



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

(Re-accredited by NAAC at "A" grade with CGPA 3.61 out of 4)

6.5.1. Paperless Office Management



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

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Table of Contents

Serial No	Particulars	Page No.
1	Initiation of Paperless office	1-4
2	Resolutions	5-47
3	Data Centre	48-50
4	Notices	51-59



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(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

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6.5.1. Initiation of Paperless Office



SDM College <sdmcollege@sdmcejire.in>

Interactive session on paperless office**SDM Educational Society Ujire** <ho@sdmesociety.in>

Mon, Oct 29, 2018 at 11:56 AM

To: SDM College <sdmcollege@sdmcejire.in>, SDM PG Center <pgcenter@sdmcejire.in>, SDM College of Naturopathy & Yogic Sciences <sdmcnys@gmail.com>, sdmengineering ujire <sdmitu@gmail.com>, SDM Polytechnic Ujire <office@sdmpolytechnic.in>

To:

The HOIs,

- 1) SDM College, Ujire (UG + PG)
- 2) SDM College of Naturopathy & Yogic Sciences, Ujire
- 3) SDM Institute of Technology, Ujire
- 4) SDM Polytechnic, Ujire

SDM institutions have demonstrated their concern for the environment in many respects. As one of the steps in this direction it is planned to gradually reduce the usage of paper and a move towards paperless office.

In this connection four institutions at ujire are identified to initiate the scheme on an experimental basis. Yours is one of the institutions selected. You are required to do the following to take the program forward.

1. Identify two motivated staff with knowledge of computer and willingness to involve and inform us the names.
2. Depute them for an interactive session at Head Office on 2 November 2018 at 3.00 p.m.
3. Through them train the other users of your institution and institutionalise the program.
4. Review every week regarding the progress achieved and maintain a record of the minutes.

Regards

Secretary

--
S.D.M EDUCATIONAL SOCIETY (R),
UJIRE -574 240
BELTHANGADY TALUK
DAKSHINA KANNADA
Ph.: 08256-236225 / 236488
FAX : 08256-236220
Email : ho@sdmesociety.in
website: sdmes.net

Virus-free. www.avast.com



SDM College <sdmcollege@sdmcejire.in>

Interactive session on paperless office**SDM Educational Society Ujire** <ho@sdmesociety.in>

Fri, Nov 16, 2018 at 9:56 AM

To: SDM College <sdmcollege@sdmcejire.in>, SDM PG Center <pgcenter@sdmcejire.in>, SDM College of Naturopathy & Yogic Sciences <sdmcnys@gmail.com>, sdmengineering ujire <sdmitu@gmail.com>, SDM Polytechnic Ujire <office@sdmpolytechnic.in>

To:

The HOIs,

- 1) **SDM College, Ujire (UG + PG)**
- 2) SDM College of Naturopathy & Yogic Sciences, Ujire
- 3) SDM Institute of Technology, Ujire
- 4) SDM Polytechnic, Ujire

Sub: Interactive session on paperless office

Further to our interactive session held about paperless office system, you are requested to depute your members who have last attended on 17th November 2018 at 3.00 pm to HO, to review the progress.

Regards,

Executive Officer

--

S.D.M EDUCATIONAL SOCIETY (R),**UJIRE -574 240****BELTHANGADY TALUK****DAKSHINA KANNADA****Ph.: 08256-236225 / 236488****FAX : 08256-236220****Email : ho@sdmesociety.in****website: sdmes.net**



SDM College <sdmcollege@sdmcjire.in>

Interactive session on paperless office**SDM Educational Society Ujire** <ho@sdmesociety.in>

Mon, Dec 3, 2018 at 12:25 PM

To: SDM College <sdmcollege@sdmcjire.in>, SDM PG Center <pgcenter@sdmcjire.in>, SDM College of Naturopathy & Yogic Sciences <sdmcnys@gmail.com>, sdmengineering ujire <sdmitu@gmail.com>, SDM Polytechnic Ujire <office@sdmpolytechnic.in>

To:

The HOIs,

- 1) The Principal, SDM College, Ujire
- 2) The Dean, SDM College PG Centre, Ujire
- 3) The Principal, SDM College of Naturopathy & Yogic Sciences, Ujire
- 4) The Principal, SDM Institute of Technology, Ujire
- 5) The Principal, SDM Polytechnic, Ujire

Sub: Interactive session on paperless office

Further to our interactive sessions held about paperless office system, HOIs along with institution coordinators are requested to attend the meeting today at 4.30 pm at HO, without fail, to discuss about the implementation of system.

Regards,

Secretary

--

S.D.M EDUCATIONAL SOCIETY (R),**UJIRE -574 240****BELTHANGADY TALUK****DAKSHINA KANNADA****Ph.: 08256-236225 / 236488****FAX : 08256-236220**



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6.5.1. Resolutions on Implementation of Paperless Office

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE – 574 240

(Autonomous)

(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)

DAKSHINA KANNADA, KARNATAKA STATE

e-mail: sdmcollege@rediffmail.com, principal@sdmcujiire.in Website: www.sdmcujiire.in



CORE COMMITTEE MEETING

Date:02-08-2018

Time:4.15PM

Venue: Board Room Chamber

AGENDA

SDMCU/Core committee/2018-19/03/01	Share Lectures- Review/ Follow up
SDMCU /Core committee/2018-19/03/02	Project Guidance/ Incubation Centre status
SDMCU /Core committee/2018-19/03/03	Social Responsibility Series- focus and what programme
SDMCU /Core committee/2018-19/03/04	oath taking, sticking slogans, Campaign in buses, volunteers and status
SDMCU /Core committee/2018-19/03/05	SSLC text books digitisation, to include lesson plan- started?
SDMCU /Core committee/2018-19/03/06	SRP review, screening, plagiarism check, incentives
SDMCU /Core committee/2018-19/03/07	Wikipedia content writing- status
SDMCU /Core committee/2018-19/03/08	Department/Committee Annual Plan- Major activity?
SDMCU /Core committee/2018-19/03/09	strategy to ensure regular meetings - Dept/ committees(staff appraisals, and campus audit committee)
SDMCU /Core committee/2018-19/03/10	Academic Exchange- UG and PG
SDMCU /Core committee/2018-19/03/11	Jnana Mantapa programme
SDMCU /Core committee/2018-19/03/12	institutional Policy Handbook- review
SDMCU /Core committee/2018-19/03/13	Study Plan- status, Review
SDMCU /Core committee/2018-19/03/14	Documentation- Annual Reports- 2017-18 and format for the next year- ug and pg
SDMCU /Core committee/2018-19/03/15	Road Map of the College?
SDMCU /Core committee/2018-19/03/16	Booklet of the responsibilities- ?
SDMCU /Core committee/2018-19/03/17	AAA- when? Committee?
SDMCU /Core committee/2018-19/03/18	AQAR- Status

SDMCU /Core committee/2018-19/03/19	Paperless attendance management- using tab/ Ipad
SDMCU /Core committee/2018-19/03/20	Certificate courses- MOOC status
SDMCU /Core committee/2018-19/03/21	NIRF related matters
SDMCU /Core committee/2018-19/03/22	General orientation to all staff about NAAC - date, Resource persons
SDMCU /Core committee/2018-19/03/23	Staff orientation programme- new staff
SDMCU /Core committee/2018-19/03/24	Training progamme to the non teaching- staff of the Front desk about proper etiquettes
SDMCU /Core committee/2018-19/03/25	About Key Board internal exam
SDMCU /Core committee/2018-19/03/26	Agenda for the HOD's meeting.
SDMCU /Core committee/2018-19/03/27	Any Other

Members Present:

Sl. No.	Name & Address	Designation
1	Mr. Keshava T. N.	Chairman
2	Mr. S. Satheeshchandra	Member
3	Dr. B. Ganapayya	Member
4	Dr. P. N. Udayachandra	Member
5	Dr. A. Jayakumar Shetty	Member
6	Mr. T. Prakash Prabhu	Member
7	Dr. B. P. Sampath Kumar	Member
8	Mr. Shanthiprakash	Member
9	Mr. S. N. Kakathkar	Member
10	Dr. K. Shankarnarayana	Member
11	Mr. Yuvaraj Poovani	Member

Sl. No.	Agenda	Proceedings/Resolutions
1	SDMCU/Core committee/2018-19/03/01	<p>Share Lectures- Review/ Follow up</p> <p>All HODs are requested to review the implementation of share lecture series(SLS) and report the status during the next HOD meeting</p>
2	SDMCU/Core committee/2018-19/03/02	<p>Project Guidance/ Incubation Centre status</p> <p>Junior Project Guidance(JPG) to be taken up and completed during October 2018.</p>
3	SDMCU/Core committee/2018-19/03/03	<p>Social Responsibility Series- focus and what programme</p> <p>Regarding social responsibility series, cleanliness campaign has been taken up by NSS volunteers as well as students of all classes. Campus is being cleaned on a daily basis</p>
4	SDMCU/Core committee/2018-19/03/04	<p>oath taking, sticking slogans, Campaign in buses, volunteers and status</p> <p>Oath taking is in practice in all classes slogan stickers to be finalized after discussion with NSS co-ordinators.</p>
5	SDMCU/Core committee/2018-19/03/05	<p>SSLC text books digitisation, to include lesson plan- started?</p> <p>SSLC text book digitization process is in progress. Sri Shailesh Kumar, HOD of Comp. Sc. dept. has taken up the project</p>
6	SDMCU/Core committee/2018-19/03/06	<p>SRP review, screening, plagiarism check, incentives</p> <p>SRP allotment is complete. Science, Commerce and Arts deans will select the best SRP which can be awarded and presented. Plagiarism check to be done on projects on a random basis.</p>

7	SDMCU/Core committee/2018-19/03/07	Wikipedia content writing- status Wikipedia content creation process has been initiated. MCJ students to provide training and guide the students for content creation. Prof. Bhaskar Hegde will supervise the proceedings.
8	SDMCU/Core committee/2018-19/03/08	Department/Committee Annual Plan- Major activity? All departments must highlight one major programme in their plan of action and it should be informed during the next HOD meeting.
9	SDMCU/Core committee/2018-19/03/09	strategy to ensure regular meetings - Dept/committees(staff appraisals, and campus audit committee) Dr.Savitha Rao is to be directed to conduct two appraisals per year and plan continuous campus audit
10	SDMCU/Core committee/2018-19/03/10	Academic Exchange- UG and PG HOD's shall plan the staff exchange programme between UG and PG, which is to be submitted in the next HOD's meeting
11	SDMCU/Core committee/2018-19/03/11	Jnana Mantapa programme Jnana Mantapa programme is reported to be going on a scheduled
12	SDMCU/Core committee/2018-19/03/12	Institutional Policy Handbook- review An Institutional committee to be set up to finalise the institutional policy handbook. Dr. P. N. Udayachandra is to take up the work
13	SDMCU/Core committee/2018-19/03/13	Study Plan- status, Review Study plan of all depts. to be uploaded
14	SDMCU/Core committee/2018-19/03/14	Documentation- Annual Reports- 2017-18 and format for the next year- ug and pg Annual report of all departments have been finalized and is in the process of taking printed

		copy. Format for the preparation of annual report may be obtained from Sri. S. N. Kakathkar
15	SDMCU/Core committee/2018-19/03/15	Road Map of the College? To prepare the roadmap of the institution a separate committee headed by Principal, Registrars and Deans as members is constituted. The members will meet before 3 rd of Sept. to finalize the process.
16	SDMCU/Core committee/2018-19/03/16	Booklet of the responsibilities- ? To prepare a booklet of responsibilities, a meeting of all committee heads will called during the first week of September
17	SDMCU/Core committee/2018-19/03/17	AAA- when? Committee? A four member committee constituting Principal and three other external members is constituted to conduct the academic activities audit. The committee will take up the process during the second half of September 2018.
18	SDMCU/Core committee/2018-19/03/18	AQAR- Status AQAR process is in the final stages and the report will be finalized before 30 th September 2018.
19	SDMCU/Core committee/2018-19/03/19	Paperless attendance management- using tab/ Ipad About paperless attendance using R.F ID cards, it was decided to take the suggestions from Pooran Varma and then explore the process of implementation.
20	SDMCU/Core committee/2018-19/03/20	Certificate courses- MOOC status Certificate courses are being organized all depts. are requested to keep the syllabus of the same along with the subject syllabus

21	SDMCU/Core committee/2018-19/03/21	NIRF related matters NIRF Co-ordinator suggested that staff list and career advancement data be updated. Documentation committee should look into it on a regular basis.
22	SDMCU/Core committee/2018-19/03/22	General orientation to all staff about NAAC - date, Resource persons General orientation for staff regarding NAAC will be organized during the last week of September
23	SDMCU/Core committee/2018-19/03/23	Staff orientation programme- new staff Staff orientation for new staff members will be organized during the first week of September
24	SDMCU/Core committee/2018-19/03/24	Training programme to the non teaching-staff of the Front desk about proper etiquettes Training programme for non teaching staff has been organized on 8 th of September
25	SDMCU/Core committee/2018-19/03/25	About Key Board internal exam Key board entry - exams were conducted successfully for English and Journalism optional students. It will be extended to Kannada Optional students in the next week
26	SDMCU/Core committee/2018-19/03/26	Agenda for the HODs meeting. Based on the recommendations of this meeting agenda for HODs meeting will be prepared.
27	SDMCU/Core committee/2018-19/03/27	Any Other

Principal

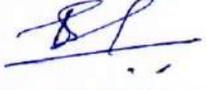
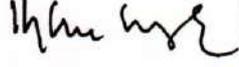
S.D.M. COLLEGE(Autonomous), UJIRE

CORE COMMITTEE MEETING

Date: 02-08-2018

Time:4.15PM

Venue:Board Room

Sl. No.	Name	Department	Signature
01	Mr. T. N. Keshav	Principal	
02	Mr. S. Satheeshchandra	Vice-Principal	
03	Dr. B. Ganapayya	Dean, PG Studies	
04	Dr. B. P. Sampath Kumar	Registrar(Administration)	
05	Mr. Shanthiprakash	Registrar (Evaluation)	
06	Dr. P. N. Udayachandra	Dean, Commerce	
07	Mr. Prakash Prabhu	Dean, Science	
08	Dr. A. Jayakumar Shetty	Dean, Arts	
09	Mr. S. N. Kakathkar	NIRF Co-ordinator	
10	Dr. Shankarnarayana	IQAC Co-ordinator	
11	Mr. Yuvaraj Poovani	Office Suptd.	

**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE**

Ent:SDMES

Minutes of Meeting

Date of Meeting	11/12/2018
Time	16:20
Venue	Principal Chamber
Subject	Core Committee Meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	T. N. KESHAVA <input checked="" type="checkbox"/> keshavtnsdmc@gmail.com	CHAIRMAN	Present
2	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcejire.in , ssatheeshchandra@gmail.com	MEMBER	Present
3	B. GANAPAYYA <input checked="" type="checkbox"/> ganapayyab@sdmcejire.in	MEMBER	Present
4	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcejire.in	MEMBER	Present
5	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcejire.in	MEMBER	Present
6	T. PRAKASH PRABHU <input checked="" type="checkbox"/> tpprabhu@rediffmail.com , tpprabhu@sdmcejire.in	MEMBER	Present
7	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcejire.in	MEMBER	Present
8	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcejire.in	MEMBER	Present
9	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcejire.in	MEMBER	Present
10	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcejire.in	MEMBER	Present
11	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcejire.in	MEMBER	Present

Note : To send mail to individual click email.id below the name.

To send mail for all the members click 'send email' button on top right corner.

Agenda List :

1	Paperless Office
2	Activities of IInd half
3	India Today Survey
4	Student Research Projects
5	Junior Research Project(JRP)

Minutes :

Agenda 1	Paperless Office
Minutes	The Principal explained the concept of paperless office and requested the members to co-operate. A demo session for the same is arranged during the HOD meeting on 12-12-2018

Agenda 2	Activities of IInd half
Minutes	The Deans are requested to review the plan of activities of each department and follow up the process of completion of the same

Agenda 3	India Today Survey
Minutes	Regarding the survey by India Today, concerned departments are advised to complete the entries before 15th of January and after review, it would be uploaded on 18th December

Agenda 4	Student Research Projects
Minutes	The Deans are requested to inform the HODs to speed up the student research process, so that final submission is possible before 31st of January

Agenda 5	Junior Research Project(JRP)
Minutes	About Junior Research project, the Principal informed the members that school students will meet the concerned departments after 21st December and preferably on Saturday afternoon

Minutes 6	Any Other Matter Under this, the Principal advised the Deans to organise a meeting of concerned departments to finalise the changes if any in the syllabus as well as the scheme after CBCS syllabi from university is released
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SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE - 574 240

(Autonomous)

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DAKSHINA KANNADA, KARNATAKA STATE

e-mail: sdmcollege@rediffmail.com, principal@sdmcujiire.in Website: www.sdmcujiire.in



Date:11-12-2018

Time:4.20PM

Place: Principal Chamber

CORE COMMITTEE MEETING

Sl. No.	Name & Address	Designation	Signature
1	Mr. Keshava T. N.	Chairman	
2	Mr. S. Satheeshchandra	Member	
3	Dr. B. Ganapayya	Member	11/12/18.
4	Dr. P. N. Udayachandra	Member	
5	Dr. A. Jayakumar Shetty	Member	
6	Mr. T. Prakash Prabhu	Member	
7	Dr. B. P. Sampath Kumar	Member	
8	Mr. Shanthiprakash	Member	
9	Mr. S. N. Kakathkar	Member	
10	Dr. K. Shankarnarayana	Member	
11	Mr. Yuvaraj Poovani	Member	

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE

Ent:SDMES

Minutes of Meeting

Date of Meeting	17/06/2019
Time	15:30
Venue	Board Room
Subject	Core committee meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcejire.in , ssatheeshchandra@gmail.com	CHAIRMAN	Present
2	B. GANAPAYYA <input checked="" type="checkbox"/> ganapayyab@sdmcejire.in	MEMBER	Absent
3	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcejire.in	MEMBER	Present
4	T. PRAKASH PRABHU <input checked="" type="checkbox"/> tprabhu@rediffmail.com , tprabhu@sdmcejire.in	MEMBER	Present
5	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcejire.in	MEMBER	Present
6	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcejire.in	MEMBER	Present
7	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcejire.in	MEMBER	Present
8	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcejire.in	MEMBER	Present
9	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcejire.in	MEMBER	Present
10	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcejire.in	MEMBER	Present

Note : To send mail to individual click email.id below the name.

To send mail for all the members click `send email` button on top right corner.

Agenda List :

1	Resolutions and action taken on the last core committee meeting
2	The guidelines from the secretary: Phenomenal Change in mode of functioning- methodology, discussions, participation of learners, time and discipline, use of technology, citations for videos used, Lesson plans, Institutionally befitting programmes- quality programmes, strengthening healthy practices

	social responsibilities activities strategy to enhance NIRF ranking/NAAC Grade.
3	Plan of action: 1. Faculty, departments, committees 2. NAAC Criteria coordinators 3. Mandatory tasks for Annual Plan(Dept./Indivi)
4	Appointment of Chairman, Mr. Ganesh Nayak for NAAC Criteria I ? curricular aspects Committee members for all the NAAC Criteria Revision of committees ? Student Welfare Officer as Mr. G. R. Bhat Mr. S. N. Kakathkar as HOD, Physics
5	Review Strategy every 3 months by Secretary
6	Annual Reports Regarding- 30th June 2019(Depts/Committees) prescribed format AQAR by IQAC College Annual Report by the documentation committee.
7	Dates for meetings :
8	Any other: 1. Use of Mobiles by students- college policy. 2. Discipline committee rejuvenation, 3. Paperless functioning(minimum use of papers, online communication), 4. Training programme to non teaching staff, 5. Exam Reforms: Open Book Exam 6. Alumni as Mentors
9	Appreciation to Admission Committee Appreciation to RUSA Co-ordinators

Minutes :

Agenda 1	Resolutions and action taken on the last core committee meeting
Minutes	Discussed all the matters in the last Core committee meeting
Resolved	1. As per NAAC/NIRF, decided to prepare the expected outcomes from the department 2. Prepare the list of required items for physical challenged students 3. Theme of the college should be finalised by Dr. P. N. Udayachandra 4. AQAR report is to be submit as soon as possible. So, all the departments are to be follow the latest prepared annual report and submit the report in the same format. 5. For IQAC initiate separate meetings is to be convened.
Agenda 2	The guidelines from the secretary: Phenomenal Change in mode of functioning- me-thodology, discussions, participation of learners, time and discipline, use of technology, citations for videos used, Lesson plans, Institutionally befitting programmes- quality programmes, strengthening healthy practices social responsibilities activities strategy to enhance NIRF ranking/NAAC Grade.
Minutes	The guidelines from the secretary: Phenomenal Change in mode of functioning- me-thodology, discussions, participation of learners, time and discipline, use of technology, citations for videos used, Lesson plans,

	Institutionally befitting programmes- quality programmes, strengthening healthy practices social responsibilities activities strategy to enhance NIRF ranking/NAAC Grade.
Resolved	It will be discussed exclusively in the next meeting. Mr. Shankarnarayana opined FEEL faculty development training programme successfully completed.

Agenda 3	Plan of action: 1. Faculty, departments, committees 2. NAAC Criteria coordinators 3. Mandatory tasks for Annual Plan(Dept./Indivi)
Minutes	Proposed Plan of activities format prepared
Resolved	Decided to distribute the proposed plan of activities format in the HODs meeting and collect the same within one week.

Agenda 4	Appointment of Chairman, Mr. Ganesh Nayak for NAAC Criteria I ? curricular aspects Committee members for all the NAAC Criteria Revision of committees ? Student Welfare Officer as Mr. G. R. Bhat Mr. S. N. Kakathkar as HOD, Physics
Minutes	Principal informed change of Co-ordinators in Criteria I, Student Welfare committee and revision of some committee members and also members distributed to NAAC Criteria 1 to 7
Resolved	Appointment of Chairman, Mr. Ganesh Nayak for NAAC Criteria I curricular aspects Committee members for all the NAAC Criteria Revision of committees Student Welfare Co-ordinator as Mr. G. R. Bhat Mr. S. N. Kakathkar as HOD, Physics

Agenda 5	Review Strategy every 3 months by Secretary
Minutes	Discussed the Review strategy in every 3 months
Resolved	Principal informed the Core committee members as the Secretary will call the department meeting in every 3 months. So, HODs are informed to plan and strengthen the activities in the department as well as plan.

Agenda 6	Annual Reports Regarding- 30th June 2019 (Depts/Committees) prescribed format AQAR by IQAC College Annual Report by the documentation committee.
Minutes	Annual Reports to be submit on or before 30th June
Resolved	All Departments and Committees should follow the latest annual report format and submit the report 2018-19 on 30th June 2019

Agenda 7	Dates for meetings :
Minutes	Discussed dates for meetings and Biometric Timings
Resolved	Dates for meetings 1.Core committee meetings: 1st to 4th of every month 2.HODs meeting:5th/6th of every month

	<p>3. Departmental Meeting: 7th/8th of every month 4. Functional/Statutory committee meeting: 9th/10th of every month 5. Work Diary submission: 1st of every month 6. Knowledge sharing: 14th and 28th every month 7. Staff meeting: Last week of the month</p> <p>Biometric timings will be placed near the device information to be given to HOI for early going and late coming</p>
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Agenda 8	<p>Any other:</p> <ol style="list-style-type: none"> 1. Use of Mobiles by students- college policy. 2. Discipline committee rejuvenation, 3. Paperless functioning (minimum use of papers, online communication), 4. Training programme to non teaching staff, 5. Exam Reforms: Open Book Exam 6. Alumni as Mentors
Minutes	Information about Alumni as mentors given
Resolved	Alumni as mentors information given to staff

Agenda 9	<p>Appreciation to Admission Committee Appreciation to RUSA Co-ordinators</p>
Minutes	Appreciation to Admission committee and RUSA Co-ordinators
Resolved	<p>Principal announced that, all the Ist degree seats are filled and also appreciated the faculty and admission committee members in this regard. The filling up data to RUSA proposal is also successful and the Principal placed on record, the efforts of the committee members worked for this.</p>

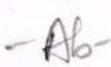
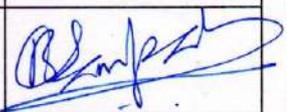
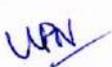
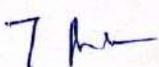
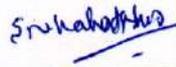
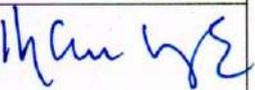
S.D.M. COLLEGE(Autonomous), UJIRE

CORE COMMITTEE MEETING

Date: 17-06-2019

Time:3.30PM

Venue:Board Room

Sl. No.	Name	Department	Signature
01	Mr. S. Satheeshchandra	Principal	
02	Dr. B. Ganapayya	Dean, PG Studies	
03	Dr. B. P. Sampath Kumar	Registrar(Administration)	
04	Mr. Shanthiprakash	Registrar (Evaluation)	
05	Dr. P. N. Udayachandra	Dean, Commerce	
06	Mr. Prakash Prabhu	Dean, Science	
07	Dr. A. Jayakumar Shetty	Dean, Arts	
08	Mr. S. N. Kakathkar	NIRF Co-ordinator	
09	Dr. Shankarnarayana	IQAC Co-ordinator	
10	Mr. Yuvaraj Poovani	Office Suptd.	

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE

Ent:SDMES

Minutes of Meeting

Date of Meeting	03/09/2019
Time	16:15
Venue	Board Room
Subject	Core committee meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcijire.in , ssatheeshchandra@gmail.com	CHAIRMAN	Present
2	B. GANAPAYYA <input checked="" type="checkbox"/> ganapayyab@sdmcijire.in	MEMBER	Present
3	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcijire.in	MEMBER	Present
4	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcijire.in	MEMBER	Present
5	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcijire.in	MEMBER	Present
6	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcijire.in	MEMBER	Present
7	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcijire.in	MEMBER	Present
8	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcijire.in	MEMBER	Present
9	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcijire.in	MEMBER	Present

Note : To send mail to individual click email.id below the name.

To send mail for all the members click `send email` button on top right corner.

Agenda List :

1	Reading the minutes of the previous meeting
2	Paramarsh Scheme
3	Last teaching day
4	Activity Report in EERPMS
5	Minutes of the meeting demo in EERPMS
6	Any Other

Minutes :

Agenda 1	Reading the minutes of the previous meeting
Minutes	Principal read the minutes of the previous meeting
Resolved	Discussed the minutes of the previous meeting

Agenda 2	Paramarsh Scheme
Minutes	Information given by Dr. Shankarnarayana, regarding Paramarsh proposal applied to UGC.
Resolved	Paramarsh proposal applied through online on 26-08-2019

Agenda 3	Last teaching day
Minutes	Principal asked suggestion from the members regarding class adjustments due to holiday declared for inclement weather
Resolved	Opined that, discuss the class adjustments and last teaching day and the HODs will informed to give the output to the Deans, and the Deans will convene a meeting and give the report to the Principal within a week.

Agenda 4	Activity Report in EERPMS
Minutes	If any assistance and clarifications required with regard to the EERPMS, HODs are informed to meet the Principal,
Resolved	Its compulsory to update the 2 reports(Activity Reports) twice and Activities in EERPMS) regularly without fail.

Agenda 5	Minutes of the meeting demo in EERPMS
Minutes	Informed to follow the instructions given by the Secretary, Upload the minutes of the meeting in the EERPMS
Resolved	Demo will be arranged to all the HODs and staff in charge of the concerned departments should attend the same without fail.,

Agenda 6	Any Other
Minutes	B. Voc syllabus to be kept in BOS and it should be approved in the Academic council. Principal informed the Registrar(Admn) to follow up the process and finalise as early as possible. Information given by Mr. Yuvaraj Poovani, Training programme on Public Finance Management System will be conducted on 17th & 18th September 2019 in our college

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE – 574 240

(Autonomous)

(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)

DAKSHINA KANNADA, KARNATAKA STATE

e-mail: sdmcollege@rediffmail.com, principal@sdmcejire.in Website: www.sdmcejire.in



Date:03-09-2019

Time:04-15PM

Place: Board Room

CORE COMMITTEE/ACADEMIC PLANNING MEETING

Sl. No.	Name & Address	Designation	Signature
1	Mr. Satheeshchandra S.	Chairman	
2	Dr. B. Ganapayya	Member	
3	Dr. P. N. Udayachandra	Member	
4	Dr. A. Jayakumar Shetty	Member	
5	Dr. B. P. Sampath Kumar	Member	
6	Mr. Shanthiprakash	Member	
7	Mr. S. N. Kakathkar	Member	
8	Dr. K. Shankarnarayana	Member	
9	Mr. Yuvaraj Poovani	Member	

10. Ravishankar K.R.

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE

Ent:SDMES

Minutes of Meeting

Date of Meeting	10/01/2020
Time	11:30
Venue	Board Room
Subject	Core committee meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcejire.in , ssatheeshchandra@gmail.com	CHAIRMAN	Present
2	B. GANAPAYYA <input checked="" type="checkbox"/> ganapayyab@sdmcejire.in	MEMBER	Present
3	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcejire.in	MEMBER	Present
4	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcejire.in	MEMBER	Present
5	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcejire.in	MEMBER	Present
6	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcejire.in	MEMBER	Present
7	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcejire.in	MEMBER	Present
8	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcejire.in	MEMBER	Present
9	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcejire.in	MEMBER	Present
10	NANDA KUMARI K.P. <input checked="" type="checkbox"/> nanda@sdmcejire.in	SPECIAL INVITEE	Present

Note : To send mail to individual click email.id below the name.

To send mail for all the members click `send email` button on top right corner.

Agenda List :

1	Reading the minutes of the previous meeting
2	Action Taken Report
3	Activity Plan of committees and departments
4	Verification of activity data entered to software

5	Website updates and modifications in content
6	Elective - popularize popular online courses in the electives
7	Digital magazine
8	Best Practices - Manual
9	Portion completion
10	College Day celebrations
11	Alumni Registration
12	Mobile Attendance
13	Google Calendar
14	Approval for conduct of special examination

Minutes :

Agenda 1	Reading the minutes of the previous meeting
Minutes	Principal read out the previous meeting minutes
Resolved	Approved the previous meeting minutes

Agenda 2	Action Taken Report
Minutes	<p>Action taken report for the suggestions given in the previous meeting</p> <p>Regarding code of conduct to the examiners/invigilators Principal informed Mr. Shanthiprakash, Registrar(Evaluation) to draft the regulations before semester end examination</p> <p>Academic calendar of even semester prepared</p> <p>College day related activities - Decided hold a college day on 29th February 2020, Guest: Dr. Shalini Rajaneesh Goyal</p> <p>UGC Paramarsh Programme: Dr. Shankarnarayana conducted the meeting of the concerned staff and prepared the plan of action and implementation process</p> <p>Website updating and quality enhancement : Measures taken with regard to quality enhancement of the website</p> <p>Review - Minutes book of department/committees : Deans and Criteria Chairpersons reviewed the department and committee minutes books and submitted the report to the Principal. He asked Deans and NAAC Co-ordinator to collect feedback and recommended suggestions, prepare a common standardized format for the minutes</p> <p>Preparations for NIRF - Principal informed Mr. S. N. Kakathkar to conduct follow up meeting in the 1st week of February</p> <p>Environmental Audit - Principal asked Science Dean, Mr. S. N. Kakathkar to inform botany department and to conduct environmental audit at the earliest.</p>
Resolved	Agenda was approved

Agenda 3	Activity Plan of committees and departments
Minutes	<p>Principal informed Dr. A. Jayakumar Shetty and Dr. Shankarnarayana K to finalise the Activity plan of committees and departments</p> <p>Decided to collect the compliance report of the department/committee every month in the HOD/Functional committee meeting</p>

	Format: Activity Planned - Activity conducted - Difference & Justification
Resolved	Activity plan of committees should be finalised before 13-01-2020

Agenda 4	Verification of activity data entered to software
Minutes	Verification of activity data entered to software should be done by following members 1. Dr. B. P. Sampath Kumar 2. Mr. Shanthiprakash 3. Mr. S. N. Kakathkar 4. Dr. Shankarnarayana K. 5. Mr. Yuvaraj Poovani 6. Ms. Shwetha K. M.
Resolved	Verification of activity data to be finalise before 13-01-2020

Agenda 5	Website updates and modifications in content
Minutes	Website updates and modifications in content : committee is formed constituting of following members 1. Ms. Nanda Kumari 2. Mr. Bhaskar Hegde 3. Mr. Shailesh Kumar 4. Dr. Divakara K. Notice sent to hostels, Kalakendra and all UG and PG staffs to send the brief report with photographs of all the programmes conducted in the hostel/Kala Kendra could be sent to the email id website@sdmcjire.in on the next day of the event.
Resolved	Website updates and modifications in contents to be done before 20-01-2020

Agenda 6	Elective - popularize popular online courses in the electives
Minutes	To Popularize online courses principal suggested to adopt online course as electives
Resolved	Online course can be adopted as electives, Principal will discuss in the HOD meeting

Agenda 7	Digital magazine
Minutes	Digital magazine issue will be published in the coming days. It is the form of wall magazine
Resolved	Principal will discuss the matter regarding digital magazine in the HOD meeting

Agenda 8	Best Practices - Manual
Minutes	Best Practices manual draft is done by Dr. A. Jayakumar Shetty and Mr. Bhaskar Hegde
Resolved	Principal informed them to keep ready the draft best practices manual in hard copy before 30-01-2020

Agenda 9	Portion completion
Minutes	In this even semester, all the HODs are informed to complete the syllabus before 20-03-2020
Resolved	Principal assigned the task to Deans to review the portion completion in all the departments

Agenda 10	College Day celebrations
Minutes	Regarding College day celebrations, committee is to be formed
Resolved	Principal informed Dr. A. Jayakumar Shetty and Dr. B. P. Sampath Kumar to form a committee of college day celebrations

Agenda 11	Alumni Registration
Minutes	Alumni Registration - It is informed to discuss how we can collect higher studies details of our students and provide provision for enter it in alumni registration
Resolved	About alumni registration task is assigned to Mr. Shailesh Kumar and Mr. Yuvaraj Poovani, It can be finalise before 20-01-2020

Agenda 12	Mobile Attendance
Minutes	Principal informed to all, attendance can be marked through their smart phones from next week onwards.
Resolved	Informed Mr. S. N. Kakathkar and Mr. Shailesh Kumar to arrange demo of mobile attendance at the earliest.

Agenda 13	Google Calendar
Minutes	Upcoming events of the department is to be entered in their department google calendar. This is to avoid overlapping of the programmes and communication gap amongst the departments
Resolved	Google calendar is to be used to enter upcoming events, task is assigned to Mr. Satheeshchandra P. D.

Agenda 14	Approval for conduct of special examination
Minutes	Notification is received from Mangalore University for conducting special examination for sports/NCC/NSS students.
Resolved	Decided to conduct special examination for deserving students of Sports/NCC/NSS. It is appro



Date:10-01-2020

Time:11.30AM

Place: Board Room

CORE COMMITTEE/ACADEMIC PLANNING MEETING

Sl. No.	Name & Address	Designation	Signature
1	Mr. Satheeshchandra S.	Chairman	
2	Dr. B. Ganapayya	Member	
3	Dr. P. N. Udayachandra	Member	
4	Dr. A. Jayakumar Shetty	Member	
5	Dr. B. P. Sampath Kumar	Member	
6	Mr. Shanthiprakash	Member	
7	Mr. S. N. Kakathkar	Member	
8	Dr. K. Shankarnarayana	Member	
9	Mr. Yuvaraj Poovani	Member	
10	Ms. Nanda Kumari	Special Invitee	

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE

Ent:SDMES

Minutes of Meeting

Date of Meeting	03/06/2020
Time	10:30
Venue	Seminar Hall
Subject	Monthly meeting of UG HODs

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcujiire.in , ssatheeshchandra@gmail.com	CONVENER	Present
2	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcujiire.in	MEMBER	Present
3	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcujiire.in	MEMBER	Present
4	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcujiire.in	MEMBER	Present
5	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcujiire.in	MEMBER	Present
6	AJOY KOMBRABAIL <input checked="" type="checkbox"/> ajoy37@rediff.com , ajoy@sdmcujiire.in	MEMBER	Present
7	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcujiire.in	MEMBER	Present
8	DR.KUMARA HEGDE BA <input checked="" type="checkbox"/> kumarahegde@sdmcujiire.in	MEMBER	Present
9	SHALIP KUMARY <input checked="" type="checkbox"/> shalip@sdmcujiire.in	MEMBER	Absent
10	DR.P.VISHWANATH <input checked="" type="checkbox"/> drvishwanathap@sdmcujiire.in	MEMBER	Present
11	SHRIDHARA N.BHATTA <input checked="" type="checkbox"/> sbujire@sdmcujiire.in	MEMBER	Present
12	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcujiire.in	MEMBER	Present
13	DR. BHASKARA HEGDE <input checked="" type="checkbox"/> bhegde@sdmcujiire.in	MEMBER	Present
14	B. GANESH NAYAK <input checked="" type="checkbox"/> bganeshnayak@gmail.com	MEMBER	Present
15	DR. VANDANA JAIN <input checked="" type="checkbox"/> vandanajainm@sdmcujiire.in	MEMBER	Present

16	DR. PUNDARIKA A <input checked="" type="checkbox"/> pundari09@gmail.com , pundari09@sdmcejire.in	MEMBER	Absent
17	RAMESH H. <input checked="" type="checkbox"/> rameshramkunjia@sdmcejire.in	MEMBER	Present
18	YOGESH H.E. <input checked="" type="checkbox"/> yogeshhe@sdmcejire.in	MEMBER	Absent
19	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcejire.in	MEMBER	Present
20	SHAILESH KUMAR <input checked="" type="checkbox"/> shailu.ujire@sdmcejire.in	MEMBER	Present
21	ACHYUTH. S KAMATH <input checked="" type="checkbox"/> askachyuth@gmail.com , achyuthsk@sdmcejire.in	MEMBER	Present

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To send mail for all the members click `send email` button on top right corner.

Agenda List :

1	Question Bank for Question paper software
2	Inauguration of a. Digilock b. R-Lectures c. E-Magazine
3	AAA
4	PBSA
5	Publications

Minutes :

Agenda 1	Question Bank for Question paper software
Minutes	All HODs are informed to prepare the question bank of VI Semester for the respective papers in the given format
Resolved	Informed to submit the softcopy of the Question bank of VI Semester on or before 09-06-2020 and the II semester Question bank on or before 13-06-2020 to be mailed to examsection@sdmcejire.in

Agenda 2	Inauguration of a. Digilock b. R-Lectures c. E-Magazine
Minutes	Principal informed about inauguration of Digilock, R-lecturers and E-Magazine. Inauguration will be held in Dharmasthala by Rev. Dr. D. Veerendra Heggade.
Resolved	Those who have published E-Magazine in their departments are informed to send the softcopy of the two best e-magazine to principal@sdmcejire.in on or before 10-06-2020

Agenda 3	AAA
Minutes	Discussed about conducting of AAA
Resolved	The IQAC will conduct the AAA in this month between 10th to 13th June 2020

Agenda 4	PBSA
Minutes	Discussed about PBSA
Resolved	All the HODs are informed to give their suggestions and feedback about PBSA to the Principal. on or before 10-06-2020

Agenda 5	Publications
Minutes	As per the requirement of website, staff publications for the year 2019-20 required for update in the website
Resolved	All are informed to submit the softcopy of the publications in PDF format to website committee on or before 10-06-2020

S.D.M. COLLEGE(Autonomous), UJIRE

Meeting of UG HOD's is on 03-06-2020 at 10.30AM in Seminar Hall

Sl. No.	Name	Department	Signature
01	Mr. S. Satheeshchandra	Principal	
02	Dr. Ganapayya B.	PG Dean	
03	Dr. P. N. Udayachandra	HOD, Commerce	
04	Dr. A. Jayakumar Shetty	HOD, Economics	
05	Dr. B. P. Sampath Kumar	HOD, Kannada	
06	Mr. Shanthiprakash	HOD, Statistics	
07	Mr. Ajoy Kombrabail	HOD, Business Management	
08	Mr. S. N. Kakathkar	HOD, Physics	
09	Dr. Kumara Hegde B.A.	HOD, Botany & Biotechnology	
10	Dr. Shalip	HOD, Political Science	- Absent -
11	Dr. P. Vishwanath	HOD, Chemistry	
12	Dr. Shridhar N. Bhat	HOD, Sanskrit	
13	Dr. Shankarnarayana	HOD, English	
14	Mr. Bhaskar Hegde	HOD, Journalism	
15	Mr. Ganesh Nayak	HOD, Mathematics	
16	Mr. Shailesh Kumar	HOD, Computer Science	
17	Dr. Pundarika	HOD, History	For
18	Mr. Yogeesh H. E.	Librarian	- Ab -
19	Mr. Achyuth S. Kamath	NCC	
20	Mr. Yuvaraj Poovani	Office Superintendent	
21	Dr. Vandana .	Psychology .	
22	Mr. Ramesh	Phy. Edu.	

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE

Ent:SDMES

Minutes of Meeting

Date of Meeting	07/08/2020
Time	14:30
Venue	Seminar Hall
Subject	Core committee meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcujiire.in ssatheeshchandra@gmail.com	CONVENER	Present
2	B. GANAPAYYA <input checked="" type="checkbox"/> ganapayyab@sdmcujiire.in	MEMBER	Absent
3	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcujiire.in	MEMBER	Present
4	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcujiire.in	MEMBER	Present
5	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcujiire.in	MEMBER	Present
6	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcujiire.in	MEMBER	Present
7	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcujiire.in	MEMBER	Present
8	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcujiire.in	MEMBER	Present
9	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcujiire.in	MEMBER	Present

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To send mail for all the members click `send email` button on top right corner.

Agenda List :

1	SDMC/Core Committee/2020-21/03/01: Reading the minutes of the previous meeting and action taken report
2	SDMC/Core Committee/2020-21/03/02: Classes /Exams to VI semester students
3	SDMC/Core Committee/2020-21/03/03: BOE/BOS Meetings
4	SDMC/Core Committee/2020-21/03/04: Online classes - Documentation/EERPMS
5	SDMC/Core Committee/2020-21/03/05: Recorded Lectures
6	SDMC/Core Committee/2020-21/03/06: Any Other

Minutes :

Agenda 1	SDMC/Core Committee/2020-21/03/01: Reading the minutes of the previous meeting and action taken report
Minutes	<p>Principal discussed about the minutes of the previous meeting and action taken report</p> <ol style="list-style-type: none">1. PBSA format will be forwarded to all the faculty in the beginning of the academic year. All are informed to fill the annual action plan in the prescribed format2. Policies regarding online classes sent to all the staff and informed them to follow the policies and procedures.3. Lectures by Eminent scholars : As per the suggestions in the mail received from Secretary sir, the list is revised and sent for approval. After getting approval, it will be communicated to all the HODs regarding the finalization of this activity and profile update in website4. Syllabus of Certificate course and Electives should be finalized in the BOS meeting and after getting approved in the BOS meeting, it should be sent to Registrar office before 25-08-2020
Resolved	Agenda was approved

Agenda 2	SDMC/Core Committee/2020-21/03/02: Classes /Exams to VI semester students
Minutes	<p>As per the proceedings of Principals meeting held on 05-08-2020 through Google meet by Vice Chancellor, Mangalore University, the following decisions were taken</p> <ol style="list-style-type: none">a) To conduct classes to VI semester students from 1st September to 12th September through online/regularb) To conduct exams, Backlog exams, Model and Sem end practical exams to VI Semester students from 16th September onwards(Theory and Practical). A detailed action plan and procedure is prepared by the committee headed by Registrar(Evaluation) Mr. Shanthiprakash is as follows. Enclosed: Annexure - I, Exam notification and guidelinesc) Academic calendar 2020-21 will be prepared referring to the Mangalore University academic calendar.
Resolved	Decision were taken as per regular time table, 1st week online, 2nd week offline classes to be conducted. Exams for VI semester students will be conducted from 18th September 2020, after completion of UG exams, PG examination is to be conducted, if it is not convenient to conduct simultaneously. Guidelines is to be prepared by Registrar(Evaluation)

Agenda 3	SDMC/Core Committee/2020-21/03/03: BOE/BOS Meetings
Minutes	Information given by Dr. B. P. Sampath Kumar, Registrar(Admn) regarding documenting minutes/proceedings with regard to skill components and electives in the BOS meeting.
Resolved	Format will be sent by 07-08-2020 and informed to submit the details after getting approval of minutes from the BOS members.

Agenda 4	SDMC/Core Committee/2020-21/03/04: Online classes - Documentation/EERPMS
Minutes	Policies and procedures is to be followed for conducting online classes. Proper documentation is to be maintained using excel, google forms after the every class. The format is being prepared by Mr. Satheeshchandra P. D., Mr. Pradeep and team. The same will be used for documentation
Resolved	The format will be circulated next week and orientation will be arranged with regard to documenting the online classes at earliest. After completing the classes, all the faculty are informed to upload the materials, video links, pdf links, ebook links, reference books of the topics taught by them in online classes this format and to EERPMS. For any clarification informed to meet Ms. Rajashree, Software Cell.
Agenda 5	SDMC/Core Committee/2020-21/03/05: Recorded Lectures
Minutes	It is observed that a few faculty have conducted less number of R-lectures.
Resolved	HODs are informed to convey their faculty to make it good in the next fortnight and should not repeat such lapses. In case of overlapping of schedule interchange the slots within departments/with other department faculty
Agenda 6	SDMC/Core Committee/2020-21/03/06: Any Other
Minutes	Physical arrangement for semester end examination: Separate committee will be formed in this regard to make necessary physical arrangement. The committee consists of Mr. Shanthiprakash, Registrar(Evaluation), Dr. B. Ganapayya(PG Dean), Mr. Suveer, Dr. Priya Kumari, Mr. G. R. Bhat, Mr. Yuvaraj Poovani, Mr. Rajendra Indra
Minutes 7	SDMC/Core Committee/2020-21/03/07: BOE Meeting BOE meeting is to be conducted in the PG by forming the committee Registrar(Evaluation)/Registrar(Admn)/ PG Dean/Chairman along with internal member and it is applicable for this semester only.

6	SDMC/Core Committee/2020-21/04/06: NAAC related
7	SDMC/Core Committee/2020-21/04/07: Documentation in Data Centre
8	SDMC/Core Committee/2020-21/04/08: Research activity promotion - Research Centre
9	SDMC/Core Committee/2020-21/04/09: Vacation regarding
10	SDMC/Core Committee/2020-21/04/10: Dr. DVH Pattabhisheka Day
11	SDMC/Core Committee/2020-21/04/11: Any other

Minutes :

Agenda 1	SDMC/Core Committee/2020-21/04/01: Reading the minutes of the previous meeting and action taken report
Minutes	Principal read out the minutes of the previous meeting and action taken report Regarding class and examination to VI Semester students - Class conducted and theory examinations conducted to III year UG and II year PG students. Practical examinations and evaluation is to be done at the earliest. Principal appreciated and thanked the Social media committee, admission committee, orientation committee with regard to admissions 2020 for their good work.
Resolved	Agenda was approved

Agenda 2	SDMC/Core Committee/2020-21/04/02: Re-opening offline classes(UG/PG)
Minutes	As per our calendar of events offline classes will be started on 05-10-2020.
Resolved	It is decided to write to Mangalore University, after getting permission from the University offline classes for UG/PG will be started

Agenda 3	SDMC/Core Committee/2020-21/04/03: Regarding online class
Minutes	It is mandatory to upload the online class materials to EERPMS/Google class.
Resolved	Deans are informed to monitor and verify the classes conducted and materials uploaded to EERPMS/Google class

Agenda 4	SDMC/Core Committee/2020-21/04/04: Eminent Scholars : Policy
Minutes	Policy regarding eminent scholars framed based on the suggestions given by the Secretary
Resolved	After getting approval from the Secretary, Eminent scholars guest lectures can be conducted through online after the commencement of offline classes.

Agenda 5	SDMC/Core Committee/2020-21/04/05: Follow up of activities, reports, documents - Policy books/CO, PSO
Minutes	Principal informed to forward the soft copy of the Policy book to core committee members.
Resolved	All the core committees members are informed to suggest corrections/recommendations/suggestion in the policy book on or before 07-10-2020. The Policy book and Programme Outcomes shall be approved in the next core committee meeting and to be maintained in the form of hard copy and soft copy.

Agenda 6	SDMC/Core Committee/2020-21/04/06: NAAC related
Minutes	Honourable secretary's feedback on the detailed list has been prepared based on the requirements/inputs given by the various Criteria

Resolved	Mail sent to all the concerned staff and core committee members. Core committee members are informed to give suggestions to the concerned staff within 10-10-2020
Agenda 7	SDMC/Core Committee/2020-21/04/07: Documentation in Data Centre
Minutes	Documentation of college is updated in Data Centre
Resolved	All the core committee members are advised to give their valuable suggestions to Ms. Shwetha regarding updating and maintenance of data.
Agenda 8	SDMC/Core Committee/2020-21/04/08: Research activity promotion - Research Centre
Minutes	Mangalore University has considered our proposal and sanctioned a "Research Centre for Ph.D. programme under Mangalore University" for our college
Resolved	Regarding the establishment of research centre, Principal, PG Dean and core committee members will meet the Secretary in this regard to get the guidance and further action.
Agenda 9	SDMC/Core Committee/2020-21/04/09: Vacation regarding
Minutes	Proposal to declare vacation from 20th to 25th October 2020 regarding
Resolved	In this regard, Principal will discuss the matter with Secretary
Agenda 10	SDMC/Core Committee/2020-21/04/10: Dr. DVH Pattabhisheka Day
Minutes	24th October 2020, the Pattabhisheka day of President Rev. Dr. D. Veerendra Heggade. The members of staff shall participate in the programme as per the directions in the circular to be received
Resolved	As per the circular, the staff members shall take part in the programme
Agenda 11	SDMC/Core Committee/2020-21/04/11: Any other
Minutes	i. Finance committee meeting through online date to be fixed ii. IQAC Co-ordinator mentioned about the IPR webinar to be organized jointly with SDM Law College under Paramarsh schem

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE – 574 240

(Autonomous)

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DAKSHINA KANNADA, KARNATAKA STATE

e-mail: sdmcollege@rediffmail.com, principal@sdmcujire.in Website: www.sdmcujire.in



Date:28-09-2020

Time:10.30AM

Place: Seminar Hall

CORE COMMITTEE/ACADEMIC PLANNING MEETING

Sl. No.	Name & Address	Designation	Signature
1	Dr. Satheeshchandra S.	Chairman	
2	Dr. P. N. Udayachandra	Member	- Absent -
3	Dr. A. Jayakumar Shetty	Member	
4	Dr. B. P. Sampath Kumar	Member	
5	Mr. Shanthiprakash	Member	- Absent -
6	Dr. Vishwanath P.	Member	
7	Mr. S. N. Kakathkar	Member	
8	Dr. K. Shankarnarayana	Member	
9	Mr. Yuvaraj Poovani	Member	

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS) UJIRE
UJIRE

Ent:SDMES

Minutes of Meeting

Date of Meeting	13/01/2021
Time	11:00
Venue	Seminar Hall
Subject	Core committee meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcejire.in ssatheeshchandra@gmail.com	CONVENER	Present
2	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcejire.in	MEMBER	Present
3	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcejire.in	MEMBER	Present
4	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcejire.in	MEMBER	Present
5	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcejire.in	MEMBER	Present
6	DR.P.VISHWANATH <input checked="" type="checkbox"/> drvishwanathap@sdmcejire.in	MEMBER	Present
7	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcejire.in	MEMBER	Present
8	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcejire.in	MEMBER	Absent
9	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcejire.in	MEMBER	Absent

Note : To send mail to individual click email.id below the name.

To send mail for all the members click 'send email' button on top right corner.

Agenda List :

1	SDMC/Core Committee/2020-21/08/01 : Reading the minutes of the previous meeting and action taken report
2	SDMC/Core Committee/2020-21/08/02 : Semester End Examination
3	SDMC/Core Committee/2020-21/08/03 : Feedback report from Dr. I.R.N. Goudar
4	SDMC/Core Committee/2020-21/08/04 : SDMC/Core Committee/2020-21/08/11 : Work Diary
5	SDMC/Core Committee/2020-21/08/05 : Implementation of EERPMS/Reporting after entering in EERPMS

6	SDMC/Core Committee/2020-21/08/06 : Updates in website
7	SDMC/Core Committee/2020-21/08/07: National Education Policy Workshop
8	SDMC/Core Committee/2020-21/08/08 : NIRF Details - Higher Studies(UG & PG), Placement(PG)
9	SDMC/Core Committee/2020-21/08/09 : Governing Body meeting
10	SDMC/Core Committee/2020-21/08/10: India Today Ranking 2021
11	SDMC/Core Committee/2020-21/08/11 : ARIIA(Atal Ranking of Institutions on Innovation Achievements(ARIIA)

Minutes :

Agenda 1	SDMC/Core Committee/2020-21/08/01 : Reading the minutes of the previous meeting and action taken report
Minutes	<p>Principal read out the minutes of the previous meeting and action taken report</p> <p>a) Internal Test: As per the decision taken in the last core committee meeting, I and II internal exams were conducted. The students who have not attended I/II internal test/Retest have to submit the assignments compulsorily to the respective departments. HODs are informed to submit the list of students submitted the assignments to the examination section. Internal assessment marks to these students will be allotted by Registrar(Evaluation).</p> <p>b) Supplementary examination: As per the schedule and guidelines, Supplementary exams were conducted</p> <p>c) MOU - Assigned the task to the respective Deans to frame the policy and procedure in the standard format for MOUs before 26-01-2020, after finalization it will be circulated to the departments</p> <p>d) Criterion wise requirement for NAAC : Orientation of teaching and non-teaching staff - As per the schedule orientation programme is conducted.</p> <p>e) Semester End examination Question paper - As per the guidelines preparation of question paper is done</p> <p>f) Social media page approval - Approval has to be taken for the social media page, in this regard information is sent all the staff.</p>
Resolved	<p>Principal appreciated the IQAC Co-ordinator and all Chairpersons of NAAC Criteria for organizing this programme successfully.</p> <p>Agenda was approved</p>

Agenda 2	SDMC/Core Committee/2020-21/08/02 : Semester End Examination
Minutes	Semester End Examination scheduled from 22-01-2021.
Resolved	<p>As per the schedule it was decided to conduct the exam. It was decided to display the Semester End Examination timetable(draft) in the college website.</p> <p>Regarding conduct of language exams, respective language HODs and Arts dean are informed to discuss and take decision and report to the Principal on or before for finalising the timetable.</p>

Agenda 3	SDMC/Core Committee/2020-21/08/03: Feedback report from Dr. I.R.N. Goudar
Minutes	As per the suggestion in the last Governing Body meeting, feedback is collected from external members. In this regard committee is formed and action taken report is collected from the concerned staff.
Resolved	Action taken report to be consolidated and it will be forwarded to the management on or before 25-01-2021

Agenda 4	SDMC/Core Committee/2020-21/08/04 : Work Diary
Minutes	Regarding writing work diary
Resolved	Details of online classes conducted are to be attached to the work diary by individual faculty. And the offline classes conducted and other activities to be written from 1st January 2021 in work diary with all other particular to be written as earlier.

Agenda 5	SDMC/Core Committee/2020-21/08/05: Implementation of EERPMS/Reporting after entering in EERPMS
Minutes	As per the instructions from SDM Educational Society, all the department activities must be entered in EERPMS before reporting them anywhere else. Hence, all are informed to make every necessary arrangements to update the department activities
Resolved	In this regard a meeting will be conducted by Mr. Sooryanarayana for the department staff in charges with regard to activity entries in EERPMS in the month of January 2021.

Agenda 6	SDMC/Core Committee/2020-21/08/06: Updates in website
Minutes	To update the departmental profiles/contents regularly
Resolved	The HODs are informed to go through the contents of their department and make necessary corrections and updates in the profile/content and forward to website@sdmcyjire.in.

Agenda 7	SDMC/Core Committee/2020-21/08/07: National Education Policy Workshop
Minutes	As per the management instructions workshop on National Education Policy is to be conducted.
Resolved	workshop will be conducted in the 2nd week of February. Committee involving senior faculty will be formed in this regard.

Agenda 8	SDMC/Core Committee/2020-21/08/08: NIRF Details - Higher Studies(UG & PG), Placement(PG)
Minutes	Regarding entering the student progression(Higher studies and placement) for 2019-20 pass out to the google sheet as for the academic year 2020-21 college is registered for NIRF ranking.
Resolved	All the HODs are informed to update the details of higher studies and placement details on or before 25-01-2021

Agenda 9	SDMC/Core Committee/2020-21/08/09: Governing Body meeting
Minutes	The Governing body meeting is scheduled on 15-12-2021 at 10.30AM. Honourable President of SDM Educational Society®, Ujire Rev. Dr. D. Veerendra Heggadeji will be visiting our institution with regard to Governing Body meeting. He may visit a few departments on that day.
Resolved	The HODs are informed to make necessary arrangements and give a brief presentation of the department.

Agenda 10	SDMC/Core Committee/2020-21/08/10: India Today Ranking 2021
Minutes	India Today ranking 2021 is open for apply. It is decided that our college should participate in this survey competition.
Resolved	The HODs and Deans are informed to take necessary measures and preparation with regard to this. To fill the format and upload it on time, collecting all data/information

Agenda 11	SDMC/Core Committee/2020-21/08/11: ARIIA(Atal Ranking of Institutions on Innovation Achievements(ARIIA)
Minutes	Institution is applying for ARIIA. Mr. Suveer Jain is nominated as the Co-ordinator by the Principal. Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Education (MoE), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to Innovation and Entre-preneurship Development amongst students and faculties. Data submission for the ARIIA in online mode already started from 7th Dec 2020 to 22nd Feb 2021 through Co-ordinator.
Resolved	In this regard committee will be formed. Criteria Chairpersons and the concerned faculty are informed to provide the data and co-operate with the committee

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DAKSHINA KANNADA, KARNATAKA STATE

e-mail: sdmcollege@rediffmail.com, principal@sdmcujire.in Website: www.sdmcujire.in



Date:13-01-2021

Time:10.30AM

Place: Discussion Room

CORE COMMITTEE/ACADEMIC PLANNING MEETING

Sl. No.	Name & Address	Designation	Signature
1	Dr. Satheeshchandra S.	Chairman	
2	Dr. P. N. Udayachandra	Member	
3	Dr. A. Jayakumar Shetty	Member	
4	Dr. B. P. Sampath Kumar	Member	
5	Mr. Shanthiprakash	Member	
6	Dr. Vishwanath P.	Member	
7	Mr. S. N. Kakathkar	Member	
8	Dr. K. Shankarnarayana	Member	
9	Mr. Yuvaraj Poovani	Member	

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
(AUTONOMOUS), UJIRE

Ent:SDMES

Minutes of Meeting

Title of the Meeting	Monthly Meeting
Date of Meeting	05/04/2021
Time	11:00
Venue	Board Room
Subject	Core committee meeting -Monthly meeting

Sl. No.	Name & Email ID	Role	Present / Absent
1	S.SATHEESCHANDRA <input checked="" type="checkbox"/> ssatheeshchandra@sdmcijire.in ssatheeshchandra@gmail.com	CONVENER	Present
2	DR. P.N. UDAYACHANDRA <input checked="" type="checkbox"/> ucpn@sdmcijire.in	MEMBER	Present
3	DR. A.JAYAKUMAR SHETTY <input checked="" type="checkbox"/> ajkshetty@sdmcijire.in	MEMBER	Present
4	SAMPATH KUMAR B.P <input checked="" type="checkbox"/> bpsampath@sdmcijire.in	MEMBER	Absent
5	SHANTHIPRAKASH <input checked="" type="checkbox"/> spnerenki@sdmcijire.in	MEMBER	Present
6	DR.P.VISHWANATH <input checked="" type="checkbox"/> drvishwanathap@sdmcijire.in	MEMBER	Present
7	SHASHISHEKAR N. KAKATHKAR <input checked="" type="checkbox"/> snkakathkar@sdmcijire.in	MEMBER	Present
8	K. SHANKARANARAYANA <input checked="" type="checkbox"/> shabhaashya@sdmcijire.in	MEMBER	Present
9	YUVARAJA POOVANI <input checked="" type="checkbox"/> poovani3333@sdmcijire.in	MEMBER	Present

Note : To send mail to individual click email.id below the name.

To send mail for all the members click 'send email' button on top right corner.

Agenda List :

1	SDMC/Core Committee/2020-21/13/01: Reading the minutes of the previous meeting and action taken report
2	SDMC/Core Committee/2020-21/13/02: Weekly one day online class

3	SDMC/Core Committee/2020-21/13/03: One department - one class per week in open classroom
4	SDMC/Core Committee/2020-21/13/04: Conduct of BOS meetings
5	SDMC/Core Committee/2020-21/13/05: Appointment of new members to Governing Body and Academic Council
6	SDMC/Core Committee/2020-21/13/06: Inclusion of Interdisciplinary Topics in the syllabus
7	SDMC/Core Committee/2020-21/13/07: Website analysis
8	SDMC/Core Committee/2020-21/13/08: EERPMS

Minutes :

Agenda 1	SDMC/Core Committee/2020-21/13/01: Reading the minutes of the previous meeting and action taken report
Minutes	<p>Principal read out the minutes of the previous meeting and discussed the action taken report</p> <p>a) Budget requirement for the even semester 2020-21 is collected and the budget requirement for the academic year 2021-22 is to be collected before 30th April 2021</p> <p>b) Interim feedback about research and publication - notice sent to all the faculty to send it before 10-04-2021</p> <p>c) It was decided to finalise the college calendar before 12-04-2021. Staff In charge: Dr. Ramachandra Purohith</p> <p>d) Regarding college day: It was decided to wait for 15 days depending in the Covid situations the decisions will be taken</p> <p>e) Regarding governing body meeting suggestions</p> <p>i) 5 year vision plan and SWOC analysis of the institution prepared</p> <p>ii) To attract students from outside the state and country is prepared Plan of action by the committee headed by Dr. Bhaskar Hegde</p> <p>iii) Develop alumni management portal; Assigned the responsibility to Mr. Shailesh Kumar and Mr. Pradeep, working on the same</p> <p>iv) Learning Management System: Assigned the task to Mr. Yogesh H. E., Librarian to take the measures in this regard</p> <p>v) Elective/MOOC/CC in emerging areas: informed in the last HOD meeting to take necessary action in consultation with the committee in charge and Registrar(Evaluation). All the incharge staff to give the progress in the next meeting.</p> <p>f) NAAC related</p> <p>i) IQAC meeting: IQAC co-ordinator was asked to give the dates for the meeting for Principal approval</p> <p>ii) Best practices is to be finalized before 1st week of April 2021 by Dr. Bhaskar Hegde.</p> <p>iii) Policy handbook - final copy is to be done before 15th April 2021 by Dr. Shankarnarayana K.</p> <p>g) Finalisation of library stock verification: Final report submitted. Yet to receive the resolutions from Mr. Yogesh H. E., Librarian</p>
Resolved	Agenda was approved.

Agenda 2	SDMC/Core Committee/2020-21/13/02: Weekly one day online class
Minutes	To minimize the student strength in the campus and to encourage online learning/self learning, this project is planned. Informed Dr. Savitha Kumari to allot weekly one day online classes in this even semester timetable. The students of each stream will have only 5 days offline classes
Resolved	Approved by the members to implement this plan.

Agenda 3	SDMC/Core Committee/2020-21/13/03: One department - one class per week in open classroom
Minutes	It was decided to conduct one class per week in open classroom by each department
Resolved	Agenda was approved.

Agenda 4	SDMC/Core Committee/2020-21/13/04: Conduct of BOS meetings
Minutes	It was decided to conduct the BOS meetings of all the departments of UG & PG for the academic year 2020-21 even semester on or before 5th May 2021 in Blended mode(External members online & Internal members offline) by sending departmental syllabus in advance to the members by e-mail. An exclusive meeting will be conducted by Registrars to fix the agenda for BOS meetings.
Resolved	Agenda was approved.

Agenda 5	SDMC/Core Committee/2020-21/13/05: Appointment of new members to Governing Body and Academic Council
Minutes	Core committee members are informed to suggest the names for the members for Governing Body and Academic Council in place of the members whose tenure is completed.
Resolved	Agenda was approved

Agenda 6	SDMC/Core Committee/2020-21/13/06: Inclusion of Interdisciplinary Topics in the syllabus
Minutes	Information about the inclusion of interdisciplinary topics in the syllabus should be given to the Principal and Registrar(Evaluation)by HODs, immediately after the BOS meeting.
Resolved	Resolution: Approved by the members

Agenda 7	SDMC/Core Committee/2020-21/13/07: Website analysis
Minutes	Analysis and the plan for completing the work of updating the college website was circulated to core committee members for reference and suggestions.
Resolved	Informed the members to give the suggestions/recommendations within 2 days

Agenda 8	SDMC/Core Committee/2020-21/13/08: EERPMS
Minutes	<ol style="list-style-type: none"> 1. Question Bank access to students 2. Class Test provision <p>Discussed about the question bank access to students and class test provision, in this regard decided to call an exclusive meeting within 15 days for the same with Registrars and staff from software cell.</p>
Resolved	Agenda was approved.

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE – 574 240

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DAKSHINA KANNADA, KARNATAKA STATE

e-mail: sdmcollege@rediffmail.com, principal@sdmcijire.in Website: www.sdmcijire.in

Date:05-04-2021

Time:11AM

Place: Board Room

CORE COMMITTEE/ACADEMIC PLANNING MEETING

Sl. No.	Name & Address	Designation	Signature
1	Dr. Satheeshchandra S.	Chairman	
2	Dr. P. N. Udayachandra	Member	
3	Dr. A. Jayakumar Shetty	Member	
4	Dr. B. P. Sampath Kumar	Member	Absent
5	Mr. Shanthiprakash	Member	
6	Dr. Vishwanath P.	Member	
7	Mr. S. N. Kakathkar	Member	
8	Dr. K. Shankarnarayana	Member	
9	Mr. Yuvaraj Poovani	Member	



Sri Dharmasthala Manjunatheshwara College
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6.5.1. SDM Data Centre



Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

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SDM DATA CENTRE

Preamble: The institution has been expanding its working boundary and to cater to its needs in terms of a repository in terms of facts and figures, documents for presenting before the regulatory bodies or the management, a full fledged Data Centre was established in the college on 19.12.2019. The Centre shall function under the guidance of the management. In order to monitor the centre a working committee has been constituted. The committee with directions from the head of the institution shall undertake steps to initiate to retrieve and preserve all data of the institution at the central place and evolve a strategic plan for its sustenance in the future. The functioning of the centre is entirely supported by the in-house developed software EERPMS.

The objectives of the Centre are:

1. To keep a repository of all data and documents of the institution
2. To retrieve the required data and provide the authority whenever required for different purposes in different situations
3. To protect and preserve the all the data and documents at a central place
4. To enable easy and safe delivery of data to support paperless office management

The mode of functioning:

The cell shall have a well structured monitoring system.

A separate technical staff will be in charge of the centre

The monitoring committee:

Coordinator (policy and strategy of the cell)	:	Dr. K. Shankarnarayana
Convener(execution and proper functioning of the cell):		Sri. S. N. Kakathkar
Technical Co-ordinator	:	Mr. Sooryanarayana

Members:

1. Registrar(Admin) : Dr BP Sampath Kumar
2. Registrar(Evaluation) : Mr. Shanthiprakash



Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

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3. Arts Dean : Dr. A. Jayakumar Shetty
4. PG Dean : Dr. Vishwanath P
5. NIRF Coordinator : Mr. S. N. Kakathkar
6. IQAC Coordinator : Dr. Shankarnarayana K
7. AISHE coordinator : Ms. Savitha Kumari
8. Website convener : Ms. Nanda Kumari
9. Office Superintendent : Mr. Yuvaraj Poovani
10. Technical expert : Ms. Shwetha K. M.

Functions:

1. Retrieving all the data from various sources such as EERPMS, office- both administrative and accounts sections, Exam sections
2. Collection of the documents and photographs from Google drive gallery, departments, committees, office sports, journalism and other committees and centres.
3. Collection of documents from SDME Society if required
4. Classification and arranging in the specified formats for quick retrieval- excel sheets,
5. google forms, word documents, pdf, JPG etc
6. Creation of inward and outward box for the documents or the data shared

Special Note:

1. The Centre can be reached only through proper channel. The coordinator shall receive the request or information in e mails from any stakeholder and in consultation with the Principal it will be communicated to the technical staff for incorporating the data or providing the data. The retrieval or accèss to the data is password protected.
2. The technical staff should get the consent from the coordinators before sharing any data or document.
3. Highly confidential matters like monetary or confidential documents can be shared only after the approval of the head of the institution.



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6.5.1. Notices related to Paperless Office Practices (Samples)



SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
UJIRE-574 240, Dakshina Kannada (Karnataka State)
AUTONOMOUS

NOTICE

All the **UG HODs** are hereby informed to attend the **meeting on 03-06-2020 at 10.30AM in Seminar Hall.**

Agenda:

1. **Question Bank for Question paper software**
2. Inauguration of
 - a. **Digilock**
 - b. R-Lectures
 - c. **E-Magazine**
3. AAA
4. PBSA

Date: 02-06-2020


Principal



SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
UJIRE-574 240, Dakshina Kannada (Karnataka State)
AUTONOMOUS

NOTICE

UPLOADING DOCUMENTS TO THE EERPMS

It is mandatory to upload the supporting documents like attendance certificate/ bills claimed/ voucher/copy of the publication to the EERPMS from 1st November 2020 onwards along with uploading of activity report.

Date:22-10-2020


Principal



SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE

UJIRE-574 240, Dakshina Kannada (Karnataka State)

AUTONOMOUS

NOTICE

All the HODs are hereby informed to **update** **the activities in EERPMS** before 30th March 2020. Important Photos should be uploaded along with the report. Important photos may be collected and uploaded for the past period, if available.

Date:19-03-2020


Principal



SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE(AUTONOMOUS)

UJIRE - 574 240

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DAKSHINA KANNADA, KARNATAKA STATE

Notice

Date: 06-06-2022

Esteemed Colleagues,

The First Internal Tests (Written) will commence from 27th June 2022. Tests are of ONE Hour duration and maximum marks 25. You are requested to prepare the **question papers in soft form** & submit to the Office of Registrar (Evaluation) on or before **20.06.2022**. ID: examsection@sdmcujiire.in. Last date for submission of Internal tests marks (out of 100) to the exam section : on or before **9.07.2022**

Please Note: Departments are requested to conduct first IA tests for Open Elective of II Semester & Elective paper of IVth Semester on July 11th in the respective classes and submit the valued answer scripts along with the mark list (out of 100) to the exam section on or before **18-07-2022**.

Shanthiprakash
Registrar(Evaluation)



G. J. Thella
Principal 06/06/22

NOTICE

All HOD's (UG) are informed to prepare the question bank of the VI Semester for the respective papers in the following format and submit the **soft copy of the same** to the Registrar (Evaluation) on or before 09-06-2020 and the II semester Question Bank on or before 13-06-2020

Question bank to be mailed to examsection@sdmcyjire.in

FORMAT OF THE QUESTION BANK

Program:

Semester:

Subject:

Paper Code:

Paper Name:

Sl.No.	Topic	Question	Marks	Category (A-Analytical C-Conceptual L-Logical)

Date:03/06/2020


Principal

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE(AUTONOMOUS)

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DARSHINA KANNADA, KARNATAKA STATE

NOTICE

All the staff members are informed to mark **student attendance of their class**(Except electives and Open Electives) **using mobile in EERPMS** from **12-04-2021.**

IP Address:

125.20.85.90:8080/EERP3.0/EAM/?ID=SDMROLL

Date: 11-04-2021



Principal



SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
UJIRE-574 240, Dakshina Kannada (Karnataka State)
AUTONOMOUS

NOTICE

The **CL/OOD is required to be availed through EERPMS.** The staff availing CL/OOD is required to bring it to the notice of the respective HODs in advance.

If any staff is on leave, **HODs are required to arrange to inform to the respective class.**

Date : 22-06-2019

Principal



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AUTONOMOUS

NOTICE

All HODs are hereby requested **to sanction the CL of their colleagues through EERPMS software on a daily basis. This is an essential software requirement. Kindly oblige.**

Date:23-01-2019

Principal