

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)

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STATUTORY/FUNCTIONAL COMMITTEES 2019-20

1. Academic Planning and Audit Committee – STATUTORY

Duties: Preparing academic calendar and implementation, Analysis of academic indicators (Result, IESA etc), Review of feedback reports- individual/ departmental/ institutional(student appraisal), Conducting AAA and review, Review of PBSA reports/weekly survey reports/stock reports

1	Prof. Satheeschandra S. Principal	Chairman
2	Dr. B. Ganapayya PG Dean	Member
3	Dr. P.N. Udayachandra, Commerce Dean	Member
4	Dr. A. Jayakumar Shetty, Arts Dean	Member
5	Mr. T. Prakash Prabhu, Science Dean	Member
6	Dr. B .P. Sampath Kumar, Registrar(Administration)	Member
7	Mr. Shanthiprakash, Registrar(Evaluation)	Member
8	Mr. Shashishekhar N. Kakatkar, NIRF Co-ordinator	Member
9	Dr. Shankaranarayana K., IQAC Co-ordinator	Member
10	Mr. Yuvaraj Poovani, Office Superintendent	Member

CRITERIA I – CURRICULAR ASPECTS

Chairman: Mr. Ganesh Nayak

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Curricular Aspects (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria)

1. Campus Audit and Appraisal

Duties: Weekly survey, Staff appraisal – twice a year, PBSA monitoring/ consolidating/ reporting to higher authorities, Computing IESA, Departmental appraisal, Self appraisal of non-teaching staff

1	Dr. Rakesh T. S.	Co-ordinator
2	Ms. Deepa R. P.	Member
3	Mr Gurudath Shenoy	Member
4	Ms. Soumyashree	Member
5	Ms. Poojitha Varma	Member
6	Ms. Shashiprabha (MFC)	Member

2. Committee for Calendar, Brochure, Prospectus, Timetable, Teachers' Diary

Duties: Calendar, Brochure, Prospectus, Application for admissions, Timetable, Teacher's diary - Planning and printing

1	Dr. Ramachandra Purohit	Co-ordinator
2	Dr. Savitha Kumari	Member
3	Mr Rajendra	Member
4	Ms. Lydia	Member

CRITERIA II- TEACHING – LEARNING & EVALUATION

Chairpersons: 1. Dr. Vishwanath P.

2. Dr. Shridhara N. Bhatta

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Teaching, Learning and Evaluation (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria)

1. Examination Committee

Duties: Conduction of examinations, Exam timetable preparation, Strategy for prevention of malpractice, exam reforms, exam results and other exam related duties

1	Mr. Shanthiprakash, Registrar(Evaluation)	Chairman
2	Ms. Vinutha D. M.	Member
3	Ms. Akshatha. B	Member
4	Mr. Deviprasad	Member

2. Students' Grievance Redressal Cell - STATUTORY

(GRIEVANCE APPEAL COMMITTEE)

Duties: Receiving appeals and complaints, initiating speedy Redressal and reporting

1	Mr. Gajanana R. Bhat *	Co-ordinator
2	Ms. Rathnavathi *	Member
3	Ms. Shakunthala B. *	Member
4	Ms. Sangeetha B. *	Member

3. Students Performance Monitoring Committee

Duties: Monitoring attendance on a monthly basis, PTA, PTI, Mentorship, Monitoring shortage of attendance and necessary action, SMS Alert- academic calendar and special events, reporting the suggestions and action taken report and maintaining the documents

1	Dr. K. V. Nagarajappa	Co-ordinator
2	Mr. Satheeshchandra P.D.	Member
3	Mr. Abhijith Badiger	Member
4	Ms. Sangeetha K.	Member

4. Faculty Development Committee

Duties: Identifying the areas and Organising Faculty Development Training Programmes to both teaching and non teaching staff, Conducting Staff meetings, Staff orientations, Monitoring Staff welfare fund

1	Dr. Shankarnarayana K.	Co-ordinator
2	Mr. Shashishekhar N. Kakathkar	Member
3	Staff Association office bearers	Members

CRITERIA III– RESEARCH, CONSULTANCY AND EXTENSION

Chairperson : Dr. Shalip Kumari

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Research, Consultancy and Extension (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria)

1. Promotion of Research Activities

Duties: Identifying the areas of research and motivating the faculty to undertake research projects, Establishing MoUs, Organising interactions/lectures/research sharing on new research areas, Conducting research related orientation programmes, training programmes, providing relevant information.

1	Dr. B. Ganapayya	Co-ordinator
2	Dr. P. N. Udayachandra	Member
3	Dr. A. Jayakumar Shetty	Member

2. Project Proposal Committee

Duties: Identifying funding agencies-UGC/VGST & other institutional funding agencies, preparing proposals, Co-ordinating Major & Minor Research proposals and submitting

1	Dr. B. P. Sampath Kumar	Co-ordinator
2	Dr. Ganaraj	Member
3	Dr. Shashiprabha	Member
4	Ms. Prarthana	Member
5	Dr. Maruthi K. R.	Member
6	Mr. Bhanuprakash	Member
7	Dr. Chethan Rao	Member
8	Dr. Rajesh N. Hegde	Member
9	Mr. Shrisha Naik	Member

3. Research Centres

Duties: Developing a cordial relationship between the university and the centre, sending reports, information as and when the university asks, arranging pre colloquium, giving orientation to the faculty desirous of doing research.

Ha.Ma.Na Research Centre affiliated to Kannada University, Hampi

Dr. S.D. Shetty : Director

Dr. Divakara K. : Asst. Director

SDM Research Centre affiliated to Tumkur University, Tumkur

Dr. Vishwanath P. : Director

4. Soil Test Centre

Soil Test Centre gives services to the farmers leading to the ideal use of fertilizers and better soil management practices for the improvement in Soil fertility and agricultural production. Services available in the centre are Soil SAnalysis and Water Analysis

Dr. Vishwanath P. : Co-ordinator

CRITERIA IV- INFRASTRUCTURE AND LEARNING RESOURCES

Chairman: Prof. Ajoy Kombrabail

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Infrastructure and Learning Resources (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria)

1. Library & Learning Resources Committee

Duties: Library- preparing the list of books required- journals, eJournals, other reference books; purchasing/subscribing; Monitoring biometrics of staff and students; Analysis of the staff and students library use and reporting, Organising the exhibitions/ seminars/ orientations; Library Use education to students

1	Mr. Yogeesh H. E., Librarian	Co - ordinator
2	Dr. Pundarika	Wikipedia
3	Mr. Abhinandan	(Learning Corners , W4H & Eminent Personality)
4	New Staff - Chemistry	Member

2. Maintenance Committee

Duties: Supervision and maintenance of cleanliness, neatness, renovation, repair work, prevention of damage to infrastructure, electrical, plumbing; garden/greenery, water, light; Stock verification and reporting.

1	Mr. Yuvaraj Poovani	Co - ordinator
2	Mr. Rajendra	Member
3	Mr. Rajappa	Member
4	Ms. Shubharani	Member (Maintenance of ladies retiring room)
5	Mr. Sadananda	Member
6	Mr. Ganesh Rai	Member
7	Ms Shobhavathi	Member

CRITERIA V– STUDENT SUPPORT & PROGRESSION

Chairman: Dr. B. A. Kumara Hegde

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Student Support and Progression (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria)

1. Student Welfare Committee

Duties: Evolving proper strategies to ensure proper discipline; Evolving equitable and just means for a fair system; Constituting and Monitoring Students Fora, Hostels/Mess, Midday Meals, Scholarships, Women Development Cell; Involving learners in constructive and useful activities; Holding frequent interactions and recording minutes

1	Mr. Gajanana R. Bhat*	Co-ordinator
2	Ms. Rathanaavathi. *	Member
3	Ms Deepa R.P	Member
4	Ms Shubharani	Member
5	Ms. Shankuntala B. *	Member
6	Mr. Sharaschandra K. S.	Member
7	Mr. Sudeena	Member
8	Ms. Sangeetha B.*	Member
9	Ms. Namratha Jain S.	Member
10	Ms. Manjula K.	Member

Discipline Committee

1	Mr. Ramesh H.	Member
2	Mr. Mahesh Kumar Shetty	Member
3	Mr. Achyuth Kamath	Member
4	Mr. Nataraj H. R.	Member
5	Mr. Suman Jain	Member

2. Placement & Progression Committee

Duties: Acting as Liaison body between the Institution and Employers; Inviting Companies and Organising campus interviews; Documenting the details of placement and students pursuing higher education, and reporting, Coordinating HRD activities

1	Mr. Nagaraj Poojari	Co-ordinator
2	Mr. Harish Shetty	Member
3	Mr. Achyuth Kamath	Member
4	Mr. Keerthan Rai	Member

3. Extra Curricular Activities Committee

Duties: Conducting Literary and cultural competitions-internal and external, Monitoring dramatics, Yakshanaga activities, Wall magazines, SDM Kala Vaibhava, Organising Poojya Rathanvarma Heggade Debate competitions; Monitoring other extracurricular units; Planning and organising all activities in time and maintaining documents; Evolving a proper system for attendance and attendance credits.

1	Dr. Sudheer K. V.	Co - ordinator
2	Ms. Shakunthala K.	Member

3	Ms. Pavithra Jain	Member
4	Ms. Akshatha K.,	Member
5	Ms. Vasanthi M. K.,	Member
6	Mr. Abdul Khadhar Aneesh	Member
7	Mr. Arun Kumar	Member
8	Ms. Deekshitha Kumari	Member
9	Ms. Apoorva K. Hegde	Member
10	New staff – Commerce	

1	Mr. Bhanuprakash B. E. Ms. Malini Anchan	NCC : Army S.D. NCC : Army S.W.
2	Lt. Dr. Shridhar Bhat	NCC: Navy
3	Dr. Lakshminarayana K. S. Ms. Asha Kiran	NSS – Unit: 1 NSS - Unit: 2
4	Ms. Vasanthi M. K. Mr. Prasad Kumar	Rover Rangers (Drug Bank, Red Cross)
5	Ms. Akshatha K.	Hobby Circle
6	Ms. Shakunthala B.	Eco-Club
7	<u>Sports Advisory Committee</u>	
	Prof. Satheeschandra S., Principal	President
	Dr. Shankarnarayana K.	Co-ordinator
	Dr. A. Jayakumar Shetty	Member
	Dr. B. A. Kumara Hegde	Member
	Dr. Vandana Jain	Member

	Dr. Rakesh T. S.	Member
	Mr. Achyuth S. Kamath	Member
	Mr. Ramesh H.	Member
	Mr. Sudeena	Member

4. College Magazine Committee

Duties: planning and guiding the students for writing quality articles; Identifying areas and focusing on selected areas; Arranging for group Photos, Collection and selection of photos, articles, reports from students and departments; publication of the magazine and arranging for distribution

1	Dr. Ramachandra Purohit	Co-ordinator
2	Dr. Shashikant Kurodi	Member
3	Dr. Rajashekar	Member
4	Ms. Divya	Member
5	Mr. Shafwan V	Member
6	Mr. Prasad Kumar	Member
7	Ms. Geetha A. J.	Member
9	Ms. Sonali Teradale	Member

5. a) Women Grievance Redressal Cell - (STATUTORY) As per UGC guidelines &

(b) Internal Complaints Committee (ICC) – STATUTORY (Prevention of Sexual Harassment)

a) Duties: Investigating reported cases of acts of sexual harassment of women, if any, and submitting the report to the disciplinary authority recommending action to be taken against the accused employee; Preparing an annual report and submitting it to the authority about the complaints on sexual harassment of women at workplace and action taken for redressal of complaints; Holding regularly monthly meetings even if there are no complaints; Reviewing the state of preparedness to deal with complaints and to make all staff fully aware of their responsibilities in this regard; organising programmes to acquaint the women regarding their rights.

b) Duties: Creating a climate and a free platform for placing the complaints; Evolving systems for prevention of harassment- enquiry, justice and speedy settlements and reporting; Maintaining documents

1	Dr. Savitha Kumari	Chairperson
2	Ms. Ashakiran	Member
3	Ms. Fathima Safira	Member
4	Ms. Vinutha D. M. Assistant Professor	Co-ordinator
5	Mr. Yuvaraj Poovani, Superintendent	Member
6	Ms. Vanitha K, Office Assistant	Member
7	Ms. Mamatha Rao Director, HRD, SKDRDP Dharmasthala	Member
8	Ms. Anupama, II MA English	Member
9	Ms. Bhargavi, III BA	Member

6. Alumni Committee

Duties: Developing a liaison with the Alumni; monitoring **Our Alumni Our Pride**; organising Alumni Interactions, Developing Alumni database, Initiating the opening of new chapters and registration; Conducting annual meet; Involving the alumni in all academic and other activities of the college

1	Mr. Shailesh Kumar	Co-ordinator
2	Mr. Shreyas B.	Member
3	Ms. Rashmi N.	Member
4	Mr. Suman Jain	Member

7. Counselling Cell

Duties: Evolving strategy for the remedial counselling and communicating to faculty; Mentoring through individual counseling; Providing various comprehensive psychological services to students and resolve their emotional, behavioural, academic, and social issues; Conducting surveys and Organising workshops in the area of Stress management, Emotional intelligence, Self awareness, Learning disabilities, Aptitude, Intelligence, Interest, Stress and anxiety; Documentation and reporting

1	Mr. Gopal Patwardhan	Chairman
2	Dr. Vandana Jain	Member
3	Dr. Sudheer K. V.	Member

CRITERIA VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT

Chairperson: Ms. K. P. Nanda Kumari

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Governance, Leadership and Management (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring of functioning of the subcommittees in view of this criteria)

1. Documentation Committee

Duties: Publication of bimonthly E-bulletin, Data collection and streamlining, documentation and reporting. Preserving the data and Providing reports and all data required for Annual Reports, NIRF, AQAR, NAAC, University, UGC, Dept of Higher Education.

1	Mr. Sooryanarayana Bhat P.	Co-ordinator
2	Dr. Pundarika	Member
3	Ms Nefisath P	Member
4	Ms Supriya S	Member
5	Dr. Padmanabha N. K.	Member
6	Ms. Rakshitha	Member
7	Ms. Daneshwari Onkari	Member

2. College website

Duties: Reviewing the Website on daily basis and updating; Making the website more viewer friendly and more functional; uploading the information on the future events; Creating mandatory portals for institutional performance, visibility, mandatory institutional disclosures, College magazine, IQAC, NAAC reports, RUSA, research journal, and other statutory committees; Ensuring the availability of the applications and other information to the public and making it more interactive

1	Ms. Nanda Kumari	Co-ordinator
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2	Dr. Divakara K.	Member
3	Ms. Nefisath P.	Member
4	Dr. Maruthi K. R.	Member
5	Ms. Ganavi	Member
6	Mr. Shrisha Naik	Member
7	Ms. Apoorva K. Hegde	Member

3. Anti-Ragging Committee(STATUTORY) As per UGC Guidelines.

Duties: Holding and complying with the directions of the Hon'ble Supreme Court and be vigilant on any acts of ragging; Displaying the prevalent directives and the actions that can be taken against those indulging in ragging; considering the complaints received from the students and conducting enquiries and submitting reports to the Core Committee along with punishment recommended for the offenders; Oversee the procedure of obtaining undertaking from the students in accordance with the provisions; Conducting workshops against ragging menace and orient the students; providing students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls; Offering services of counselling and create awareness to the students; Taking all necessary measures for prevention of Ragging inside the Campus/ Hostels

1	Mr. Satheeshchandra S., Principal	Chairman
2	Dr. B. Ganapayya, Dean, PG Studies	Coordinator
3	Dr. P. N. Udayachandra, Commerce Dean	Member
4	Dr. A. Jayakumar Shetty, Arts Dean	Member
5	Mr. T. Prakash Prabhu, Science Dean	Member
6	Dr. B. P. Sampath Kumar, Registrar(Administration)	Member

7	Mr. Shanthiprakash, Registrar(Evaluation)	Member
8	Mr. Gajanana R. Bhat Co-ordinator, Student Welfare Committee	Member
9	Mr. Mahesh Kumar Shetty, Member, Discipline Committee	Member
10	Mr. B. Rajendra Indra, Superintendent	Member
11	Ms. Shashiprabha Jain (Parent)	Member
12	Mr. Gururaj, II MA Economics	Member
13	Ms. Archana, II MA English	Member
14	Mr. Mukhesh, III BA	Member
15	Ms. Siri Sharma, III BA	Member

CRITERIA VII- INNOVATIONS AND BEST PRACTICES

Chairman: Mr. Bhaskar Hegde

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Innovations and Best Practices (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring of functioning of the subcommittees in view of this criteria)

1. SDM Social Responsibility Initiatives Committee

Duties:

In the campus: Organising Social, Spiritual and Scientific lecture series, Civic awareness programmes

Off the Campus- Arranging SDM Social responsibility series, Extension activities related to Environment, Health, Education, Nation building and Swacch Bharath; Conducting Surveys related to social issues and Arranging for consultancy.

1	Mr. Ganesh Shendye	Co-ordinator
2	Dr. Shridhar N. Bhat	Member
3	Mr. Bhanuprakash B. E.	Member
4	Dr. Lakshminarayana K. S.	Member
5	Ms. Asha Kiran	Member
6	Ms. Shakunthala K.	Member
7	Ms. Vasanthi M. K.	Member
8	Mr. Madhava Holla	Member
9	Ms. Shruthi R.	Member

2. Co-Curricular Committee

Duties: Planning and Execution; Monitoring Student Faculty(selection and guidance), Student Lecture Series, Student Research Projects(Evolving System to enhance the quality of research projects), Short Term Certificate Courses(timely information), E-Lectures, E-Notes, Junior Project Guidance(coordination between the college and schools) , Open Electives- (prior information to students, Calling applications and scrutiny and allotment); Documentation

1	Dr. Bojamma K. N.	Co-ordinator
2	Ms. Fathima Safira	Member
3	Dr. Sanmathi Kumar B.	Member
4	Ms. Shobha S.	Member
5	Mr. Nataraj H. R.	Member
6	Ms. Sahana M.	Member
7	Ms. Apeksha Jain	Member



Chandrasekhar
PRINCIPAL
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