

SESHADRIPURAM EDUCATION TRUST
SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT

Permanently affiliated to Bengaluru City University/ NAAC accredited "A" Grade

AICTE Approved & ISO 9001:2015 certified

#No. 39 & 40, Girls' School Street, Seshadripuram, Bangalore-560020

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SICM/IQAC/ IM 02 /2025-26

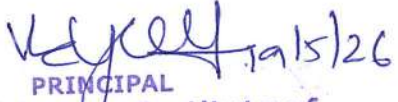
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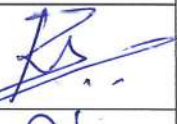
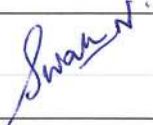
CIRCULAR

The Heads of Departments and Programme Heads are hereby informed to attend a meeting scheduled on 21st May 2026 at 9:00 AM in the Principal's Cabin to discuss the following agenda:

1. Review of the Certificate Courses conducted in AY- 2025-26
2. Review of Committees for the AY- 2025-26
3. Student Council
4. Best Practises of the year 2025-26.
5. Planning and proposal of Certificate Courses for the AY- 2026-27
6. Plan of Action for the Academic Year 2026-27
7. Any other matter with the permission of the Chair


IQAC COORDINATOR


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Commerce & Management**
**# 39 & 40, Girls' School Street,
Seshadripuram, Bengaluru-20.**

Sl.No	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Dr. Punitha G	Head, Commerce & Management	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Dr. Amar H A	Program Head, BBA	
5.	Assoc Prof Ravishankar B S	Program Head, BCom (A&F)	
6	Asst. Prof. Roopa H R	Head, BCA	
7	Prof. Asha G	Head, Kannada Dept	
8	Dr. Kavitha B	Head, Sanskrit Dept	
9	Prof. Dilip Kumar Yadav	Head, Hindi Dept	
10	Capt. Chikkarangaswamy.R	Physical Education Director	
11	Ravikumar M	Librarian	
12	Assoc. Prof. Suresh R B	Member, IQAC	
13	Asst. Prof. Manjushree R	Member, IQAC	
14	Asst. Prof. Swathi N	Member, IQAC	

2nd IQAC INTERNAL MEETING'S MINUTES OF THE MEETING

Meeting: IQAC Internal Meeting with the Departmental Heads

Date: 21 May 2026

Venue: Principal's Cabin

Chairperson: Principal

Agenda -

1. Review of Certificate Courses Conducted during the Academic Year 2025–26
2. Review of Committees and Student Council Activities for the Academic Year 2025–26
3. Planning and Proposal of Certificate Courses for the Academic Year 2026–27
4. Discussion on the Plan of Action for the Academic Year 2026–27
5. Best Practices/ Institutional Distinctiveness for the year 2025-26
6. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The meeting commenced at 9:20 AM in the Principal's Cabin under the chairmanship of the principal. A detailed and extensive discussion was held on all the agenda points concerning academic planning, certificate courses, committee functioning, student council restructuring, and departmental activities for the upcoming academic year. The meeting continued until 2:00 PM, during which the members actively deliberated on various proposals, suggestions, and action plans. After thorough discussion and review, the following resolutions were made:

Resolutions

1. Review of Certificate Courses Conducted during the Academic Year 2025–26

- Department Heads and Programme Heads presented the details of the certificate courses conducted during the academic year 2025–26.
- It was emphasized that the planning and execution of certificate courses should be carried out well in advance rather than at the last minute, in order to ensure better student participation and adequate time for assessments and course completion.
- It was specifically discussed that the IIT Mumbai certificate courses must be planned much earlier, as the rollout and execution process requires a minimum lead time of 45 days.
- Discussion was also held regarding Industrial Visits, and it was suggested that such visits should be planned systematically and preferably towards the end of the semester rather than immediately at the commencement of the semester.
- The Department of Commerce should conduct at least one certificate course per semester and organize workshops with a minimum duration of 10 hours for each programme of respective specialisation areas.
- Programme Heads were advised to prepare the schedule for Industrial Visits appropriately for both semesters to ensure smooth execution without affecting regular academic activities.

2. Review of Committees and Student Council Activities for the Academic Year 2025–26

- The activities conducted by various committees during the academic year 2025–26 were reviewed and discussed.
- The functioning of the Student Council and its role in organizing and supporting institutional activities during the previous academic year were evaluated.
- In order to ensure the more efficient functioning of the Student Council, modifications in the Student Council structure and selection process were proposed and approved by the internal members present in the meeting.
- It was decided that the Student Council selection process would follow a structured hierarchy. The President, Vice President, and Secretary would be elected at the first level, followed by the selection of Committee Coordinators, and finally the appointment/election of Class Representatives (CRs).
- The members emphasized that the nomination and scrutiny process should be made more stringent and transparent. Students applying for leadership positions must submit their profiles and undergo an interview process to assess their suitability and efficiency for the respective roles.
- Faculty members were encouraged to identify and motivate capable students to take up leadership roles in the Student Council rather than limiting them only to forum activities or class coordinator responsibilities.
- It was further suggested that students nominated for elections and leadership positions must undergo a rigorous screening process in which their leadership qualities, communication skills, discipline, responsibility, commitment, and overall potential are properly verified before final selection.
- The possibility of including distinguished alumni members as part of the external interview panel for the Student Council selection process was also discussed and appreciated by the members.
- IQAC to revise the student council policy accordingly.

2.1 Revision of Committees

The committee structure was reviewed and certain revisions were proposed to avoid overlapping of activities and to reduce the workload on faculty members and students.

- It was decided that **Bhasha Sangama** would be dissolved as a separate forum, and the respective language departments would conduct the activities individually. The Kannada Department would organize activities during Rajyotsava, the Sanskrit Department during Sanskrit Day, the Hindi Department during Hindi Day celebrations, and the English Department would conduct literary competitions during the Even Semester.
- **Eco Mitra** would be merged with the Rotaract Club as several activities of both forums were overlapping in nature.
- **The Electoral Literacy Club** would function along with NSS, while PRC and ISHA would also be clubbed together for better coordination.

- It was clarified that although the convenorship may remain common for the merged forums, the activities would continue to be conducted separately under their respective forum names.
- It was discussed to streamline the extension forum activities of YRC, NSS, and the Rotaract Club in order to avoid repetition and overlapping of similar programs. A proper Plan of Action would be provided by the principal to ensure better coordination, efficiency, and effective execution of activities.

3. Planning and Proposal of Certificate Courses for the Academic Year 2026-27

- It was suggested that the planning and conduct of certificate courses should be coordinated jointly between the B. Com and B. Com A&F programmes to ensure better organization and avoid duplication of similar courses.
- The BCA, BBA, and BDA programmes may independently plan and conduct certificate courses based on the specific requirements and relevance of their respective programmes.
- The Heads were instructed to submit a comprehensive Plan of Action for the academic year 2026-27, including details of both paid certificate courses and IIT Mumbai certificate courses proposed by the departments.

4. Discussion on the Plan of Action (Non-Academic) for the Academic Year 2026-27

The members, under the guidance of the principal, discussed the prominent activities that are to be conducted during the Odd Semester of the academic year 2026-27 without fail.

- It was decided that **Purvi, the Cultural Committee**, would organize activities such as Talent Hunt, On Stage, Theme Day, Ethnic Day, and Self-Governance Day. The Ethnic Day celebrations would be conducted during the Ganesha Festival period.
- It was further discussed that the Student Conclave would be organized under the forum **Lakshya** in the even sem.
- **Sports department** would organise **Founders Cup, Sports Day, Kargil Vijay Divas and Yoga Day**.
- It was suggested that **pedagogical training programmes** focusing on the effective use of modern teaching methodologies and AI-based tools should be organized, especially for the Departments of Commerce and Management.
- The members also discussed initiating a **7-day ATAL Faculty Development Programme (FDP)** through an appropriate forum such as the National Conference Committee or a similar academic platform.
- It was further suggested that programmes **in association with NAAC** should be organized by IQAC.
- It was also proposed that the Student Conference for the academic year should be organized on the theme of **Environment**.
- It was suggested **for BCA Department** to host **Hackathon**.
- **IKS forum** should conduct one even per semester on the eve of the respective birthdays of the national leaders.
- **FDPs** should be organized by Manthana preferably at the end of each semester.

BRIDGE COURSE SYLLABUS FOR FIRST SEMESTER BBA FOR THE ACADEMIC YEAR 2025-26

Syllabus	No of Hours
Fundamentals of Accounting: Introduction of accounting & Book Keeping, definition, purpose, objectives & users of Accounting Information, principles Concepts & Conventions Understanding accounting as an information system Accounting Terminologies and Accounting Equation, key terms Assets and Liabilities, Revenue & Expenses Dual aspects (Debit & Credit) system Recording transactions and journal entries	07
Management: Introduction & Evolution of Management Definition, nature and scope, role of management, Differences between Administration and Management, functions of management and functional areas of management.	02
Economics: Basics of Economics, definition nature and scope of micro and macro-economics, GDP & Net national income aggregates & Determination	01

 HA

Amar H A

(Program Head BBA)

 30/6/25

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SICM/IQAC/ IM 01 /2025-26

Date: 27/6/2025

CIRCULAR

The following Department Heads and Program Heads are informed to attend a meeting scheduled in the Principal's Cabin on 30th June 2025 at 9:00 AM to discuss the following agenda:

1. Plan of Action for the Academic Year 2025-26
2. Scheduling of Bridge Courses and finalisation of syllabus
3. Certificate Courses

Sl.No	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Assoc Prof Punitha G	Head, Commerce & Management	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Assoc Prof Amar H A	Program Head, BBA	
5.	Assoc Prof Ravishankar B S	Program Head, BCom (A&F)	
6	Asst. Prof. Roopa H R	Head, BCA	

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Seshadripuram Institute of Commerce and Management
Meeting Circular - SICM/IQAC/ IM 01 /2025-26
Minutes of the Meeting -

Date: 30th June 2025

Time: 9:00 AM

The meeting was convened by the principal to discuss the planning and implementation strategies for the upcoming academic year based on the following agenda:

1. Plan of Action for the Academic Year 2025–26
2. Scheduling of Bridge Courses and finalisation of Syllabus
3. Certificate Courses and Industrial Visits
4. Result Analysis – SEP/NEP (I, III, and V Semesters)

Resolutions:

1. Plan of Action – Academic Year 2025–26

The principal commenced the meeting by welcoming the members and highlighting the importance of proactive planning for the upcoming academic year.

A key discussion point was the revision of Value-Added Programs (VAP). It was noted that the current service provider, Glisten Pvt. India Ltd., may be replaced, and different service providers could be engaged for the first, second, and final years based on suitability and specialization.

2. Bridge Courses – Scheduling and Syllabus Finalisation

- The principal reviewed the syllabi framed by each Program Head and provided feedback on the areas of focus.
- It was resolved that each bridge course must consist of a minimum of 10 hours of instruction.
- These classes will be specifically targeted at students who have scored less than 60% in their PUC examinations.
- Program Heads may also consider extending the sessions to all newly admitted students, based on academic needs.

3. Certificate Courses and Industrial Visits

The principal emphasized the need for structured planning of industrial visits.

- Visits must be coordinated across departments to ensure even distribution across semesters and to avoid concentration in a single sem.
- Program Heads were instructed to identify domain-specific certificate courses suitable for their programs.
- Heads are also to suggest potential service providers, preferably those empanelled or recommended by the College Trust.

4. Result Analysis – SEP/NEP (I, III, and V Semesters)

The overall performance in the recent semester-end examinations was discussed, with concern expressed over low pass percentages in several programs.

The principal instructed Program Heads to devise and implement strategic academic support measures, including:

- Regular remedial classes
- Additional assessments and practice tests
- Focused mentoring for academically weaker students

A structured department-level result analysis is to be prepared, along with proposed corrective actions. The meeting concluded with a reminder that all plans and bridge course schedules must be finalized and submitted to the IQAC by the first week of July.


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Bridge course syllabus B.COM (Regular)

SL.NO	Subject	syllabus	No of hours
1	Basics of accounting	Meaning & Definition, objective of accounting, functions, branches of accounting basis of accounting Accounting principles-concepts &conventions, accounting cycles& process with Journal & ledger	06
2	Basics of management ,taxation , marketing and other financial concepts	Meaning and Definition, Concepts of Marketing, auditing, taxation, financial management corporate administration and its objective	04

HEAD
DEPARTMENT OF COMMERCE
AND MANAGEMENT
SESHADRIPURAM INSTITUTE OF
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- The Department of Kannada was entrusted with the responsibility of organizing the Rajyotsava celebrations and conducting competitions on its eve.
- It was suggested that an **elaborate inhouse orientation** on the forums and their functioning should be conducted for first-year students during the induction programme in order to create awareness about the various institutional forums and activities.

5. Best Practices and Institutional Distinctiveness - 2025-26

- It was discussed and finalized that the institution would take two Best Practices for the academic year — one focusing on Student Conferences on cross-cutting issues and the other to be adopted from the Department of Sports.
- Under Institutional Distinctiveness, it was decided to take up team-building and staff engagement activities such as Men's Day, Women's Day, Potluck, Secret Santa, and similar initiatives that promote institutional harmony and inclusiveness.

The Forum Heads and the Department/Program Heads were instructed to take into consideration the above discussions and suggestions while preparing the Plan of Action and finalizing the schedule of events and activities for the next academic year 206-27.


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25/5/26
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Department of Bachelor of Commerce (BCom)

BRIDGE COURSE SCHEDULE 2025-26

ROOM NO -402

Day	Time	Session	Staff In Charge
14/07/2025	8.00 AM to 9.30 AM	Pre-assesment test Introduction to Fundamentals of Accounting & Accounting Terminologies.	Punitha.G
15/07/2025	8.00 AM to 9.30 AM	Accounting Equation & Principles of accounting (Principles of double-entry system).	Punitha.G
16/07/2025	8.00 AM to 9.30 AM	Practise sessions on the above topic.	Punitha.G
17/07/2025	8.00 AM to 9.30 AM	Basic concepts on Taxation, Marketing, auditing, Economics (Financial concepts).	Punitha.G
18/07/2025	8.00 AM to 9.30 AM	Basic concepts of financial Institutions, Marketing principles, Business Environment & Post Assessment	Punitha.G

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**PROPOSED SYLLABUS FOR BRIDGE COURSE CLASSES FOR FIRST YEAR
BCOM (BDA) STUDENTS**

Module	Topic	Duration	Learning Outcome
1	Essentials of Commerce	1 hour	Understand trade types, business forms, operating cycle
2	Introductory Economics	1.5 hours	Understand demand, supply, market structures, finance, types of finance
3	Computer Basics for Business	1 hour	Acquire working knowledge on e-commerce trends and digital communication tools
4	Fundamentals of Accounting	1.5 hours	Understand basic accounting concepts and terms like journal, ledger and trial balance.

Outcomes

1. Understand the basic principles of accounting, finance, commerce and economics.
2. Employ the use of digital tools in business activities.
3. Be more ready in core subjects in the commerce course.
4. Become confident to read basic financial information and engage in classroom lessons.

PV
(Pramod AV)

30/6/22