

93
YEARS OF
ACADEMIC
WISDOM

Faculty Handbook



SESHADRIPURAM EDUCATIONAL TRUST

SESHADRIPURAM COLLEGE

POST GRADUATE DEPARTMENT OF COMMERCE

Affiliated to Bengaluru City University

NAAC Accredited A++ ISO 9001:2015 Certified

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SESHADRIPURAM EDUCATIONAL TRUST

Vision & Mission

Seshadripuram Education Trust aims to surge ahead with a Dynamic Outlook, Dedicated Mindset and Progressive Approach.

- ❑ Seshadripuram Educational Trust believes that every individual from each stratum of society needs affordable, relevant, and quality education to fulfill personal aspirations.
- ❑ To impart academic education as well as life transforming values to each and every student, irrespective of their socio-economic or financial background.
- ❑ 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.
- ❑ In fulfillment of its Vision, the Trust commits itself to a Mission 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 empowerment at all levels- right from an individual to the society & nation.
- ❑ Thus 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 COLLEGE POST GRADUATE DEPARTMENT OF COMMERCE

OUR VISION

To transform the lives of students to develop professional competence and responsible citizenship.

OUR MISSION

To build a Community of learners to Value Excellence.
To take constructive action & develop commitment to apply knowledge to improve human well-being.
To develop an outlook with intellectual inquiry, self-reflection and thoughtful leadership.

OUR 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.

OUR MOTTO

Resonate with Relevance

The faculty handbook is a roadmap which helps faculty to navigate their career through the institution. While one gets to find out written and unwritten rules as one progresses through one's career in the institution a handbook such as this is particularly useful for full-time faculty and visiting faculty, who join our institution. It takes you through the annual academic calendar and important events that happens in the organization. While every effort has been made to keep the handbook up-to-date and accurate, it cannot be regarded as an authority; in the end, it is a guide and details regarding specifics need to be confirmed from administration when the need arises. Any suggestions and feed back to improve the quality of this handbook will be highly appreciated.



ABOUT SESHADRIPURAM EDUCATIONAL TRUST

Seshadripuram Educational Trust (SET), a pioneering educational trust of Karnataka was founded in 1930. In the course of its sustained growth spanning eight decades, it has established itself as one of the foremost educational organizations in the state. SET has grown as a global conglomerate of premier educational institutions and as a symbol of emergent free India, catering to a total student population of over 24500 plus across 34 institutions. The Trust engages more than 1500 plus employees and provides education ranging from pre-school to post graduation and research. For more information visit www.set.edu.in

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Vice-President

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Vice-President

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Hon. Joint Secretary

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College Staff Representatives

Dr. B.G. Bhaskara , Principal

Dr. Bhargavi V.R. Director, Post Graduate Department of Commerce

Mr. Swaroop R, Staff Secretary

Smt. Savitha Bai, Office Superintendent

Bengaluru City University Representative

Sri Prakash K Rathore
MLC and Academic Council Member



SESHADRIPURAM COLLEGE

Established in 1973, Seshadripuram College has carved a niche for itself among the premier educational institutions of Karnataka and has been placed in the highest grade-A++ in the NAAC accreditation process. The students regularly feature amongst the rank holders of the university. The college regularly features among the top ten colleges of the city in India Today rankings. In the four decades of its existence it has grown from the meagre strength of thirty students at inception, the student strength has grown substantially to more than 3000 with a commensurate expansion of the faculty. The college offers under graduate programs (B.Com., B.Com. (Honours), B.B.A. and B.C.A.) and Post graduate programs (M.Com., M.Com.F.A. and M.Com.I.B.).

LOCATION

Located in the heart of the city, the Seshadripuram College campus is a landmark that is well known to one and all. It is well – connected by bus to all parts of the city, is a mere 2 kms from the main Majestic bus terminus and railway station and has a Metro station at walking distance. In addition, the college is located in front of a beautiful park with lush greenery which makes for a great relaxing spot for our students. Outdoor sports practice and activities are conducted in the adjacent grounds. The presence of various types of business establishments around makes it easy for students to gather data for projects. The trendy eateries and malls around the college is an added attraction to students. The college is also located within a kilometre's distance from a hospital and police station ensuring that any emergency is attended to immediately.

“Your future is in your hands and ours in the fervor of Post Graduate Department of Commerce.”

Established in 2013 the department strives to give students the edge for success in the world that demands smart, flexible and effective leaders. Furthermore sculpting the next generation to face complex range of challenge and develop their capacity to steer responsibly. The academic staff comprises of faculty who stimulate "apparently ordinary" people unusual effort.

PROGRAMS OFFERED

Master of Commerce (M.Com.)

Master of Commerce (M.Com) is a Post Graduate program which provides a platform to students to articulate their multidimensional skills in diverse magnitude. The programme aims towards acquisition of knowledge through action and directed towards giving a practical and current view based on the strong theoretical background. In order to meet the challenges of today's complicated world, our vision is to build a solid foundation of self- concept, so that they can acquire the necessary inner and outer life skills that can help them to take on the challenges that life presents confidently.

Master of Commerce in Financial Analysis - M.Com. (F.A.)

Master of Commerce in Financial Analysis M.Com (F.A.) a Post Graduate program which provides platform to students by professional education and training in various aspects of Business. This program provides a blend of Finance and Accounting knowledge for corporate exposure. It provides prospects to develop managerial and analytical skills to meet global challenges by the sense of confidence, Competence and Skill enhancement.

Master of Commerce in International Business - M.Com. (I.B.)

Master of Commerce in International Business M.Com (I.B.) is a Post Graduate program which impart education and provides wide exposure towards International Business and its environment. Due to the paradigm shift in cultural diversity it is inevitable to be equipped with global competencies and meet the vibrant comprehensive level challenges. In this course students will be trained with global proficiencies and skills.

OUR FACULTY

Full- Time Faculty

Sl. No.	Name of the Faculty	Qualification
1.	Dr. B.G. Bhaskara Principal	M.Com, Ph.D.
2.	Dr. Bhargavi V.R. Professor and Director	M.Com., MBA., M.Phil., PGDCP, PhD.
3.	Ms. Reshma B. Assistant Professor	M.Com., PGDBA
4.	Mr. Swaroop R. Assistant Professor	M.Com., MBA.
5.	Mr. Mukund V. Koushik Assistant Professor	M.Com, PGDBA
6.	Mr. Jagtap Amol Pradeep Assistant Professor	MBA, DHRM
7.	Ms. Shruthi. S. Assistant Professor	M.Com
8.	Dr. K. Nagavani Associate Professor	M.Com, M.Phil. MBA, PhD.

Visiting Faculty

Sl. No.	Name of the Faculty	Qualification
9.	Mr. Mahesh N.	B.Sc. (Biology), Japanese Language Trainer
10.	Dr. Alok Chhajer	PhD. (Marketing of Financial Services), PGDM
11.	Dr. Meera Suresh	MCA., MBA., M.Phil., PGD in Computer Software Applications, PhD.

FULL-TIME FACULTY – When you are NEW

Immediately on joining:

- (1) You have to make a visit to the Administration Section to complete joining formalities and submit original certificates to the institution.
- (2) Open a Savings bank account with Bank of India.
- (3) Get Identity Card from the Library.
- (4) To get bio-metric identification done at the Administrative Office.
- (5) Meet the Director and discuss about the roles and responsibilities.

COLLEGE WORKING HOURS

For faculty

Monday - Saturday - 8.00 a.m. – 3.00 p.m.

Library - 7.30 a.m. – 9.00 p.m.

Administration Office - 7.30 a.m. – 2.00 p.m.

For Students

Monday - Saturday - 8.30 a.m. – 3.15 p.m.

Class Schedule - 1 hr. session

Library - 7.30 a.m. – 9.00 p.m.

Administration Office - 7.30 a.m. – 2.00 p.m.

ETHICS AND CODE OF CONDUCT

The institution attaches great importance to integrity, honesty and discipline of its faculties. They are required to follow certain basic code of conduct:

- ❑ Talking to the press (this includes all forms of interaction with print and electronic media) on any matter should generally be avoided, and left to concerned authorities of the institution, any act against the institution or its employees will be considered serious offence.
- ❑ Redressal of Grievances: If a faculty has any grievance, it can be shared with the Director in writing and the redressal will be communicated within three working days. The acts of indiscipline include-Drunkenness, damage or defacing the institution property, violent or disorderly behaviour, theft or fraud or dishonesty, or any act in words, action and deed which becomes detrimental to the institution and its associates. The institution reserves the right to take a course of action against any person for their misconduct.



A calendar year is divided in to 2 semesters:

ODD Semester: Nov – March

EVEN Semester: May - August

TEACHING HOURS

Each Semester will be of 16 weeks or more duration with a minimum of 90 actual working days. Every faculty has to teach for 16 hours per week for Assistant Professors, 14 hours for Associate Professor and Professor. Faculty have to visit the Library and be active in the research vertical as well.

WHAT WE EXPECT?

As the saying goes “In order to be a good teacher, not only should you love teaching, but love students”. The main areas in which faculty members can contribute to the institution are Teaching, Research, and Community Service.

- ❑ **Teaching:** Faculty are required to take the classes scheduled according to the Timetable. Before the classes kick start faculty are required to share their class schedule (i.e., Lesson Plan) with specifics about Pre-reading, Module wise objectives, Learning Outcome, Teaching Pedagogy to be adopted and further reading (see Annexure 1). Before the commencement of the classes’ faculty are required to share the subject Workbook or materials.
- ❑ **Research:** The institution strongly believes Teaching without research is incomplete. In addition to teaching faculty are required to conduct quality research, present papers in Seminars and Conferences and publish their work in reputed National and International Journals and guide students also in the same direction. (Note – A Research Fund is constituted by the Trust where faculty can apply according to the procedures and avail funds).
- ❑ **Community Services:** The vision of the institution is to mold students to be socially productive and morally responsible citizens and the Faculty have to lead students in the direction of Community Engagement.

At the end of the Academic Year faculty profile has to be updated and shared for Evaluation of faculty performance. The trust expects the faculty to be updated on a continuous basis. Faculty are expected to be tech savvy and use Information and Communication Technology (ICT) platform to the fullest extent.

Note - The medium of instruction shall be English. However, a candidate will be permitted to write the examination either in English or in Kannada. Faculty are expected to teach in English only and guide students if they have Communication challenges. (Note – Students with Communication problems can contact the Writing Centre or Sign up for Language Lab training).

SCHEME OF EXAMINATION

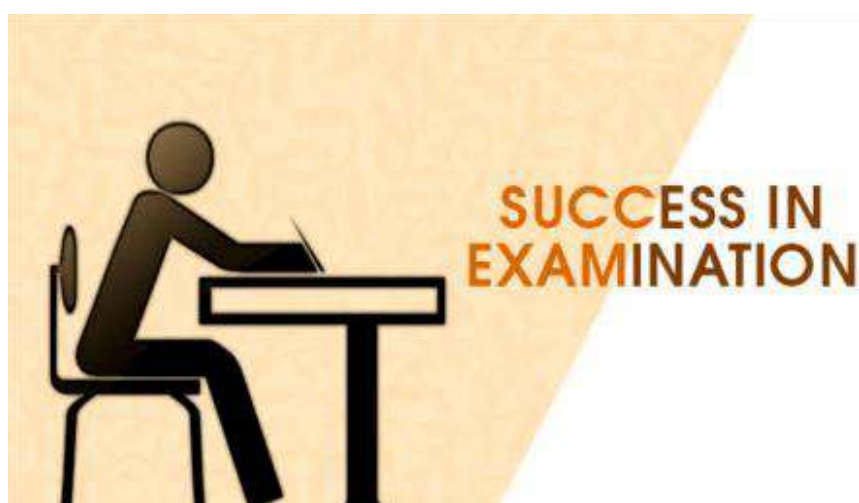
There shall be a University examination at the end of each semester. The details of the scheme of examination are as given below:

Sl. No.	Course	Duration	No. of papers per semester	Maximum Marks Per Semester	No. of Credits
1	M.Com.	I & II	6+1	700	52 (26+26)
2	M.Com. (F.A.)	I & II	6+1	700	52 (26+26)
3	M.Com. (I.B.)	I & II	6+1	700	52 (26+26)

Each semester will normally have six (Hardcore) and one (soft core) paper and each shall be for 100 marks. The composition of theory and internal assessment marks for each paper will be 70 and 30 respectively. However, in Computer related papers it will be 70+30 (theory + practical). Every theory paper shall ordinarily consist of two/three sections, developed to testing of conceptual skills, understanding skills, comprehension - skills, articulation and application skills. In case of theory papers the various components of internal assessment will be as follows:

- a) **Assignment** – 5 Marks
- b) **Attendance** – 5 marks
- c) **Internal Test** – 20 Marks (The test shall be for one hour and forty five mins. duration carrying 50 marks. The marks scored by the candidate shall be later reduced to 20 marks).

There shall be no minimum in respect of internal assessment. However minimum pass in each paper shall be 40% in semester end exam (28 Marks out of 70 Marks) and 50% aggregate of all papers in that semester. A candidate shall be declared to have passed the PG program if he/she secures at least a CGPA of 4.0 (Course Alpha-Sign Grade C) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as Theory Papers / Practical's / Project Work / Dissertation / Viva-Voce.



Service Learning Internship

Each student will select one N.G.O. for his training after the first semester. The student will study the N.G.O. structure, History, Vision and mission, type, Nature and the like, beside studying the Institution design, motto, Functional Chart, Policies & Procedures followed and submit a report at the end of second semester.

Internship on Org Study

Each student will select one business unit – a manufacturing or service organization for his training after the second semester. The student will study the organizational structure, financial position, information systems, customer profile, profile of competitors and the like, besides studying the marketing, HR and operations practices and submit a report in the beginning of third semester which will be evaluated for 50 marks by single examiner.

Project Dissertation

Each student will choose business research project/live business problem in a business organization or industry, and prepare a dissertation report. The student will work under the guidance of a faculty member on it during the III and IV semesters, prepare a report based on his/her work under the guidance of a faculty member and submit at the end of IV semester. This will be evaluated for 150 marks.

Results

The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations. A Candidate who fails in any of the unit / project work / Project Report / dissertation /viva-voce shall reappear in that unit / project work / Project Report / dissertation / viva voce and pass the examination subsequently.

Classification of Successful candidates:

Minimum for a pass in each paper shall be 40% (Semester paper in that/end paper no minimum for internal assessment) and 50% in aggregate of all the semester. However, minimum pass in each paper shall be 40% in semester end exam and 50% in aggregate of all papers in that semester. The successful students will be categorized as follows:

- First Class with Distinction 70% and above (A+, A++ or O)
- First Class 60% and above but less than 70% (A)
- High Second Class 55% and above but less than 60% (B+)
- Second Class 50% and above but less than 55% (B)
- Pass Class 40% and above but less than 50% (C)

INTERNAL ASSESSMENT AND EXAMINATION SCHEDULE

Internal Assessment

Particulars	ODD Semester (November- March)	EVEN Semester (May - August)
Unit Test 1 Question Paper Submission	2nd Week of January (50% of Syllabus)	3rd Week of June (50% of Syllabus)
Unit Test 1 & Assignments	3rd week of January Submission of Unit test 1 scores	4th Week of June Submission of Unit test 1 scores
Scores Submission	4th week of February	4 th week of July
Unit Test 2 Question Paper Submission	2 nd week of March	4th week of August
Unit Test 2 & Assignments	3rd week of March Submission of Unit test 2 scores and assignment scores	5th week of August Submission of Unit test 2 scores And Assignment scores
Scores Submission	4 th week of March	1st week of September
Bangalore University External Examination (tentatively)	April	September

Note: Students should be given: a) 1 Individual topics for Assignments b) One Group Assignment is mandatory & have to be presented by the student in the class, along with report submission.

QUESTION PAPER TEMPLATE

Internal Test Question Paper Template

Section – A	Answer any five Questions out of seven. Each Question Carries Two Marks	5x2=10
Section – B	Answer any Three Questions out of five. Each Question Carries Five Marks	3x5=15
Section – C	Answer any one Questions out of three. Each Question Carries Twelve Marks.	1x13=13
Section - D	Compulsory Skill Based Question on Subject	1x12=12

External Exam Question Paper Pattern

Section – A	Answer any Seven Questions out of ten. Each Question Carries Two Marks	7x2=14
Section – B	Answer any Four Questions out of six. Each Question Carries Five Marks	4x5=20
Section – C	Answer any Two Questions out of Four. Each Question Carries Twelve Marks	2x12=24
Section – D	Compulsory Skill Based Question	1x12= 12

OTHER RESPONSIBILITIES

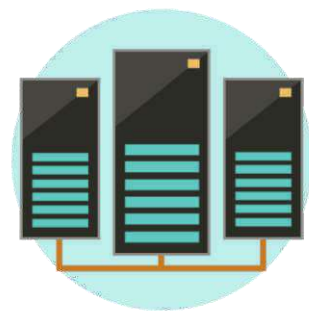
- ❑ **Attendance and Course Tracking System (ACTS):** The College is particular as far as the attendance is concerned. It is mandatory for all students to maintain a minimum attendance of 75% without which they will not be allowed to appear for their exams. Class- 5th of every month attendance status of all the students will be displayed on the Notice board.
- ❑ **Mentoring:** Our College believes that every student deserves an opportunity to make optimum use of her or his abilities. With this view in mind, our college has started the practice of mentoring in which every student has a mentor who will focus on the overall development of the student.
- ❑ **Examination:** The faculty are responsible for the smooth functioning of internal and external examination as well as liaison with the university work and extend their cooperation.
- ❑ **Ethos:** 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, clubs and associations to encourage both co-curricular and extra-curricular activities. The ethos or spirit of the college is created through these channels (See Annexure 2 & 3).

FACILITIES

Good infrastructural facilities are the foundation upon which a college may carry out its functions fruitfully. Our college houses an array of facilities which take care of the basic human as well as the academic and recreational needs of its students. Our facilities employ the most recent technologies to ensure the comfort and well-being of students and also provide them ways to be physically and mentally engaged. It also gives them a good platform to interact with their peers, teachers and important members of the society so that they may learn more and grow more.

PHYSICAL INFRASTRUCTURE

- ◆ Conference Hall
- ◆ Seminar Hall and Auditorium
- ◆ Girls' Hostel
- ◆ Canteens
- ◆ Clinic
- ◆ Indoor Game Centre and Gymnasium



KNOWLEDGE INFRASTRUCTURE


- ◆ Library/ Digital Library
- ◆ Inlib Net
- ◆ Business Lab
- ◆ English Language Lab
- ◆ Computer Lab
- ◆ Learning Lab
- ◆ Delnet



FOR FURTHER QUERIES

Visit us  www.pg.spmcollege.ac.in

Write to us  info@pg.spmcollege.ac.in

Call us  080 – 22955357

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Seshadripuram College**



Ethos List

Research Club	Centre For Professional Development	Grievance (SPANDANA) Academic and Administrative
Lakshya - Commerce and Management Club	Centre for Industry Interface	Centre For Indian Ethos
Tarang – Cultural Club	E-Cell	Discipline and Anti Ragging
Sports Club	Internships and Projects Committee	Human Rights Protection
Rotaract Club	Centre For Mentoring	Minority and Equal Opportunity (SAMATA and Dr.Ambedkar study centre)
Centre for Career Development	Mudra	Well being Centre
Centre for Global Excellence	IQAC & Documentation	Student Welfare Committee
Alumni Club	Meeting Head	Committee for Prevention of Sexual Harassment and ICC
Website and Social Media	Centre for Teaching and Learning	Gandhi Study Centre
Attendance and Course Tracking System (ACTS)	Admission Committee	Basava Study Centre
Examination Committee	Class Teachers	Vivekananda Study Centre
Time Table Committee	Notice Board Management	Ambedkar Study Centre
United Religions Initiative		

CLUB CONVENERS FOR A.Y. 2023-2024

The institution believes that Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit. In this direction the committee conveners are required to guide and motivate students to achieve excellence for life.

Sl. No.	Committee	Faculty Convener	Roles and Responsibilities
1.	Research Club	Dr. K. Nagavani.	<p>The objective is to promote a research bent of mind among the students and faculty by steadfastly encouraging them to take up research based activities. The aim is to encourage students and staff to publish their works in leading journals and to present papers at national and international conferences.</p> <p>Research Day poster presentation Paper presentation at Conferences and Seminars</p>
2.	Lakshya - Commerce and Management Club	Dr. K. Nagavani	<p>Lakshya – the Commerce and Management Forum 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 club 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. Lakshya conducts informative seminars and extensive interclass competitions. Events to be organized are:</p> <p>Best Manager Mock Stock (Open DMAT Account) Social Media Event Business Quiz Product/ Service Launch Informative Lectures</p>

3.	Tarang – Cultural Club	Ms. Shruthi S	<p>Tarang, the cultural bastion of the college provides a platform for students to exhibit and develop their talents. Each year, a wide variety of artistic, literary and other creative talents are identified and recognized through a series of interclass competitions; students are also provided opportunities to win more accolades in intercollegiate competitions. Celebrate the following:</p> <p>Ethnic Day Colors Week Theme Week Annual College Day Talents’ Day – A colourful extravaganza of music, dance and drama.</p>
4.	Sports Club	Mr. Jagtap Amol Pradeep	<p>The Sports club has to nurture students showing potential in any area of sports and assist and motivate them to realize their full potential. Events to be organized are:</p> <p>Indoor Games (Carrom, Chess, Table Tennis, Badminton etc.) Outdoor Games Athletic Meet</p>
5.	Rotaract Club	Mr. Mukund V. Koushik	<p>We have to associate ourselves with the various social causes. This is an attempt to act beyond the classrooms. We have to undertake various activities which perform an important role in addressing certain issues with much care.</p> <p>Rotaract clubs are part of a global</p>

			<p>effort to bring peace and international understanding to the world To Develop Professional and Leadership Skills.</p>
6.	Centre for Career Development	Ms. Reshma B	<p>The Centre plays a vital role in shaping the careers of our students by assisting them in making informed choices. Career Information, advice and guidance is offered to students for developing and achieving career goals. Employability and enterprise skills have to be delivered by Industry experts with an emphasis on developing skills and Enunciating those skills productively in future applications. Events to be organized are: Value Addition Programs (VAP) Informative Lecture Sessions Graduate Assistance Programs (Internships) Placements</p>

7.	Centre for Global Excellence	Dr.Bhargavi V.R.	<p>The Centre for Global Excellence is an initiative which aims to help our students acquire a global edge to their education. CGE, provides our students opportunities for interface with prestigious institutions of higher learning abroad. Ultimately we hope to mould our students into citizens of the world equipped with relevant knowledge regarding the latest developments in the international scenario.</p> <p>Global Opportunities offered: Taster Programs and Summer Research Internships. Present research papers in International conferences Conduct joint research projects with our global partners Offer Globally certified courses conducted by visiting foreign Faculty</p>
8.	Alumni Relations	Mr. Swaroop R.	<p>Stay connected with alumni and assist them to; explore career, taster programs with our partner universities and volunteering opportunities; track their recent achievements; and register for events and happenings on campus that will enhance our networking. Events to be organized:</p> <p>Registration and Database Alumni Meet Alumni Mentoring Volunteering Placement Assistance</p>

9.	Website and Social Media	Ms. Reshma B & Ms. Shruthi S.	<p>The Website committee has to update the latest events and News on the site regularly. Every committee has to submit the pictures along with the Event details.</p> <p>Committee wise files Faculty Individual Profiles Preparation of Annual report</p>
10.	Attendance and Course Tracking System (ACTS)	Ms. Shruthi S.	<p>It is mandatory for all students to maintain a minimum attendance of 75% without which they will not be allowed to appear for their exams.</p> <p>We have an integrated Campus Management System (CMS) based on Cloud computing technology. CMS provides students direct access to their hourly attendance through individual student accounts. Reference material, Videos, Internal assessment marks as well as study Material can be posted on the Digit campus site.</p> <p>Display attendance status on Notice board on 5th of every month Follow up with students (absenteeism) Updates on PLV</p>

11.	Examination Committee	Mr. Swaroop R.	Examination committee conducts regular internal assessments for the Students. It also ensures the smooth functioning of the University examinations. The committee has to do the following: Collect Question papers for Unit tests Check if Assignments are given according to the calendar Conduct Unit Tests and get it evaluated by the faculty (maintain records) Submit Internal Assessment scores to University
12.	Time Table Committee	Ms. Shruthi S.	The committee has to prepare time table program-wise and monitor the changes, if any with the respective faculty.
13.	Centre For Professional Development	Mr. Jagtap Amol Pradeep.	The forum has to metaphorically look at a very large view considering all round development of faculty. Events to be organized are: Outbound Activity Interactive sessions with Academic and Industry experts Any other
14.	Centre for Industry Interface	Dr. Bhargavi V.R.	The committee has to create a bridge between Industry and Academics , to integrate the same and give a current picture of the industry dynamics. Industry Expert Speak Sessions Collaborative events with industry and Professional

			Bodies MoUs with Institutions, Companies
15.	E-Cell	Mr. Mukund V. Koushik	Entrepreneurship Cell responsibility is to ignite/identify the passion among the students to become entrepreneurs. E-Cell Day Inter-class events Seminars/Lecture Sessions on Entrepreneurship
16.	Internships and Projects Committee	Mr. Jagtap Amol Pradeep.	Compulsory Internships to be taken up as per the academic curriculum by the students in the companies/NGOs. Service Internship Professional Internship Project Dissertation
17.	Centre For Mentoring	Dr. K. Nagavani	Mentoring Committee conducts – Group Mentoring as well as Individual Mentoring. A mentor is assigned to a group of students. Diagnostic Test to identify – Advanced and Slow Learners Plan programs for Advanced and Slow Learners Mentoring Handbook Mentor – Mentee List
18.	Mudra	Dr. K. Nagavani	The Mudra committee publishes the newsletter at the end of every semester

19.	IQAC & Documentation	Ms. Reshma B.	The IQAC & Documentation committee makes sure that all the required documents pertaining to the department/events viz webinars, seminars, FDPs, programs are collected/filed and properly documented.
20.	Meeting Head	Mr. Swaroop R.	The meeting incharge schedules all the meetings and document them with seal and signature of Director and Principal viz Department Meeting. CRs (Class Representatives) meetings are conducted on 1st of every month.
21.	Centre for Teaching and Learning	Ms. Shruthi S.	Centre for Teaching and Learning makes sure that each faculty self-evaluates themselves , displays innovative teaching practices with the help of ICT Tools. Micro Teaching Stakeholder Feedback Lesson Plan Work Diary Faculty Feedback from students.
22.	Admission Committee	All Teachers	The admission committee facilitates and guides the new students towards the admission process . The Admission committee is responsible for the below: Student Handbook Admission Publicity Materials Publicity in sister institutions and other colleges Mentor UG Merit Students Connect with special children (Physical and visual disability)

23.	Class Teachers	Class Teachers	Class teachers conduct Prayer, Breathing Exercises, Learning Affirmation, Quick Bites of the day (viz News covering local , national and international updates). Checking on students attendance and regularity. Grievances to be reported to the director.
24.	Notice Board Management	Class Teachers	Updates on various topics and subjects are pinned up on the notice boards by respective conveners and class teachers.
25.	Grievance (SPANDANA) Academic and Administrative	Mr. Jagtap Amol Pradeep	One-Stop grievance redressal platform for the students. A Grievance Cell is constituted for the redressal of the problems reported by the Students.
26.	Centre For Indian Ethos	Mr. Jagtap Amol Pradeep	The centre aims to impart knowledge of Indian Philosophy , revealing the divine science of Sana tana Dharam, develop citizens with values and culture of India, with holistic approach and help reconnect with Indian scriptures and impart eternal knowledge, and timeless wisdom.
27.	Discipline and Anti Ragging	Mr. Swaroop R.	The committee aims for a holistic approach to discipline and anti-ragging by creating a safe and motivating environment. The committee educates and creates awareness among the students about the ill effects of ragging. The students are also informed about their rights against anti-ragging activities.

28.	Human Rights Protection	Mr. Mukund V. Koushik	The committee is responsible for the protection and promotion of human rights, defined by the act as "Rights Relating To Life, liberty, equality and dignity of the individual guaranteed by the constitution.The Human Rights Protection committee looks into the complaints of violation of human rights pertaining to students.
29.	Minority and Equal Opportunity (SAMATA and Dr.Ambedkar study centre)	Ms. Reshma B.	Minority and Equal Employment Opportunity committee ensures the that discrimination on the basis of race, color, religion, sex, national origin, physical handicap, and mental handicap is not done among students and that all students get equal opportunity basis their performance.
30.	Well being Centre	Mr. Jagtap Amol Pradeep	Well Being Centre cum Counselling Centre for students ensures that personal, academic, career related issues are dealt with by professional counselling and advise.
31.	Student Welfare Committee	Mr. Swaroop R	The Student welfare committee acts as a bridge between the College Management and the students. The committee ensures the physical, mental and social wellbeing of students.The committee makes sure that needs of the students are met by facilities provided through an active and adequate student guidance and counseling service and opportunities for recreational and cultural and religious activities.

32.	Committee for Prevention of Sexual Harassment and ICC	Ms Shruthi S	This committee is meant to sensitize the employees about their fundamental right to have safe and healthy environment in the college and what conduct constitutes sexual harassment, the ways and means the committee is adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct .
33.	Gandhi Study Centre	Ms. Shruthi S.	The centre aims to spread the message of Mahatma Gandhi especially among the youth and students.The objectives of the centre is as below: a) To conduct various programmes related to the thoughts of Mahatma Gandhi b) To revive the spirit of love and friendship that was generated by Mahatma Gandhi in his life.
34.	Basava Study Centre	Mr. Swaroop R.	The centres main objective is to propagate and implement the philosophy of Basava and . To study, interpret and propagate the teachings and philosophy of Basava. To conduct various programmes related to the preachings of Basava.
35.	Ambedkar Study Centre	Ms.Reshma B.	The Centre promotes the understanding of the philosophy of Ambedkar in comtemporary scenario and get together academicians, leaders, activists, government officials, constitutional experts and the students as well as groups involved in social transformation of the deprived sections of the society.

36.	Vivekananda Study Centre	Mukund V. Koushik	The primary objective of the centre is to mould the young minds during the span of their academic sessions in such a way that they can contribute towards the development of the society and nation at large. The purpose of the centre is to motivate these young minds with the teachings of Vivekananda, who had emphasised on the all-round development of an individual – physical, mental and spiritual.
37.	United Religions Initiative	Mukund V. Koushik	To bring Harmonious co-existence between all religions and Faith. The aim is to cultivate peace and justice by engaging people to bridge religious and cultural differences and work together for the good of their communities and the world.

Annexure 2

LESSON PLAN

Faculty:	Class:	Academic Year:
Program:	Subject:	
Course Objectives:		

Sl. No.	Lesson Title (Chapter wise) & Learning Outcome	Topics	Time line (in hours)	Pedagogy (Role play, Case Discussion etc.)	Pre-Reading	Further Reading & Further resources

Signature of the Faculty

Annexure 3

ASSIGNMENT PRESENTATION FEEDBACK

Subject:	Date:
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Sl. No.	Name of the student	Assignment Topic	Feedback Criteria			Improvement areas	Positive aspects
			Content (50 %)	Presentation (30 %)	Creativity (20 %)		

Signature of the Faculty

GROUP ASSIGNMENT PRESENTATION FEEDBACK

Subject:	Date:
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Sl. No.	Name of the student	Grading Criteria			Improvement areas
		Content (50 %)	Presentation (30 %)	Creativity (20 %)	
Group 1					
Group 2					
Group 3					

Signature of the Faculty

OVERALL FEEDBACK

Overall Positive Aspects

Improvement areas

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POST GRADUATE DEPARTMENT OF COMMERCE

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