



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT
NAAC ACCREDITED 'A' GRADE

(Permanently Affiliated to Bengaluru City University)

AICTE APPROVED ISO-9001:2015

No. 40, Girls' School Street, Seshadripuram, Bengaluru-560020.

Ph: 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

SICM/IQAC/ IM/05 /2024-25



Date: 5/6/2025

Circular

The Heads of the Departments and the Programs Heads are informed to attend the IQAC meeting to discuss the following matters on 9.6.2025 at 9 AM in Principal's Cabin.

Agenda -

- Objectives of institutions applying for Deemed-to-be University status
- Faculty specialisations and institutional strengths
- Introduction of new and distinct courses
- Focus areas for research and teaching aligned with national strategic needs
- Embedding Indian Knowledge Systems (IKS) in programs
- Scope for multidisciplinary/interdisciplinary/minors/majors
- Contribution of programs to cognitive and learning outcomes
- Integration of applied research with academic programs
- Resource requirements for proposed new programs
- Inputs on Open Distance Learning (ODL) and online programs
- Strategy for holistic education at undergraduate level
- Proposal for new Schools based on faculty strengths and requirements
- SWOC analysis (Strengths, Weaknesses, Opportunities, Challenges) of the institution

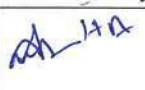
Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR

Prof Vidya Shivannavar

PRINCIPAL

**Seshadripuram Institute of
Commerce & Management
40, Girls' School Street,
Seshadripuram, Bengaluru-20.**

Sl.No	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Assoc Prof Punitha G	Head, Dept of Commerce	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Assoc Prof Amar H A	Program Head, BBA	
5	Prof. Asha G	Head, Department of Kannada	
6	Dr. Kavitha B	Head, Department of Sanskrit,	 09/06/2025
7	Prof. Dilip Kumar Yadav	Head, Department of Hindi	
8	Prof. Roopa H R	Head, Department of Computer Applications	
9	Assoc Prof Ravi Shankar B S	Program Head, B. Com (A & F)	
10	Ravikumar M	Department of Library	

11. Capt. Chikkaranga Swamy.R. Dept of Sports



Minutes of the Meeting held on 9/5/25

The following points were discussed by the IQAC members during the meeting:

- The principal informed the members that Assoc. Prof. Amar H has been nominated as the Task Force Officer for the proposed *Deemed to be University* application.
- The IQAC Coordinator shared key points that were discussed at the Trust Office meeting held on 30/05/2025 regarding the same proposal.
- The forum then initiated a discussion on the agenda: "Institutional Inputs for the Proposed Deemed to be University."

The following outcomes emerged from the discussion:

1. Institutional Objectives

1. To attain autonomous status in designing and implementing the Academic Calendar of Events.
2. To broaden the range of online education programs and digital learning platforms.
3. To increase academic specialisations across disciplines.
4. To introduce specialised programs in Sports, including the launch of a Bachelor of Physical Education (B.P.Ed).
5. To offer industry-relevant diploma and certificate courses.

2. Faculty Expertise and Institutional Strengths

The institution has strong academic expertise in the following domains:

- Finance
- Banking
- Accounting
- Human Resource Management
- Physical Education
- Linguistics

3. Introduction of New and Distinct Courses

Proposed new courses include:

- BBA in Sports Management
- BBA in Event Management
- B. Com with Service Industry (SI) collaboration
- B. Com (Professional) with CA/CMA/CS integration

- B.A. with core subjects in Journalism, Media Management, and Psychology
- B.A. in Rural Economics with emphasis on UPSC preparation

Diploma Programs

- Music
- Robotics
- Animation
- Foreign Languages (Arabic and French)

4. Focus Areas in Teaching and Research

The institution integrates cross-cutting themes of national significance into its curriculum, supporting holistic education and addressing key societal and environmental concerns:

- **Botany and Environment:** Courses promoting environmental awareness.
- **Social and Tourism:** Curriculum components to understand tourism as a tool for development.
- **Gender and Polity:** Modules fostering inclusivity and socio-political awareness.
- Extension forums such as NSS, YRC, Rotaract, and Eco Club further this mission.
- Language Departments too focus on inculcating these themes intertwined in their syllabus.

Pedagogical Approaches for Skill Development

- Case-based learning
- Project-based assignments
- Group discussions and peer-led learning
- ICT-enabled tools (quizzes, multimedia content, digital platforms)

5. Embedding Indian Knowledge Systems (IKS) IKS will be woven into academic programs through credit-based certificate courses:

Indian Knowledge Systems (IKS) will be embedded into the academic curriculum to promote indigenous wisdom and socio-cultural values. Certificate courses aligned with IKS can be introduced and academic credits will be awarded for their successful completion.

Under the B.A. Economics program, the following credit-based certificate courses can be offered:

- Dr. B R Ambedkar's Principles – which will explore Dr. B.R. Ambedkar's economic vision and its relevance to inclusive development.
- Amendments to the Constitution of India – which will provide insights into key constitutional changes and their implications on governance.
- Gandhian Principles and Social Welfare – which will focus on Gandhian ideologies and their application in contemporary social reform.

In addition, the Study Centres will be actively involved in supporting these courses by organizing sessions, seminars, and guest lectures related to the respective themes and ideologies.

6. Scope for Multidisciplinary/Interdisciplinary Programs- The academic structure will be built around three major disciplines:

- Commerce
- Management
- Computer Applications

Minor specialisations can be offered through interdisciplinary collaboration within existing sanctioned courses.

7. Liberal Programs and Cross-Disciplinary Learning Short-term and certificate programs will be introduced in:

- Music
- Dance
- Photography
- Food and Nutrition
- Yoga

8. Vocational and Community-Centric Programs

Programs to address societal needs and improve employability can be introduced are:

- BFSI (Banking, Financial Services & Insurance)
- Cybersecurity and Digital Safety
- Therapeutic Support and Deaddiction Counselling
- Certificate in Communal Harmony and Social Integration
- Venture Exploration Strategies (as a BBA specialisation)

9. Enhancing Cognitive Skills and Learning Outcomes New programs will be outcome-based and structured to develop:

- Critical thinking
- Problem-solving
- Analytical reasoning
- Decision-making

Integration of interdisciplinary content, real-world applications, vocational training, and IKS will boost cognitive development.

10. Integration with Applied Research

- Inclusion of Research Methodology in BCA and other programs
- Multidisciplinary research initiatives
- Partnerships with industries and R&D institutions
- Research grants (KSCST, DST, etc.) for student projects

11. Resources Required for Program Implementation

- Advanced Computer Labs
- Online Journals and Digital Library Access
- Sports Facilities and Infrastructure
- Campus Management System (CMS)
- Teaching Studio with AV Capabilities

12. Inputs on Online and Distance Learning (ODL)

Required infra -

- Licensed Zoom/MS Teams Platform
- LMS with Integrated Assessment Features

13. Long-Term Plan for Holistic Education

- Launch multidisciplinary curriculum
- Embed IKS and value education
- Encourage experiential learning
- Offer liberal arts electives across programs
- Strengthen mentoring and counselling systems
- Enhance student participation in clubs and outreach
- Adopt student-centric pedagogies
- Promote global citizenship and environmental awareness

14. New Schools and Faculty Requirements Establishing New Schools is currently not permitted under regulatory guidelines. However, new specialisations and value-added programs can be launched within existing streams. Additional faculty will be required in new domains/ courses that would be sanctioned and approved.

15. SWOC Analysis

Strengths:

- Mentorship from Seshadripuram Educational Trust
- Recognitions from UGC, India Today, and Higher Education Review
- Academic ranks and awards
- Internshala recognition
- Dynamic extension activities (Ethos)
- Functional Study Centres
- Robust ICT infrastructure
- Central city campus
- Industry-linked Value Added Programs
- 43 active MoUs
- Multiple Certificate Courses
- Young and well-qualified faculty
- Strong scholarship support

Weaknesses:

- Low MOOC enrolments
- Limited research funding and collaborations
- Need for IPR program expansion
- Lack of dedicated Incubation Centre
- Low foreign student intake

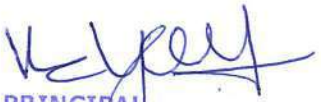
Opportunities:

- Expand UG and PG offerings
- Boost industry-collaborative programs
- Launch staff/student exchange programs
- Upgrade e-governance systems
- Automate campus operations
- Establish modern teaching studio

Challenges:

- Limited access to UGC funding
- Inadequate Sports/Library infrastructure
- Weak UG-industry linkage
- Insufficient MoUs with research bodies
- Expansion in physical infrastructure


IQAC COORDINATOR


PRINCIPAL
Seshadripuram Institute of
Commerce & Management
39 & 40, Girls' School Street,
Seshadripuram, Bengaluru-20.

SICM/IQAC/ IM/05 /2024-25

Date: 5/6/2025

Action Taken Report

The agenda points suggested by the members were consolidated and formally documented.

These points were subsequently forwarded to the designated team in charge for further action.


IQAC COORDINATOR


PRINCIPAL
Seshadripuram Institute of
Commerce & Management
39 & 40, Girls' School Street,
Seshadripuram, Bengaluru-20.



SESHADRIPURAM EDUCATIONAL TRUST
SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

Permanently Affiliated to Bengaluru City University

NAAC Accredited 'A' Grade

AICTE Approved ISO 9001:2015 CERTIFIED

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

Ph: 080-22955382 Fax: 080-23462472: smilesicm@gmail.com/info@sicm.edu.in www.sicm.edu.in

SICM/IQAC/ IM/04 /2024-25

Date: 28/5/2025

Circular

The Heads of the Departments and the Programs Heads are informed to attend the IQAC meeting to discuss the following matters on 29.5.2025 at 8 AM in Principal's Cabin.

Agenda -

1. Odd Semester 25-26 -Plan of Action
2. Certificate Courses to be offered from all Departments
3. Induction Program for BBA and BCA
4. Any other relevant matter with the permission of the chair.

Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR

Prof Vidya Shivannavar
PRINCIPAL

Seshadripuram Institute of
Commerce & Management
39 & 40, Girls' School Street,
Seshadripuram, Bengaluru-20.



SESHADRIPURAM EDUCATIONAL TRUST
SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

Permanently Affiliated to Bengaluru City University

NAAC Accredited 'A' Grade

AICTE Approved ISO 9001:2015 CERTIFIED

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

Ph: 080-22955382 Fax: 080-23462472: smilesicm@gmail.com/info@sicm.edu.in www.sicm.edu.in

Sl.No	Name	Designation	Signature
1	Prof. Vidya Shivannavar	Principal	
2	Punitha G	Head, Department of Commerce	-
3	Pramod A V	Program Head B.COM(BDA)	
4	Amar H A	Program Head BBA	
5	Ravishankar B S	Program Head B.COM(A&F)	
6	Bhuvaneshwari R S	IQAC Co-ordinator	
7	Roopa H R	Head, Department of Computer Science	
8	Asha G	Head, Department of Kannada	
9	Dilip Kumar Yadav	Head, Department of Hindi	
10	Dr. Kavitha B	Head, Department of Sanskrit	
11	Sharada S	IQAC Member	
12	Ravikumar M	Librarian	

PRINCIPAL

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

Minutes of the Meeting

Date – 29/5/2025

Attendees:

Heads of Departments and Program Heads

Chaired By:

Principal

Agenda:

Discussion on the Plan of Action for Odd Semester

Resolutions Passed:

1. Odd Semester 2025–26: Plan of Action

- All Department and Program Heads were instructed to plan the curricular and co-curricular activities for the upcoming semester.
- The inclusion of the new CA section was discussed in detail. Special morning classes from 7:00 AM to 10:00 AM will be conducted for this section. The feasibility of integrating these classes into the general timetable was examined.
- It was decided that Language classes would be scheduled on Saturdays, while non-core subjects such as EVS and Constitutional Values would be conducted towards the end of the semester.
- It was recommended that Add-on courses for the CA section be supplemented with one-day seminars or workshops focused on career opportunities in the Chartered Accountancy domain.

2. Certificate Courses

- Each department was asked to finalize the certificate courses to be offered during the academic year.
- The Kannada Department Head proposed a certificate course in collaboration with a media house, aimed at enhancing language skills for media careers.
- The English Department was advised to organize a certificate course in Spoken English, which is crucial for students' overall development.

- Industrial tours and certificate courses should be planned and conducted in alternate semesters by the Departments of Commerce, Management, and Computer Applications.

3. Induction Program

- A session on the IIT Mumbai Spoken Tutorial should be conducted for all faculty members by Dileep Kumar from the Admin Wing to introduce and familiarize them with the platform.
- The Induction Program for BCA and BBA students will be scheduled for 7 days. Program Heads- BBA and BCA are required to prepare a detailed schedule well in advance.
- The members were also suggested to organize awareness programs and sessions on competitive exams, including UPSC, Banking, and other allied examinations to benefit interested students.


IQAC COORDINATOR


PRINCIPAL 30/5/25
**Seshadripuram Institute of
Commerce & Management
39 & 40, Girls' School Street,
Seshadripuram, Bengaluru-20.**



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

NAAC ACCREDITED 'A' GRADE

(Permanently Affiliated to Bengaluru City University)

AICTE APPROVED ISO-9001:2015

No. 40, Girls' School Street, Seshadripuram, Bengaluru-560020.

Ph: 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

SICM/IQAC/ IM/03 /2024-25



Date: 28/1/2025

Circular

The following faculty members are informed to attend the IQAC meeting to discuss the following matters on 30.1.2025 at 11 AM in Principal's Cabin.

Agenda -

1. Even Semester 24-25: Plan of Action
2. Departmental Meeting to discuss
 - Course outcomes with Program Outcomes Mapping
 - Student-centric pedagogies
 - Certificate Courses to be conducted
3. Revisions required to the Prashikha-Work diary
4. Mirror: Mentoring Record Document and Mechanism strengthening
5. Review to the Merged forums—Feedback
6. Important programs to be conducted in this Semester

Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR

Prof Vidya Shivannavar

PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girls' School Street,
Seshadripuram, Bengaluru-20.

Sl.No	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Assoc Prof Punitha G	Head, Dept of Commerce	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Assoc Prof Amar H A	Program Head, BBA	
5	Dr. Poornima S	Department of Kannada	
6	Dr. Kavitha B	Department of Sanskrit, Head, Discipline Committee	
7	Prof. Dilip Kumar Yadav	Department of Hindi	
8	Asst. Prof. Roopa H R	Head, Dept of Computer Applications	

9 SHARADA S

IQAC, member



Minutes of the Meeting

The IQAC members were informed to attend the IQAC meeting to discuss the Plan of Action for the Even Sem – 2024-25 on 30.01.2025 at 11 AM in Principal's Cabin.

Resolutions:

1. Even Semester 24-25: Plan of Action

Even semester plan of action should be planned from 10th February 2025 as the university examination is up to 8th February 2025.

2. Departmental Meeting to discuss

The HOD's were informed to conduct departmental meetings and finalise the following:

- Student-centric pedagogies
- Certificate Courses to be conducted
- A practical session on Course outcomes with Program Outcomes Mapping to all the staff members

3. Revisions required to the Prashiksha-Work diary

- New template to be given with all revision for the existing Prashiksha-Work diary on CO PO mapping to be included.
- Co PO Mapping should be done from SEP batch odd semester 2024-25.
- Faculty Individual time table to be pasted in work diary.

4. Mirror: Mentoring Record Document and Mechanism strengthening

Implementation from the AY 2025-26 for the mentoring record would be as follows:

- G-form to be created for collecting the details of the mentee.
- Minimum 2 mentor-mentee meetings to be conducted and recorded in the template issued by the HoD Department of Commerce and Management.
- From the next academic year, each mentor will be allotted 30 students from a single batch.

5. Review to the Merged forums—Feedback

All IQAC members expressed satisfaction with the merger of forums and recommended that Bhasha Sangama organize events for the English and Hindi departments in the Even semester.

6. Important programs to be conducted in this Semester

The following forums compulsorily should roll out the events in the even semester:

- Eco-Mitra – Revival of C-Step MOU and conduct awareness sessions
- Awareness session on Sustainability Report from CA/CS
- E-waste drive to be conducted from BCA and BBA departments.


Assoc. Prof Bhuvaneshwari R S

TQAC COORDINATOR


Prof Vidya Shivannavar
PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girls' School Street,
Seshadripuram, Bengaluru-20.

ACTION TAKEN REPORT

Reference: SICM/IQAC/ IM/03 /2024-25

Date: 28/1/2025

1. All forum convenors were informed to prepare Even Semester 24-25 Plan of Action
2. The HOD's conducted Departmental Meetings in the 1st week of February 2025.
3. The effective revisions required to the Prashiksha - Work diary will be implemented in the next AY 2025-26.
4. The effective revisions required in Mirror: Mentoring Record Document and Mechanism strengthening will be implemented from AY 2025-26.
5. Language heads were informed to plan the events from Bhasha Sangama forum members and conduct events.


Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR


Prof Vidya Shivannavar

PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girls' School Street,
Seshadripuram, Chennai - 600 020.



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT
NAAC ACCREDITED 'A' GRADE

(Permanently Affiliated to Bengaluru City University)

AICTE APPROVED ISO-9001:2015

No. 40, Girls' School Street, Seshadripuram, Bengaluru-560020.

Ph: 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

SICM/IQAC/ IM/02/2024-25



Date: 4/10/2024

Circular

The following faculty members are informed to attend the IQAC meeting to discuss the following matters on 05.10.2024 at 12.30 PM in Principal's Cabin.

Revisions to be done in the following Policies so far followed:

- Attendance Policy
- Dress Code policy
- EVS – New course under SEP

Sl.No	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Assoc Prof Punitha G	Head, Dept of Commerce	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Assoc Prof Amar H A	Program Head, BBA	
5	Dr. Poornima S	Department of Kannada	
6	Dr. Kavitha B	Department of Sanskrit, Head, Discipline Committee	
7	Prof. Dilip Kumar Yadav	Department of Hindi	
8	Assoc Prof Vinija C	Attendance Forum, Convenor	

Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR

Prof Vidya Shivannavar

PRINCIPAL

**Seshadripuram Institute of
Commerce & Management**
40, Girls' School Street

Minutes of the Meeting

The following faculty members are informed to attend the IQAC meeting to discuss the following matters on 05.10.2024 at 12.30 PM in Principal's Cabin.

Revisions to be done in the following Policies so far followed:

- Attendance Policy
- Dress Code policy
- EVS as a Compulsory Subject for First years under (SEP)

Resolutions:

Revisions to the Attendance Policy – Odd Semester 2024-25

In consultation with the Principal and the IQAC, the following revisions have been made to the attendance policy regarding students participating in extracurricular activities. These updates aim to ensure consistency in marking attendance in both the registers and IPomo.

1.Full-Day Event Participation:

Students who attend events for the entire day without attending any classes will be marked absent for that day. However, their attendance will be updated by the Attendance Committee at the end of the semester. Teachers must note the reason for absence in their registers at the time of marking attendance.

2.Partial-Class Attendance:

Students who attend a few classes before participating in events should be marked present for all classes conducted that day. This should be reflected both in the register and in IPomo.

3.Submission of List of students:

Forum convenors are required to submit a list of students attending the event, signed by both the principal and the convenor. This list should be posted in the official SICM group.

A copy of the list must also be shared with the Attendance Committee prior to the event. These revisions are effective immediately from the Odd Semester of 2024-25.

Updated Dress Code Policy

In response to evolving student preferences, particularly among female students, the core committee, in consultation with the principal, has decided to relax the existing dress code.

Previously restricted to wearing salwars, students are now permitted to wear T-shirts as well. However, it is emphasized that students must maintain a decent and appropriate appearance at all times. This change aims at greater flexibility while ensuring that students adhere to standards of modesty and decorum.

Introduction of Environmental Science (EVS) Course for First-Year Students

In accordance with the Bengaluru City University notification dated 19th September 2024, the Environmental Science (EVS) course has been made compulsory for all first-semester students as part of the State Education Policy, effective from the academic year 2024-25.

The necessary steps to appoint faculty and commence classes have been communicated to the Time Table Committee and the Office Superintendent for timely implementation.

Student Conclave:

The members also discussed and decided that Aikya, the centre for Career Development would organise a Student Conclave based on the theme - "TECHVANTAGE: AI ESSENTIALS" with the Resource Person Mr Sai Krishna Vyas, Finance Consultant for Accenture Solutions Pvt Ltd Co-Founding team member for rcHRmd.



Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR



Prof. Vidya Shivannavar

PRINCIPAL

**Seshadripuram Institute of
Commerce & Management
40, Girl's School Street,
Seshadripuram, Bangalore**

ACTION TAKEN REPORT

REF- SICM/IQAC/ IM/02 /2024-25

Date: 05/10/2024

1. The revised **Attendance Policy** was communicated to all staff members and class teachers for immediate implementation.
2. The staff were informed of the changes in the **Dress Code**, particularly the relaxed guidelines for female students.
3. Faculty members were notified about the introduction of the **Environmental Science (EVS)** course. Faculty appointments were made, and classes were scheduled from **14th October 2024**.
4. The **Student Conclave** was successfully conducted on **14th October 2024**.



Assoc. Prof. Bhuvaneshwari R S

IQAC COORDINATOR



Prof. Vidya Shivannavar

PRINCIPAL

**Seshadripuram Institute of
Commerce & Management
40, Girls School Street,
Seshadripuram, Bangalore - 20**

Revisions to the Attendance Policy – Odd Semester 2024-25

In consultation with the Principal and the IQAC, the following revisions have been made to the attendance policy regarding students participating in extracurricular activities. These updates aim to ensure consistency in marking attendance in both the registers and IPomo.

1. Full-Day Event Participation:

Students who attend events for the entire day without attending any classes will be marked **absent** for that day. However, their attendance will be updated by the Attendance Committee at the end of the semester. Teachers must note the reason for absence in their registers at the time of marking attendance.

2. Partial-Class Attendance:

Students who attend a few classes before participating in events should be marked **present** for all classes conducted that day. This should be reflected both in the register and in IPomo.

3. Submission of List of students :

Forum convenors are required to submit a list of students attending the event, signed by both the principal and the convenor. This list should be posted in the official SICM group.

A copy of the list must also be shared with the Attendance Committee prior to the event.

These revisions are effective immediately from the Odd Semester of 2024-25.

Note: Please refer the Faculty Manual as well as Student Manual for comprehensive policy, role and responsibilities of the forum

<https://www.sicm.edu.in/downloads/manuals/student-manual.pdf>

<https://www.sicm.edu.in/downloads/manuals/faculty-manual-2023.pdf>


IQAC COORDINATOR


PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girl's School Street,
Seshadripuram, Bangalore - 20



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT
NAAC ACCREDITED 'A' GRADE

(Affiliated to Bengaluru City University)

AICTE APPROVED ISO-9001:2015

No. 40, Girls' School Street, Seshadripuram, Bengaluru-560020.

Ph: 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

SICM/IQAC/ IM/02 /2024-25



Date: 18/9/2024

Circular

The following faculty members are informed to attend the IQAC meeting to discuss the following matters on 18/9/2024 at 1.10 PM in Principal's Cabin.

- Certificate Courses to be offered for the B.com/ BBA/ BDA/ BCA Programs
- Certificate Courses from the Language Departments

Sl.No	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Assoc Prof Punitha G	Head, Dept of Commerce	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Assoc Prof Amar H A	Program Head, BBA	
5.	Asst. Prof Roopa R	Program Head, BCA	

Assoc. Prof Bhuvaneshwari R S

Prof Vidya Shivanavar
 PRINCIPAL
 Seshadripuram Institute of
 Commerce & Management
 # 40, Girl's School Street,
 Seshadripuram, Bangalore 560020

Minutes of the Meeting

An internal meeting was convened by the Principal with the Core members to discuss and finalise the following agenda on 18/9/2024 at 1.10 PM in Principal's Cabin.

- Certificate Courses to be offered for the B.com/ BBA/ BDA/ BCA Programs
- Certificate Courses from the Language Departments

Resolutions:

The Heads of each program discussed and updated the finalised Certificate Courses that were in the process of execution in consultation with the Principal.

Paid Value Added Certificate Courses –

- Financial Planning and Wealth Management by Fin mark for 30 hrs
- SAP S4 HANA

Certificate Courses from the IIT Mumbai Spoken Tutorial

Selected courses from the IIT Mumbai Spoken Tutorial platform were finalised and was to be assigned for all students and should be tagged with the internal assessment marks.

- I Sem B.Com students – Introduction to Computers
- I Sem BDA students - Latex
- III Sem B.Com/BBA Students – Inkscape
- V Sem B.Com/BBA Students - Employability Skills

Certificate Courses from the Language Departments –

- It was discussed and finalised that Kannada Department should come up with a course either Nudi Typing training or a course on compulsory Kannada Fundamentals beneficial for Competitive Exams

- It was discussed and finalised that Sanskrit Department in association with the Sanskrit University should finalise relevant certificate course.
- It was discussed and finalised that English Department would take up INKSCAPE as compulsory course and also offer Effective Soft Skills Course from ADD ON Courses offered to students in I Semester.

The department Heads of BCA and BBA should finalise with the title of Certificate Courses that they would be implementing this academic year and update the principal.


Assoc. Prof. Bhuvaneshwari R S


Prof. Vidya Shivannavar
PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girl's School Street,
Seshadripuram, Bangalore - 20

ACTION TAKEN REPORT

REF- SICM/IQAC/ IM/02 /2024-25

Date: 18/9/2024

1. The Program Heads and Department Heads finalized the relevant certificate courses to be offered for each semester, in alignment with the university-prescribed syllabus.
2. The Program Heads/Heads of Language Departments were assigned the responsibility of taking care of the Certificate Courses from planning till execution.


Assoc. Prof. Bhuvaneshwari R S


Prof. Vidya Shivannavar
PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girl's School Street,
Seshadripuram, Bangalore - 20



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

NAAC ACCREDITED 'A' GRADE

(Affiliated to Bengaluru City University)

AICTE APPROVED ISO-9001:2015

No. 40, Girls' School Street, Seshadripuram, Bengaluru-560020.

Ph: 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

SICM/IQAC/ IM/01 /2024-25



Date: 03/8/2024

Circular

The following faculty members are informed to attend the IQAC meeting to discuss the following matters on 06.08.2024 at 9.30 AM in Principal's Cabin.

- BCA and BBA -Induction Program
- Syllabus discussion for the VAP -24-25
- Certificate Courses
- Value Added Program to be retitled as ADD ON Courses
- Placements enhancement strategy for the year 24-25

SLNo	Name of the Faculty		Signature
1.	Assoc. Prof Bhuvaneshwari R S	IQAC Coordinator	
2.	Assoc Prof Punitha G	Head, Dept of Commerce	
3.	Assoc Prof Pramod A V	Program Head, BDA	
4.	Assoc Prof Amar H A	Program Head, BBA	
5.	Assoc Prof Vinija C	VAP Coordinator	
6	Asst. Prof. Bharath P N	Placements Officer	

Assoc. Prof Bhuvaneshwari R S

IQAC COORDINATOR

Prof Vidya Shivannavar

PRINCIPAL

Seshadripuram Institute of
Commerce & Management
40, Girl's School Street
Seshadripuram, Bangalore

Minutes of the Meeting

An internal meeting was convened by the Principal with the Core members to discuss and finalise the following agenda on 6/8/24 at 9.30 AM in the Principal's Cabin.

- BCA and BBA -Induction Program
- Syllabus discussion for the VAP -24-25
- Certificate Courses from IIT, Mumbai.
- Value Added Program to be retitled as ADD ON Courses
- Placements enhancement strategy for the year 24-25

Resolutions:

BCA and BBA -Induction Program

A week-long Induction Program for BBA and BCA students was finalized, with events like Zumba, creative arts and writing, a lecture on Indian Knowledge Systems, a campus tour, industry expert talks, a lecture on Universal Human Values, and a visit to ISKCON.

It was discussed and decided to conduct Pre-assessment test for all the first-year students from all departments and all the HOD's should be submit the report of the same.

Syllabus discussion for the VAP -24-25

The syllabus for the Value-Added Program for the 2024-25 academic year was reviewed, and suggestions were made by the members to include new and relevant skill sets for the current students, focusing on employability Repetitive units were removed and the syllabus was restructured accordingly.

It was also finalised that he Department of English should offer the Certificate Courses for first and second-semester students, concentrating on communication and correspondence enhancement skills. This will be titled the "Effective Interpersonal Skills Course. The syllabus would be designed and supervised by the department.

Certificate Courses from IIT, Mumbai

The members unanimously agreed that the compulsory certificate courses should be selected from the Spoken Tutorial program by IIT Mumbai. Program Heads, along with the Heads of the Commerce, Management, and Computer Applications departments, will choose specific courses that enhance students' resumes and contribute to their learning.

Value Added Program to be retitled as ADD ON Courses

Starting from the AY 2024-25, the Value-Added Program will be renamed as "**ADD-ON Courses.**" A meeting was to be called with Glisten, the service provider, to discuss incorporating new suggestions into the revised syllabus. It was decided that these classes will emphasize activity-based learning.

Placement's enhancement strategy for the AY 2024-25

The principal emphasized the need to enhance strategies for student enrolment and successful participation in the placement process. It was suggested that more awareness sessions on career opportunities should be conducted starting from the 4th semester, along with a stronger focus on mock interviews and confidence-building sessions. A strong follow up with the final year students is to be taken up.


Assoc. Prof. Bhuvaneshwari R S
IQAC COORDINATOR


Prof. Vidya Shivannavar 6/8/24
PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girl's School Street,
Seshadripuram, Bangalore - 56

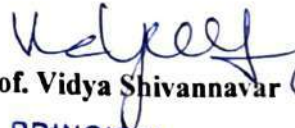
ACTION TAKEN REPORT

REF- SICM/IQAC/ IM/01 /2024-25

Date: 03/8/2024

1. The Induction Program for the BBA and BCA students was successfully designed and executed from 12th August 2024 to 23rd August 2024.
2. A meeting with the Glisen in-charge officer and the Placement Officer from the Trust was held to finalize the syllabus, with valuable inputs incorporated into the new syllabus formation.
3. The Program Heads and Department Heads finalized the relevant certificate courses to be offered for each semester, in alignment with the university-prescribed syllabus.
4. The Value-Added Programs was successfully renamed as ADD-ON Courses.
5. The Placement Officer developed a strategy to enhance student enrolments in the placement process.
6. The Pre-assessment test for all the first-year students was conducted from 19th August 2024 to 24th August 2024.


Assoc. Prof. Bhuvaneshwari R S
IQAC COORDINATOR


Prof. Vidya Shivannavar 6/8/24
PRINCIPAL
Seshadripuram Institute of
Commerce & Management
40, Girl's School Street,
Seshadripuram, Bangalore - 20