities in accordance with the applicable laws and regulations. The Minority Cell of the college is formed with the purpose of empowering the students belonging to the minority sections in the college, i.e Buddhist, Christian, Jain, Parsees, Muslims, and Sikhs etc. for their overall academic development. The cell enables to build Equity, Equality and Access to all members of minority group.

### Objectives of Minority Cell

- To facilitate the admission and academic support of students belonging to minority communities.
- To circulate State Govt. and UGC's decisions about different scholarship programs.
- Guide the Minority students of the Institution, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India.
- To promote cultural and religious diversity within the campus and celebrate the rich heritage of minority communities.
- To address grievances and concerns of minority students and ensure a harmonious learning environment.

### Roles and Responsibilities

1. To provide support during Admissions
  2. To organize awareness sessions regarding the constitutional mandates
  3. To address and solve the grievances
  4. Accountable for the overall reporting
- I. Grievance Redressal Committee

The Student Grievance Redressal Cell is dedicated to addressing concerns raised by students to foster an inclusive and conducive learning environment within the institution. Students have the option to submit their grievances, whether related to academics or non-academic matters, through both online and offline channels.



## **Grievance Redressal Cell**

### Objectives of Grievance Redressal Committee

- To cultivate a harmonious atmosphere among students on the college campus.
- To ensure prompt, responsive, and accountable resolution of grievances to maintain harmony within the college community.
- To encourage students to voice their concerns without fear of reprisal or victimization.
- To promote mutual respect for the rights and dignity of every member of the college community.
- To guarantee an impartial and just approach to effectively resolve students' grievances.

### Mechanism:

1. Aggrieved parties have to write the complaint and submit the same along with necessary supporting documents (If any), for further course of action and redressal.
2. The cell convener and members shall listen to the complainant and any other parties involved in the case in order to comprehend their points of view and resolve the matter impartially.
3. The institution aims at solving the grievances of the students within 7 working days.

## **II. Internal Complaint Committee / Prevention of Sexual Harassment**

The Institution is dedicated to fostering a safe and inclusive environment for its staff and students; to achieve this it has established an Internal Complaints Committee (ICC) in accordance with the UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015. Committed to upholding the UGC statutes, we actively promote measures to ensure the safety, well-being, and dignity of our employees. We firmly uphold a zero-tolerance policy against sexual harassment, working tirelessly to create a campus where discrimination, harassment, or sexual assault is never



tolerated at any level.

#### Objectives of Internal Complaint Committee / Prevention of Sexual Harassment

- To create a safe and congenial atmosphere within the institution that fosters trust and confidence among staff and students.
- Ensure strict compliance with the UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015.
- Organize and facilitate programs and initiatives aimed at promoting gender sensitization and awareness among the institution's community members.
- Implement and enforce disciplinary actions against any form of sexual harassment, ensuring that the rights and dignity of the complainant are upheld.
- Address physical, mental, and emotional health concerns of individuals within the institution, providing support and resources as needed.
- Ensure the provision of necessary resources to enable the effective functioning of the ICC and to support victims of harassment.
- Guarantee confidentiality and fairness in the complaint redressal process, prioritizing the well-being of the complainant while maintaining due process.
- Raise awareness among staff and students about their rights and responsibilities regarding issues related to sexual harassment.

#### **Complaint Procedure**

1. The aggrieved individual must submit a written complaint to the ICC within three months from the incident's occurrence.
2. Complaints must be resolved within 90 days, and any delays must be discussed with the ICC, providing reasons for the extension.
3. It's essential to emphasize that a written complaint with the full name and details of the aggrieved person is mandatory to initiate any action under this Policy or the Act. Anonymous complaints will not be considered.
4. In cases where the complainant cannot file the complaint personally, legal heirs, parents, spouse, children, or siblings are authorized to file the complaint on their behalf.

### **III. OBC Cell**

The College's OBC Cell is established to promote the welfare and advancement of Other Backward Classes (OBC) in accordance with the applicable laws and regulations. In compliance with the University Grants Commission's XI plan rules, a dedicated cell to monitor the activities of the institution's Other Backward Class students and employees was formed on December 10, 2022. All students who are a part of the community should feel secure and respected. The College is committed to create a setting that values diversity and respects people of all races, religions, castes, and traditions.

#### **Objectives of OBC Cell:**

- To facilitate the admission and academic support of OBC students.
- To create awareness and provide information about government policies, scholarships, and opportunities available to OBC students.
- To address grievances and concerns of OBC students and ensure a conducive learning environment.
- To promote diversity, inclusivity, and equal opportunities within the campus.

#### **Roles and Responsibilities**

1. To provide support during Admissions
2. To organize awareness sessions regarding the constitutional mandates
3. To address and solve the grievances
4. Accountable for the overall reporting

### **IV. Parikrama – Anti-Ragging, Discipline and Student Welfare**

The forum aims at inculcating discipline among the students and to take appropriate action against those who are violating them. The forum also organizes awareness sessions on anti-ragging and behavioral etiquettes.

## **Objectives of Parikrama:**

- a. To educate students regarding discipline to be maintained in the college campus
- b. To educate students about laws and policies regarding Anti ragging.

## **Roles and Responsibilities:**

1. Maintaining discipline in and around the campus.
2. Educate students about legal issues relating to Ragging and Sexual Harassment.
3. Constant follow-up regarding the disciplinary issues.
4. Counseling students and parents regarding code of conduct during admission.
5. Taking disciplinary actions against the unexpected behaviours of the students.

## **V. Equal Opportunity Cell**

The Equal Opportunities Cell (EOC) is established to preserve the principles of equal opportunities, inclusivity, and diversity within our organization. Individuals with disabilities and marginalized communities often face significant challenges due to disabling environments and socio-cultural and economic barriers. Discrimination based on disability, physical limitations represent a severe violation of principles of equality, human rights, and constitutional obligations. The Equal Opportunities Cell (EOC) is established to preserve the principles of equal opportunities, inclusivity, and diversity within our organization. Individuals with disabilities and marginalized communities often face significant challenges due to disabling environments and socio-cultural and economic barriers. Discrimination based on disability, physical limitations represent a severe violation of principles of equality, human rights, and constitutional obligations.

The Equal Opportunities Cell (EOC) is dedicated to promoting affirmative action for marginalized sections of society, including individuals who are not eligible for scholarships belonging to SC, ST, OBC categories, religious and linguistic minorities, differently-abled individuals, and women.

## Objectives of Equal Opportunity Cell

- To promote equal opportunities
- To prevent all sorts of discrimination
- To facilitate inclusive environment
- To conduct awareness sessions on rights in line with the constitution.

## **VI. ANKURA - Women Empowerment Cell**

Ankura is a proactive forum to empower women with acquisition of knowledge and awareness of Self- Action to be taken for empowerment. It focuses on bringing about a major paradigm shift in the gender equation by organizing awareness programmes in the four quadrants of life-work, family, self and others, thus instilling the confidence to aim for a fulfilling life.

## Objectives of Women Empowerment Cell

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programs and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- To have an Anti-sexual harassment Committee and create awareness about harassment and measures to be taken by women to prevent them.

## Roles and Responsibilities

- Guiding and encouraging students towards empowerment.
- Empowering students by training them through Self Defense Programs.
- Encouraging students to volunteer and take up lead role in the events, to build up leadership quality.
- To educate students about the facilities available for women.
- To educate students about Sexual Harassment and legal provisions for the Redressal methodology for the affected.

## **VII. Human Rights Protection Cell**

“To deny people their human rights is to challenge their very humanity.”

Nelson Mandela, Civil Rights Activist.

Human Rights Protection cell was formed in our college during the academic year 2020-2021. The cell aims at creating awareness about human rights among the faculties and students. It also aims at overall development of the students and to enable and empower them to lead a decent and dignified life without infringing the rights of others.

### Objectives of Human Rights Protection Cell

- To create awareness about human rights among the faculties, staffs and students through Seminars and workshops.
- To create sensitivity and enhance the knowledge of human rights among the people in and around the college by organizing various awareness programmes.
- Empower and encourage students to exercise their rights and responsibilities to the best of their abilities.
- To make our students as a good citizen of our country.
- Provide an inter-disciplinary approach and critical insight to contemporary issues of human rights with ethics and values.

### Roles and Responsibility

- To foster a climate of understanding and mutual respect for the dignity and rights of each individual.
- To prevent, report and discourage discrimination and harassment by others.
- To uplift the universal responsibilities of human beings in the society such as ethnicity, nationality, religion or sex.

## **VIII. Internal Compliance Committee**

The committee supervises mandatory external agency compliance internal information independently in association with other committees. The aim of the committee is to prevent institution from all administrative lacunae's and ensuring smooth functioning with fine tuning of operations.

Roles and Responsibilities:

- Annual report submission to university.
- Supervision of LIC compliance report prepared by the Staff Secretary and submission to university.
- Timely submission of confidential reports to all internal and external agencies in co-ordination with the Principal.
- Necessary preparations for inspection visits from external agencies in association with staff secretary.
- Monitor the Calendar of Events planning and its implementation.



## Community Service

### I. National Service Scheme (NSS)



*Human and social development is the primary focus of our NSS unit. We aspire to see “Community Mindedness” in the responses of our students towards local, national and global issues.*

**MOTTO: Not me but you.**

Objectives of NSS forum:

- To impart selfless service mentality among the students.
- To create awareness among the people about blood donation, health, cleanliness, patriotism.

Roles and Responsibilities:

- Understand themselves in relation to their community.
- Identify the needs and problems of the community and involve them in problem solving process.
- Develop among them a sense of social and civic responsibility.
- Utilize their knowledge in finding practical solution to individual and community problems.
- Develop competence required for group living and sharing of responsibilities.
- Gain skills in mobilizing community participation.
- Develop capacity to meet emergencies and natural disasters.
- Practice national integration and social harmony.



## II. Youth Red Cross Wing



The Youth Red Cross unit of our college has always played a proactive role in imbuing and spreading medical consciousness among our students and the general public. The unit believes in maximizing the students' talent, assist them in learning novel skills, and meet new people, all the while making a meaningful difference in the lives of others. YRC conducts mega blood donation campaign every year to reiterate its core belief that donating blood is tantamount to giving life. The YRC strives to reiterate its prime belief that making a difference to life is of paramount

- Joint Secretary
- Sergeant At Arms
- Treasurer
- Directors:
  - Community Service
  - International Service
  - Vocational Service
  - Club Service
- Public Relation
- Editor- Bulletin

The board members hold the office for a period of one year from Rotary year July to June.

## STUDY CENTERS

### I. Gandhi Study Center



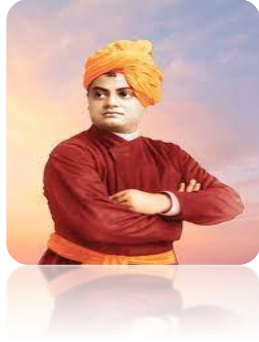
Gandhi Study Centre promotes the vision and ideals of Mahatma Gandhi. Premised on the belief that Gandhiji's philosophy has perennial relevance, the Centre's continuous effort is to locate his ideology in this day and age and catalyze that it is the answer to the present crisis.

***Motto: In the footsteps of the Mahatma.***

Objectives of Gandhi Study Center:

- To promote the vision and ideologies of Mahatma Gandhi and Swami Vivekananda.
- To create awareness among the students about the contributions made by them to the society.
  1. To educate our students about Gandhian thoughts and their relevance in the 21st Century.
  2. To make the students understand the core principles of these thinkers.
  3. To conduct various inter-class events and competitions to strengthen the Swadeshi thoughts.
  4. To provide a platform for the interaction with the eminent personalities to guide the students about the Gandhian and Swami Vivekananda's principles.
  5. Encourage students to participate and imbibe their thoughts to cultivate creative life skills
  6. To give scope for the youth to understand the values of life and grow spiritually.

## II. Vivekananda Study Center



Vivekananda Study Center regularly conducts guest lectures, workshops and talks on his various thoughts and principles. The Center also conduct various competitions for students which help them to inculcate their values. The Center strives to enable students to envision and build a stronger nation by adopting the tenets of Swami Vivekananda. The forum strives towards instilling awareness about the relevance of his ideas for today and tomorrow.

The Centre strives to enable students to envision and build a stronger nation by adopting the tenets of Swami Vivekananda. The forum strives towards instilling awareness about the relevance of his ideas for today and tomorrow.

***Motto: Transferring timeless truths to young India.***

Objectives of Vivekananda Study Center:

1. Conduction of lecture series on Swami Vivekananda.
2. Prominent Guest Lectures on the special days of Swami Vivekananda's life.
3. To conduct the research studies on the literary work of Swami Vivekananda.
4. To conduct the various competitions to increase awareness.
5. Reviews of books of the Center on Swami Vivekananda.
6. Group discussion on Swami Vivekananda philosophy.

### III. Dr. Ambedkar Study Center



Dr. Ambedkar Study Center regularly conducts guest lectures, workshops and talks on his various thoughts and principles. The Center also conducts various competitions for students which help them to inculcate their values.

Objectives of Dr. Ambedkar Study Center:

- To create awareness about the Indian Constitution.
- To promote ideologies and create awareness about the contributions made by Dr. B R Ambedkar to the society.

Roles and Responsibilities:

1. Orient about the study Center.
2. Inculcate constitutional awareness.
3. Facilitate books on Ambedkar to promote his ideas.
4. Arrange interclass quiz competition on Ambedkar.
5. Organize programs on awareness on different areas contributed by Ambedkar.

#### IV. Basava Study Center



Basava Study Center is established with the intention of imbibing the universal message and practices of Basavanna to enrich the students' personality. Basavanna was an extraordinary visionary from 12th century who gave a unique spiritual path to the mankind and brought social, religious and economical revolution. The Center is a value addition to the other study Centers.

Objectives of Basava Study Center:

- To orient students about Basava philosophy based on human values and equal opportunities.
- To add to the holistic development and value based education which guides our students for their life time, transforming them into eternal learners.

Roles and Responsibilities:

1. To encourage students to study and inculcate the values preached in the teachings of Basavanna.
2. To organize special talks, special lectures, various theme-based competitions, seminars, and workshops for our students.

## Enrichment Activities

### Purvi- Forum for Cultural and Performing Arts



PURVI, the cultural bastion of the college provides a platform for students to exhibit and develop their talents. Each year, a wide variety of artistic and other creative talents are identified and recognized through a month-long series of interclass competitions. Students are also provided opportunities to win more accolades in intercollegiate competitions. The forum aims at creating vibrant college environment by digging the innate skills of students.

***Motto: EXTRAVAGANZA OF CREATIVITY***

#### Objectives of Purvi:

- To provide a platform for the students to exhibit their talents.
- Encourage students to participate in fests and competitions organized by other colleges.

#### Roles and Responsibilities:

- Identify talents through organizing various extra-curricular and co-curricular events.
- Arrange the cultural events for constituting college teams.
- Encourage the students participation in intercollegiate and inter and intra-university level competitions.
- Conduct inter-class competitions.
- Conduct College Fest / College Day.
- Organise Ethnic Day.
- Arrange National Day Celebrations.

## **PLAY BACK – THE MOVIECLUB**

The purpose of the forum is to provide students an opportunity to exhibit their creative skills by making educative short films and screen them at the college campus. The forum also screens movies with a social message where students give their views about the movie.

Objectives of Playback:

- To screen movies that has a good message to the society.
- To encourage students to make short films with a message and screen the same at the college campus.

Roles and Responsibilities:

Screening motivational movies to students.

Encourage students to review the movies screened.

Enhance English writings kills.

## **SPORTS (KREEDAJYOTHI)**



Our college is a perfect launch pad for people who want to pursue a career in sports; it provides sportspersons an excellent opportunity to hone their skills and proficiency. Ailing bodies do not make for sharp brains. Exercise in some form or another is necessary, and sports provide an easy method to ensure such fitness. Our Sports activities provide many positive opportunities for students. We believe that good sportsmanship provides guidelines that can be generalized to classroom and lifelong achievement. The world of sports mirrors how one can play the game of college and life.

**Motto: Fastest, fittest and strongest.**



### Objectives of Kreedha Jyothi:

- To promote athletics, sports among the students at SICM.
- To identify opportunities for competitions and encourage students to participate.
- To train students in variety of sports and encourage them to participate at various national and international levels.
- To conduct competition on both indoor and outdoor games to both faculty members and students.

### Roles and Responsibilities:

- Identify students' talents in various sports.
- Selection of college team in various sports.
- Encourage students to participate at University, College, State & National level competitions.
- Conduct inter class competitions.
- Conduct college annual athletic meet, inter collegiate competitions.
- Air rifle shooting competitions

### **National Cadet Corps (NCC)**



Our NCC Army Wing is an infantry unit under 39 Karnataka Battalion, Karnataka and Goa directorate. NCC aims to groom students into models of discipline and develops in them character, leadership, secular outlook, spirit of advance and selfless service. NCC transforms them into trained and motivated human resource that will lead the nation in all walks of life and also motivates them to join the armed forces and serve the nation.

***MOTTO: UNITY and DISCIPLINE***

Objectives of NCC Forum:

- To develop good character and discipline among the students.
- To organise camps for the Cadets.
- To celebrate national festivals.

Roles and Responsibilities:

- Selection of students as per eligible criteria
- Co-ordinate and send students to camp.
- Conduct weekly camps on Thursday.
- Celebrate all national festivals in coordination with other colleges.
- Support all college activities by ensuring discipline.

### **Tour and Logistics Committee**

The tour committee plans and organizes educational tours and industrial visits every year to all the years of B.com and BBA students as a part of their curriculum. The forum also plans and organizes trips for faculty members every year within India.

Objectives of Tour and Logistics Committee:

- To organise educational tours for students to enable them learn through visual experience.
- To plan trips for staff members once in a year along with the staff secretary.

Roles and Responsibilities:

1. Plan and arrange for college trips.
2. Plan for staff tour program.
3. Plan and arrange for student and staff hospitality.
4. Integrate with other forums & plan trips.
5. Provide logistics to all college programs.

## Relationship

### I. Nexus – The Alumni Association

Nexus forum strives to bring alumni and maintain good relationship. The objective of the forum is to maintain a detailed database of the alumni and invite and associate with them in various programs conducted by the college.

Objectives of Nexus:

- To organize alumni meet and enable the students to network with the passed out students.
- To increase alumni interaction with the institution.
- To involve alumni of our college in all the activities conducted.
- To assist the current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Roles and Responsibilities:

1. Maintain relationship with passed out students.
2. Encourage participation of ex-students in the college activities.
3. Act as connector with the present and passed students.
4. Plan Value Added Program to the present students with the inputs from the old students.
5. Platform to share experience of past students with present students.
6. Registration of forum and alumni website maintenance.
7. Maintenance of alumni contribution fund

### II. Isha – The Counseling Cell



Healthy mentality is essential for constructive and productive work and its cultivation is one of the important tasks of the educator as the stress has become a part of life. So, all possible measures for exercising the instinctive power and their implementation should be provided. Mental health is the balanced development of the individual's personality and emotional attitudes. In an attempt to increase awareness about mental

health issues among today's youth, knowing its importance 'ISHA' concentrates on helping everyone in balancing the well-being of mental issues.

Objectives of Isha:

- a. The cell aims to ensure the overall development of students.
- b. To provide counseling and guidance to students by a professional counselor to discuss and solve their matters.

Roles and Responsibilities:

1. Professional and Personal guidance to student's growth in all aspects by a qualified counselor.
2. Provide opportunities for students to share and discuss their personal problems.
3. Provide counseling for students for setting up academic goals and improving the quality of life.
4. Counselor helps them on how to face and overcome the challenges they face in their life.

### **III. Parent Relation Centre -PRC**

PRC forum organizes meetings every year with parents to communicate about the activities conducted in our college and also about the performance of their wards.

The forum also organizes community services like medical health check up to the parents.

Objectives

- a. To communicate parents about the performance and behavior of their wards.
- b. To render community services to parents.

## Roles and Responsibilities

1. To organize meetings with the parents and share the information about their ward.
2. To discuss the issues of students with parents.
3. Encourage parents to give suggestions & advice through feedback forms.
4. To have a good rapport with parents.
5. Counsel parents regarding taking care of their ward

### **IV. I-mentor**

The forum aims at supporting and empowering B.B.A students to achieve their personal as well as professional goals.

#### Objectives of I mentor:

- a. Mentoring B.B.A students regarding personal as well as academic related issues.
- b. To keep track of mentees, help them overcome their weaknesses and ensure overall development of the mentees.

#### Roles and Responsibilities:

1. Working together and identifying the strengths and weakness of mentee
2. Offering constructive feedback
3. Communicating the expectations
4. Providing an evaluation of experience
5. Co-ordinate with class counselors & ACTS to keep track of mentee.

## **Skill Enhancement**

### **I. AIKYA: CENTRE FOR PLACEMENT AND CAREERDEVELOPMENT**



The forum makes an effort to make our students globally literate and culturally competent leaders who will be inspired to create positive change in the world. The forum task is not simply disseminating knowledge to students but also inducting them into the making use of the knowledge.

***Motto: PREPARATION FOR LIFE***

Objectives of Aikya Forum:

- To conduct Value added programs, training and development programs in the college to uplift the employability skills of all the students.
- To conduct sessions on internships and guide the students about the internship opportunities.
- To organize session on Certificate Courses this would complement the curriculum.

Roles and Responsibilities:

1. Plan for pre-placements.
2. Organize seminars / workshops on the development of professional skills.
3. Train quantitative and verbal skills.
4. Liaise with centralized placement team.
5. Arrange and coordinated with the service provider for Value Added Programs.
6. Co-ordinate with shiksha- the timetable forum to fix VAP timetable.
7. Collect Feedback on VAP.
8. Design programmes as per industry requirement

## II. DRISHTI - Faculty Development Program



The task of an excellent teacher is to stimulate "apparently ordinary" people to unusual effort. The tough problem is not in identifying winners: it is in making winners out of ordinary people. The present educational practices cannot produce the complex kinds of student outcomes required today by employers and for effective citizenship. The shift from a tradition-based, primarily a theoretical educational process to a research- and theory-based process will require not only constant innovation to incorporate new findings about learning but also the high-quality faculty and staff professional development is necessary to support this innovation throughout each teacher's career. Drishti provides an opportunity to the faculty for self-development, develop competence in pedagogy & research and finally to refresh their knowledge with the latest academic practices in their field. The faculty can practice and share their new learning with thousands of students slowly bringing about a major qualitative change in academics and practice.

***Motto: Opportunities for better future.***

Objectives of Drishti forum:

- Encourage faculty members to participate in workshops, seminars and conferences conducted by various colleges.
- Plan activities that will contribute to the overall development of faculty members.
- Provide a platform for sharing research-based information.



### Roles and Responsibilities:

- Encourage faculties to take up paper presentation.
- Arrange for seminars that are useful to staff.
- Arrange for JAM (Just a Minute) sessions.
- Ensure that equitable opportunities are provided for staff in participating in staff/ national & international conferences.
- Keep records of staff attending to various developmental activities.

### III. Lakshya- Commerce and Management Forum



Lakshya aims at going beyond classroom learning and promoting a creative bent of mind, ingenious thinking and a genuine appreciation of the challenges of the wider world of commerce and business. The forum aspires to help students develop the required skill-set to stay abreast with the ever-changing demands of industry and thereby create future business leaders.

***Motto: Creating Connections.***

#### Objectives of Lakshya forum:

- To improve the creativity among the students
- It enables students to update with necessary skill sets in the industry.
- To provide a practical exposure related to various concepts of finance and accounting.

### Roles and Responsibilities:

- Identify talents in various extra-curricular and co-curricular events.
- Arrange the management events for constituting college teams.
- Encourage the students to participate in intercollegiate and inter and intra-university level competitions.
- Conduct inter-class competitions.
- Conduct entrepreneurs' Day.

### IV. Bhasha Sangama- The Forum of Languages



Bhasha Sangama aims to foster a deeper literary sensibility among students by creating a platform for interaction with eminent literary personalities. It stimulates literary creativity through various activities and competitions at the college and intercollegiate levels. The forum promotes closer interaction among all languages by organizing multidisciplinary activities on language and literature.

***Motto: Celebrating language, celebrating life.***

### Objectives of Bhasha Sangama:

- To promote all the four languages and its literature; Hindi, Kannada, Sanskrit and English – to set up a common platform.
- To awaken the literary sensibilities of the students.

- To conduct various literary competitions.
- To provide a platform for the literary interaction with the eminent literary personalities.
- Encourage Students to participate in the inter college competitions.
- To encourage students to cultivate creative writing.
- To give scope for the young budding editors in publishing the college magazine and Newsletters.

#### V. **The Research and Intellectual Property Rights Cell**



The research and Intellectual Property Rights cell intends to provide a platform for students to come forward and exhibit their research and analytical skills, also helping imbibe a sense of self confidence and build their personality on a professional level. It imparts the skills to prove the uniqueness by doing different from others and explores new areas in search of opportunities.

Objectives of The research and Intellectual Property Rights cell:

- To oversee and supervise Research and Development activities in the college.
- To organize sessions to uplift the research skills among students and faculty members.
- Motivate the faculty members to publish papers in UGC approved Journals.

### Roles and Responsibilities:

1. To conduct an active advocacy program to promote and support internal research.
2. To initiate research of interest to the faculty on specific aspects of modern concepts and practices.
3. Encourage, promote and coordinate research.
4. Identify, through surveys and other means, areas of internal auditing which may be the subject of research projects.
5. Record and monitor research work by the faculty members.
6. Coordinate research activities with those activities related to promoting academic and student relations within the chapter's geographic area.
7. Promote the funding of research activities at management level.

### **Faculty's role as a Convener**

- Firstly, a convener has to prepare a plan of action for the semester and submit the same to documentation committee and IQAC team.
- The plan of action submitted will be scrutinized and approved by IQAC team and the Head of the Institution.
- Staff secretary calls for a meeting to finalize the dates for conducting events by various committees. This is done in line with the Bengaluru Central University calendar of events.
- Forum conveners select the student coordinators for the academic year.
- Forum members including student members plan for the events and make the necessary arrangements.
- Conveners are expected to record the minutes of meeting right from planning to conduction of event.
- Submission of the budget form for internal events depends on the financial requirement.
- If the program requires resource person or is external, the convener must submit a budget proposal form to the accounts department.

## **Accounting process is as follows:**

### Accounting Process

- All conveners are required to submit a budget proposal in writing before a week of program in consultation with the Principal.
- Budgeting of fund requirements with reasons should be submitted.
- Prior sanction of expenditures from Hon. General Secretary is necessary to conduct functions.
- Fresh requests for sanction of funds shall not be entertained unless the outstanding accounts are settled with duly supported documents.
- Conveyance / Hospitality expenses should be granted only through proper vouchers.
- All expenses which are likely to be more than Rs.5000/- should have proper justifications.
- Conveners should submit the records of the receipts to the accounts department, within three days of completion of the program.
- For attending conference/seminars/symposium, prescribed norms shall be followed. Accounts should be settled within three days after reporting for duty.
- On the completion of event, a report should be prepared by the forum members and submitted to documentation committee, accounts department, website and IPOMO app with the photographs of the events.
- At the end of semester, forum conveners should present a brief PPT presentation about the activities conducted for the semester which is scrutinized by the Internal Compliance Committee and the Principal. A report is submitted by the internal compliance committee about the committees who have not conducted the events according to the Plan of action. The convener is answerable and held accountable for the activities planned and not conducted.

### *Check List for all Programs*

- ✓ Budget proposals
- ✓ Check the dais
- ✓ Table and chairs for guest
- ✓ Mineral water
- ✓ Invitation card and program list
- ✓ Table cloth
- ✓ Lamp (flower, oil, thread, candle, match box, camphor, incense sticks)
- ✓ Check mike (chord less) woofer
- ✓ Podium
- ✓ Decoration with flowers
- ✓ SICM banner on podium
- ✓ Background material theme banner
- ✓ Trays
- ✓ Scissors, gum, stapler, punching machine
- ✓ Sapling, fruit bowl, and memento for chief guest
- ✓ Scribbling pad and pen
- ✓ Visitor's book
- ✓ Photographer
- ✓ High tea for guest
- ✓ Profile of invitees
- ✓ Compering, Welcome speech and Vote of thanks drafts
- ✓ Refreshment to staff, if any
- ✓ Guard of Honour and Escort of chief guest
- ✓ First aid material
- ✓ Preparation of work allotment to staff
- ✓ Student volunteers to conduct program.

## Non - Academic Checklist

Before commencement	During semester	End of the Semester
<ul style="list-style-type: none"><li>•Collect files from previous convener along with mail ID and passwords</li><li>•Plan events in line with objectives</li><li>•Submit action plan to IQAC</li><li>•Requisition of dates to conduct events</li></ul>	<ul style="list-style-type: none"><li>•Conduct events as per allotted dates</li><li>•Prepare Budget</li><li>•Register students by circulating information either online/offline</li><li>•Mail Invitation to Resource Person/Guest to obtain their profile</li><li>•Allotment of duties</li><li>•Prepare program schedule</li><li>•Co-ordinate with office and prepare necessary requirements</li><li>•Mail IQAC requesting feedback forms</li><li>•Arrange for Certificates (Manual / Electronic)</li><li>•Prepare Report after the program</li><li>•Take 3 copies of the report (1-Accounts, 2nd to Documentation committee and 3rd to Forum file)</li><li>•Share the reports to documentation committee - Soft copy, Hardcopy and scanned soft copies</li></ul>	<ul style="list-style-type: none"><li>•Prepare PPT of events conducted</li><li>•Present events conducted in the semester</li><li>•Verification of regularly updated Minutes of the Meeting Book and signature of the Principal</li><li>•Verify the documents with Internal Compliance Committee</li></ul>



## **Welfare Schemes for Faculty**

At SICM, we have many programs conducted for the welfare of the staff and their overall development. These can be broadly divided into overall Welfare and Academic Welfare.

### **I. Academic Welfare**

- i. Under Academic Welfare, The college provides a unique space for faculty members to unwind after the lecture routine, the lounge provides faculty members a space where they can interact with each other, share creative ideas and help each other in circulating knowledge.
- ii. All faculties are provided with a computer with internet facility which they can make use for teaching as well as research work.
- iii. The faculties are encouraged to take up research work, attend various conferences, seminars and workshops organized by different institutions and publish papers in UGC approved Journals. The registration fees and publication fees are funded by the college from Research Fund.
- iv. There is a provision of Sabbatical leave which can be utilized for the research purpose.

## **II. Overall Welfare Programs**

- i. Provision of Maternity leave is provided for 180days.
- ii. Children Education Concession: This can be availed by permanent faculties'. Only one child is given fee concession of Rs. 10,000 in the SET institutions.
- iii. SET organises “Sneha Sammilana” every year, where in, the retired teachers are honored and felicitated for the service and it is an annual get together where employees from all the SET institutions gather, mingle with each other and rejuvenate. The gathering glues the bondage among the employees of SET.
- iv. Under the Faculty Development Program, the college organises programs like Happiness Program from Art of Living which focuses on the well-being of the faculty members. Sessions on Work Life Balance, stress busters are organised to faculty members every year.
- v. Outbound activities, Staff Lunch, Potluck and Staff Trip are regularly organised.

## **III. Physical Fitness**

- i. The well-equipped multi gym provides an opportunity to build stamina and to cope with rigorous lifestyle, channelize energies in a healthy way and also hone physique. Interested faculty members can make use of the facility available in the college campus.
- ii. The college organises Annual Athletic Meet for the students as well as faculty members.
- iii. International Yoga Day is celebrated every year on 21stJune to create awareness and benefits yoga provides.

## **IV. Canteen**

- i. Canteen offers food that adheres to the standards of hygiene, nutrition, taste and is also moderate priced. A variety of South Indian food and snack items are available to the staff of the college adequate seating facilities are also provided to accommodate during peak time it is well maintained with efficient service and take away counter.

- ii. SICM Café at 5th floor is established for quick access of snacks during short breaks.
- iii. College provides coffee, tea, beverages at the workplace prepared by our attender staff every day.
- iv. The staff room is facilitated with water filters, microwave oven and instant geysers for the benefit of hot water.

#### **V. Medical Facilities**

- i. An equipped clinic with a full-time doctor and an assistant is present within the premise of the main college which is very close by. The first aid facilities are available at our disposal in case of immediate requirements. Staff can make use of this facility for free Health checkups anytime.
- ii. The employees are also covered under group insurance.

#### **Appraisal of the Faculty**

Faculty appraisal is one of the key mechanisms that are followed at SICM.

The criterion for the annual appraisal of faculty performance is based on teaching- learning process and student progression. The main focus of the college is students; therefore, the students' evaluation of the faculty performance is a fundamental step of the appraisal mechanism. The result of this appraisal is both beneficial for the institution as well as the faculty. Reviewing their achievements annually makes the faculty measure their progress and overcome the weak areas.

The appraisal process encompasses various aspects like,

- The faculty member's level of commitment to their designated responsibilities.
- The head of the department evaluates the faculty and reports to the Principal at the first stage.
- The IQAC of the college supervises the faculty appraisal every year.
- The feedback questionnaire is prepared and circulated among the students through IPOMO application online.

- After collecting the feedback, IQAC analyses the feedback of every faculty, presents report to the Principal.
- After going through the feedback analysis, the Principal sits in person with every faculty to discuss their performances.
- The feedback of the faculty can also be viewed by the Trust members as it is taken online.
- Self-appraisal and Peer Appraisal of the faculties is also conducted at the college.

Along with the students feedback about teaching there are other factors which influence the faculty appraisal.

- The faculty member's integrity.
- Subjects taught by the faculty during that academic year.
- Research activities like paper presentations during the academic year.
- Faculties' participation in the forum activities.
- Community service.

## **Ethics/ Code of Conduct**

The duty of a faculty member does not end by completing the course syllabus but should make sure students are motivated and counselled towards academics and career growth. Few points to ponder for the upliftment of the code of conduct.

- Faculty member must adopt new ideas and ICT tools to convey the subject effectively. Students must also be given opportunity to give their ideas, views and practical exposure about concepts thereby helping them to gain confidence.
- A quality and high standard teaching is only possible when they display their dedication in teaching the students. The results of dedication will be evident over a period of time.
- It is the responsibility of every faculty member to counsel the students with respect to both personal as well as professional matters at the best in the interest of a student.
- Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student in person. This brings a good rapport between the two.
- Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: *“give respect to take respect”*.
- It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus to the respective discipline committee.
- Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. One is expected not to criticize fellow staff member especially before the students.
- A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the college and nation.

## **Grievance Redressal Mechanism**

Misunderstandings and difficulties occur in any work environment. At SICM, the staff grievance mechanism is informal in nature. The grievances are addressed at the first level through consultation, with the head of the department and if the problem still persists the staff may approach the principal. The principal will look into the issue and resolve it. All the matters would be kept completely confidential.

## **Sexual Harassment**

Sexual harassment is an unwelcome sexual advance, request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

The Sex Discrimination Act 1984 (Cth) defines the nature and circumstances in which sexual harassment is unlawful. It is also unlawful for a person to be victimized for making, or proposing to make, a complaint of sexual harassment to the Human Rights and Equal Opportunity Commission.

Examples of sexually harassing behaviour include:

- ✚ Unwelcome touching;
- ✚ Staring or leering;
- ✚ Suggestive comments or jokes;
- ✚ Sexually explicit pictures or posters;
- ✚ Unwanted invitations to go out on dates;
- ✚ Requests for sex;
- ✚ Intrusive questions about a person's private life or body;
- ✚ Unnecessary familiarity, such as deliberately brushing up against a person;
- ✚ Insults or taunts based on sex;
- ✚ Sexually explicit physical contact and
- ✚ Sexually explicit emails or SMS text messages.

A working environment or workplace culture that is sexually permeated or hostile will also amount to unlawful sexual harassment. Some of the factors emerging from the case law which may indicate a potentially hostile environment include the display of obscene or pornographic materials, general sexual banter, crude conversation or innuendo and offensive jokes. See 1.2.4 of Sexual Harassment in the Workplace: A Code of Practice for Employers for further information.

The Sex Discrimination Act makes sexual harassment unlawful in many areas of public life, including in employment situations, educational institutions, the provision of goods, services and accommodation and the administration of Commonwealth laws or programs. A person who sexually harasses is primarily responsible for the sexual harassment under the Sex Discrimination Act. However, in many cases, employers and others can be held responsible under the Sex Discrimination Act for acts of sexual harassment done by their employees or agents. Employers may limit their liability if they can show that they took all reasonable steps to prevent the sexual harassment occurring. Reasonable steps may include policies and procedures designed to create a harassment-free environment. It could also include procedures to deal with allegations of discrimination made by employees or customers. To be effective, policies must be well implemented, including through the provision of ongoing training, communication and reinforcement.

Source:

<https://humanrights.gov.au/our-work/sexual-harassment-workplace-legal-definition-sexual-harassment>



## **Student – Faculty Rapport**

The faculty members are expected to establish good rapport with the students. The following are the few reasons for the faculty to work on establishing rapport with students are listed below:

- Motivation—when students feel rapport with their teachers and their teacher’s personalities, motivation is higher.
- Increased comfort—Rapport also results in increased comfort, students tend to answer more freely and with a greater degree of frankness.
- Increased quality—when there is a good student - faculty rapport, their perceptions of the quality of that program increase.
- Satisfaction—Rapport leads to satisfaction. When students have good rapport with the faculty members, their interest and satisfaction with the course increases.
- Enhanced communication —Teachers and students understand each other better when there is a good rapport between them.
- Trust—Sometimes trust is necessary for rapport to develop. But trust can also be an outcome. Once rapport has been established, trust between parties grows.

Rapport does not result in learning, but it certainly helps to create conditions conducive to learning—things like higher motivation, increased comfort, and enhanced communication. Teaching doesn’t always result in learning but also on rapport that can contribute to enhanced learning.

Reference source:

<https://www.facultyfocus.com/articles/teaching-and-learning/building-rapport-with-your-students>

## Institution Contact Details



# **Seshadripuram Institute of Commerce and Management**

(Affiliated to Bengaluru Central University)

NAAC Accredited 'B' Grade

ISO Certified 9001:2015

#40, Girls' School Street, Seshadripuram, Bengaluru – 560020

Ph.No: 080 – 22955382 Fax: 080-2345-2472

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## **ANNEXURES**

Sl.no	Templates
1.	Course Work Review format
2.	Work Done Statement
3.	Lesson Plan Format
5.	Internal Assessment Marks Allotment
6.	Invitation Format
7.	Budget Proposal Form
8.	OOD Form
9.	Events conducted template



**SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT**

(Affiliated to Bengaluru City University)

NAAC Accredited 'B' Grade

Name of the Faculty:			
Department:			
Date of commencement of the Semester:			
Date of last working day:			
Name of the Subjects allotted for the semester	Number of Chapters	Class and Section	Number of hours prescribed by the University

**Books referred:**

Title of the Book	Name of the Author	Publication	Edition and Year of Edition



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

(Affiliated to Bengaluru City University)

NAAC Accredited B Grade

**LESSON PLAN FOR THE ODD/EVEN SEMESTER**

SUBJECT:

Sl. No.	Lesson Title (Chapter wise)	Time required (in hours)	Expectations: What do I expect my students to learn? (Chapter wise)	Pedagogy- Learning Aid & Methodology	Expected date of completion

Signature of the Faculty

Signature of the HOD

Signature of the Principal

### **DAY WISE WORK DIARY**

DATE	CLASS	SECTION	TOPICS COVERED	PEDAGOGY USED	TOOLS USED	FACULTY SIGNATURE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

Signature of the HOD

Signature of the Principal





## WORK DONE STATEMENT

NAME OF FACULTY						
DEPARTMENT						
ACADEMIC YEAR						
SEMESTER		ODD/EVEN				
				Classes		
			%			
PERIOD	SL NO	SUBJECTS	Comple ed	Taken	Required	Signature
Month 1	1					
	2					
	3					
	4					
Month 2	1					
	2					
	3					
	4					
Month 3	1					
	2					
	3					
	4					
Month 4	1					
	2					
	3					
	4					

Signature of the HOD

Signature of the Principal

## RESULT ANALYSIS

Subjects Handled	Class and section	Students		Pass Percentage
		Appeared	Cleared	

Remarks by HOD/Principal:

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Signature of the Faculty

Signature of the HOD

Signature of the Principal

SESHADRIPURAM EDUCATIONAL TRUST



# **SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT**

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## **COURSE WORK REVIEW OF COMMERCE & MANAGEMENT DEPARTMENT**

- + To be submitted by the faculty at the end of the month for review.*
- + Final Submission to the HOD before last working date.*

SIGNATURE

## **SESHADRIPURAM EDUCATIONAL TRUST**



### **SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT**

(Affiliated to Bengaluru City University)

NAAC Accredited B Grade

### **PLACEMENTS/EMPLOYERS FEEDBACK**

[www.sicm.edu.in](http://www.sicm.edu.in)

Quality education is the hallmark of excellence. We, at Seshadripuram Institute of Commerce and Management, are working to enhance institutional culture to better serve the needs of an ever-changing and dynamic learning community. Since 2005, we bear the torch of education which heightens the path of life.

We request you to take few minutes of your precious time in filling this feedback, it will help us in better management and arrangement in the future and also helps in designing the additional programmes other than academics to inculcate the industry readiness attributes to our students.

Internal Assessment Marks Allotment

**SESHADRIRAM EDUCATIONAL TRUST**



**SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT**

(Affiliated to Bengaluru City University)

NAAC Accredited B Grade

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SUBJECT :

TEACHER :

SECTION :

**ALLOTMENT OF MARKS:**

Internal Assessment:

- + 20 Marks Based On Average of 2 Tests Conducted
- + Attendance: 5 Marks
- + Assignments in Total 5 Each Assignment 1 Mark
- + Faculties Are Directed To Maintain Records In MS-Excel Compulsorily.

## SAMPLE COPY OF INVITATION



**SESHADRIPURAM EDUCATIONAL TRUST**  
**SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT**  
(Affiliated to Bengaluru City University)  
NAAC ACCREDITED 'B' GRADE, ISO Certified:9001:2015  
# No. 40, Girls' School Street, Seshadripuram, Bengaluru-560020.  
Ph: 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

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### **Department of Commerce and Management**

Is Organizing

### **Orientation on Internship for III Year B.COM & BBA Students**

Resource Person

### **Chartered Accountant Pavan Kumar S**

Alumni

Seshadripuram Institute of Commerce and Management

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Date: 24/11/2023

Venue: Cellar Auditorium

Time: 10:00 A.M

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**Prof. K.P. Narasimha Murthy**

Chairman, Governing Council

**Prof. Vidya Shivannavar**

Principal

**Convener**

Assoc.Prof.Punitha G  
HOD, Commerce & Management

# SESHADRIPURAM EDUCATIONAL TRUST



## SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

(Affiliated to Bengaluru Central University)

NAAC ACCREDITED 'B' GRADE

# No. 40, Girls' School Street, Seshadripuram, Bangalore-560020.

Ph: 08022955382 Fax: 080-23462472 e-mail: info@sicm.edu.in, Web: www.sicm.edu.in

SICM/ /2019-20

Date:

DETAILS OF EXPENSES OF \_\_\_\_\_ EVENT  
TO BE CONDUCTED ON \_\_\_\_\_ DATE  
RELATING \_\_\_\_\_ FORUM

### PROPOSED EXPENDITURE

Sl. No	PARTICULARS	AMOUNT (₹.)
1.	Registration fees	
2.	Honorarium to Speaker (only if)	
3.	Felicitation to Speaker/ Guests <ul style="list-style-type: none"><li>➤ Books</li><li>➤ Shawls</li><li>➤ Bouquet</li><li>➤ Dry fruits boxes</li><li>➤ Saplings Mementos</li><li>➤ Photography</li><li>➤ Any other: Please specify</li></ul>	
4.	Refreshments (Please specify number and amount per plate)	
5.	Conveyance charges	
6.	Stationery Expenses	
7.	Inaugural Expenses and Valedictory Expenses Oil Flowers General Puja Expenses	
<b>GRAND TOTAL</b>		

SIGNATURE OF CONVENOR

PRINCIPAL