



Sindhi College

(Sponsors : Sindhi Seva Samiti)

#33/2B, Hebbal, Kempapura, Bengaluru – 560024

Permanently affiliated to Bengaluru City University

Re-accredited by NAAC Recognised by UGC under 2(f) & 12(B)

An ISO 9001:2015 Certified Institution

CRITERIA: 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution.

Vision

To nurture creativity, talent and performance by providing high quality education in a state-of-the-art environment and mould aspiring youth into future leaders.

Mission

- Inculcating high value through integrity
- Empowerment through knowledge
- Development through social conscience
- Community upliftment through employability

Core Values

- Academic Excellence
- Access, Equity and Relevance
- Skill Development
- Global Competence
- Value Based Education
- Holistic Development

Goals

- To develop spirit of inquiry , scientific temperament and pursuit of knowledge among students and faculty
- To impart quality education that would endow students with knowledge and skills which will endure them for life.
- To create an environment in the institution which is conducive for achieving academic excellence
- To usher in total quality management.
- To impart value based education.
- To sensitize students on gender related issues and strive towards women's empowerment and gender equality.

- To strive towards development of healthy stake holders' relationships.
- To bring about transparency in organizational functioning through decentralized governance and participative management.
- To improve ethics and work culture in the institution.
- Sensitize students and create a sense of responsibility towards social, environmental issues and national development

Objectives

- To nurture a culture of continuous improvement in all facets of the institution in tune with the emerging trends in the field of education
- To motivate students to pursue academic excellence.
- To inculcate life skills like discipline, punctuality and regularity.
- To ensure that the institution functions as per the rules and regulations stipulated by the university and the government as regards conduct of classes, examination and evaluation.
- To provide variety of academic programmes and elective options to the aspiring students to meet the changing needs of the society
- To adopt student centric teaching – learning techniques.
- To promote innovations in teaching – learning process.
- To encourage staff to enhance their professional competency.
- To promote research culture in the institution.
- To bring about holistic development of the personality of students through conduct of curricular, co-curricular and extra-curricular activities.
- To enhance accessibility for students belonging to socially and economically weaker sections of the society by providing financial and moral support.
- To promote environmental consciousness among students and faculty.
- To involve students in community oriented outreach programmes and nation building activities so as to produce socially and culturally conscious citizens with concern for community and nation at large.
- To establish Academia-Industry linkage.
- To promote entrepreneurship.
- To maintain state-of - the art infrastructure and congenial learning environment.
- To adopt self-assessment processes and analyze performance against well set benchmarks.

The college is permanently affiliated to Bengaluru Central University. It is a self-financing, co-education college imparting quality education in the streams of Science , Commerce and Humanities, offering UG and PG courses. The college is recognized UGC under 2(f) and 12(B). It is presented with the “Best Emerging Private College in

Karnataka” awardby Global Triumph Foundation.Adding another feather to its cap , the college is ISO 9001:2015 certified institution for rendering quality education.

The objective of the institution is to create an indelible mark on the canvas of higher education with a vision to expand the horizons in the realm of teaching-learning, wherein young talented students are groomed and transformed into thinkers, researchers and entrepreneurs seeking opportunities in the industry or academics. The institution is making all out efforts to build confidence among the students to excel in academics, professional ventures and personal lives.

The college has a team of highly qualified, dedicated and multi - faceted faculty who guide the students to become academically competent, professionally superior, industrious and socially responsible. The college is endowed with state-of-the-art infrastructure. We are very proud to place on record that the college has made commendable contribution in shaping careers of hundreds of its students and has played a significant role in the holistic development of them, who in turn have brought laurels to the institution by their high level of performance, conduct and character.

Office Bearers for the current year 2020-21

| | |
|------------------------|------------------|
| Sri. MadanDoulatram | President |
| Sri. Prakash R Narang | Chairman |
| Sri. Avinash S Kukreja | Hon.Secretary |
| Sri. Kishore L. Achpal | Hon. Treasurer |
| Sri. Vikas Chawla | Hon.Jt.Secretary |

Board of Management- Members

| | |
|----------------------------|----------------------------|
| Sri. Anil Lala | Sri. Rajesh H. Chhabria |
| Sri. Ashok R. Chawla | Sri. VinodRajani |
| Sri. Balilal K. Chhabria | Sri. Ramesh Motiram |
| Sri. Karan Asrani | Sri. SanjeevAtmaram |
| Sri. JawaharGopal | Sri. RajanDoulatramBathija |
| Sri. Manoj L. Gera | Sri. Prakash H. Nagpal |
| Sri. Premkumar P. Chhabria | Sri. Prakash F. Madhwani |

ISO Certificate

Certificate of Registration



This is to certify that the Quality Management System of:

Sindhi College

33 / 2B, Hebbal, Kempapura, Bangalore, 560 024, INDIA

applicable to:

Providing education for graduate and post graduate courses like B.Com, B.Com [LSCM], BBA, BBA[AVM], B.Sc, BCA, BA, M.Com and M.Com (FA)

has been assessed and registered by NQA against the provisions of:

ISO 9001:2015

This registration is subject to the company maintaining a quality management system, to the above standard, which will be monitored by NQA

Managing Director

| | |
|--------------------|----------------|
| Certificate No. | 600054 |
| ISO Approval Date: | 8 October 2018 |
| Reissued: | 6 October 2021 |
| Valid Until: | 8 October 2024 |
| EAC Code: | 37 |



Minutes of BOM

Sindhi College

Minutes of the Meeting of Office Bearers' held on 6/10/2020 at 1 pm in Board Room, Sindhi College, Bengaluru.

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja- Hon.Secretary
3. Dr.B S Srikanta- Principal
4. Prof.Asha.N- Vice Principal

Resolutions Passed

1. Resolved to involve office and academic departments in order to strengthen the system of issue of no dues at the time of collection of hall tickets by the students.

Henceforth the following system to be implemented:

At the time of issue of hall tickets, the list of students with fee due will be provided by accounts department which is to be signed and approved by both Mr.Sunil, Internal Auditor and Ms.Kavitha, Accounts Head and the same will be endorsed by Ms.Harhshita, Office Department and HOD. Students are required to obtain signatures on dues from Library, Accounts, Office and HODs . After verifying the no due slips by the class teachers then hall tickets to be issued to the students.

2. Resolved to collect atleast 50% of fee before one month of commencement of ODD semester examination and the balance amount of fee before one month of commencement of EVEN semester examination



Chairman / Secretary

Sindhi College

Minutes of the Meeting of Office Bearers' held on 5/11/2020 at 5 pm in Board Room, Sindhi School, KK Road, Bengaluru.

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja- Hon.Secretary
3. Sri.Kishore L Achpal- Hon.Treasurer
4. Dr.B S Srikanta- Principal
5. Prof.Asha.N- Vice Principal

Resolutions Passed

1. As degree results were announced, permission was granted to the proposal to go for newspaper advertisement for PG admissions in English/Kannada newspapers.
2. Resolved to make a consolidated pay of Rs. 35,000 per month each for 8 months in a year (ODD & EVEN Semester) to Journalism and Psychology visiting faculty.
3. In order to have a formal dress code to all men staff, Principal requested to the Management to provide 2 ties for all men teaching staff and 2 sets of uniform to supporting staff and Management agreed for the same.



Chairman / Secretary

Sindhi College


Minutes of the Meeting of Office Bearers' held on 24/11/2020 at 4.30 pm in Board Room, Sindhi School, KK Road, Bengaluru.

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Dr.B S Srikanta- Principal
6. Prof.Asha.N- Vice Principal

Resolutions Passed

1. **Principal informed the Management regarding the recent developments that took place in the college:**
 - i. **ISO Remote Surveillance Audit successfully completed with zero non conformity on 23/11/2020. The Management appreciated the efforts of the Principal and Staff**
 - ii. **The Principal informed the members that though the government had /given permission to conduct offline classes for final year classes from 17/11/2020, students had opted for online classes. Hence online classes are being continued**
 - iii. **Approval of IIQA by NAAC has been received on 24/11/2020 and within 45days from the date of approval , SSR to be submitted to NAAC.**
2. **Management requested the executives to collect the fee arrears from the students for the year 2019-20 and 1st Instalment for the year 2020-21**
3. **Prof.Asha.N was informed to submit Cash flow statement on weekly basis to the Hon.Treasurer**


Chairman / Secretary

Sindhi College

Minutes of the Meeting of Office Bearers' held on 26/12/2020 at 1.30 pm in IQAC
Cell, Sindhi College, Bengaluru.

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Dr.B S Srikanta- Principal
6. Prof.Asha.N- Vice Principal
7. Mr.Ravi- External Auditor
8. Mr.Sunil- Internal Auditor

Resolutions Passed

1. Accounts department are required to submit scholarship details on monthly basis
2. Resolved to implement automisation of fee collection. Auditors were requested to explore the possibility with Axis Bank
3. Resolved to collect students' admission application money directly by accounts cashier and not by the admission counselling members and then remitting it to accounts department.
4. Henceforth, any special events like Cresindo, Seminars etc, which involves registration fee, a separate manual receipt to be maintained.
5. Every Quarter, fee outstanding statement should be submitted by Mr.Sunil to the Principal / Vice Principal
6. Henceforth, admission consultancy charges to be entered under the account admission commission instead showing it as students scholarship

Prakash R.

Chairman / Secretary

Sindhi College

Minutes of the Virtual Meeting of Office Bearers' held on 6/04/2021 at 7.30 pm

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Sri.Neelkant Talreja- Hon.Jt.Secretary
6. Dr.B S Srikanta- Principal
7. Prof.Asha.N- Vice Principal

Resolutions Passed

Principal briefed the Office Bearers' about the steps to be taken for branding and admissions 2021-22.

1. College Video graphing and Photographs to be made with the help of a professional videographer. Resolved to identify a vendor and obtain quotation for further discussion.
2. College Branding through Radio FM: Resolved to obtain quotations from 2 to 3 popular FM Channels
3. Paper Ads and Insertions: Resolved to obtain quotations
4. Brochure & Prospectus Designing: To have a better brochure look and design , resolved to get brochure designing through professionals
5. Digital Marketing, Content Writing & Designing: Resolved to identify professional content writers and designers for Social Media Marketing. In this regard vendor to be identified and quotation to be obtained.
6. Visiting PU Colleges: Visiting other PUC colleges and meeting Principals and Students for college admissions is practically difficult due the present COVID-19 situation. Management suggested if PUC colleges permit then admission committee can meet principals and students and can make presentation about the college.
7. Obtaining PUC students' database: As in the previous years, this year also resolved to obtain other PUC/ 12th std students database for admission counselling.

8. **Tele callers:** Principal requested the Management to give approval to hire 2 to 3 tele callers during admission time to counsel the prospective students through phone call. Management suggested to identify few alumni students to make phone calls, so that better information about the college can be given during counselling
9. **Advertisement through Traffic Barricades:** Principal proposed that providing barricades with college logo and name in North Bangalore Traffic Police Jurisdiction, so it adds to the college branding. Management gave their consent for the same and instructed to work on the financial aspects.
10. **Hostel Facility for outside students:** Principal proposed to have a college hostel facility for outside students- Deferred to the next meeting
11. **Uniform Fee structure for all the 3 years in UG Courses:** Resolved to fix a total fee for the whole course as a package and to be equally divided for 3 years, so that parents have a clear information about *their ward's fee*.
12. **Shoes for 1st year students-** Principal made a proposal of providing formal shoes to the students along with the uniform at the time of admission.
Resolved to work on feasibility of providing shoes to the students
13. **Management advised to explore the possibility of starting a new batch in the afternoon for B.Com students. Resolved to start afternoon batch with the same fee structure.**

Bhaskar R

Chairman / Secretary

Sindhi College

Minutes of the Virtual Meeting of Office Bearers' held on 15/04/2021 at 7.30 pm

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Sri.Neelkant Talreja- Hon.Jt.Secretary
6. Dr.B S Srikanta- Principal
7. Prof.Asha.N- Vice Principal

Resolutions Passed

1. College Video graphing and Photographs to be made with the help of a professional videographer. Resolved to identify a vendors and to be shortlisted on or before 15th May, 2021.
2. Sindhi II PU and Sindhi High School 12th students to be addressed in the month of May and brief them about courses and other facilities offered in Degree college.
3. Feasibility of organising online inter collegiate fest -"Cresindo" . College cultural committee to work on this and provide budget for the same

Prakash R

Chairman / Secretary

Sindhi College

Minutes of the Virtual Meeting of Office Bearers' held on 13/05/2021 at 6 pm

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Sri.Neelkant Talreja- Hon.Jt.Secretary
6. Dr.B S Srikanta- Principal
7. Prof.Asha.N- Vice Principal
8. Mr.Devaraju, Chief Librarian
9. Mr.Srinivas, Manager

Resolutions Passed

1. Mr.Shiva Kumar from Inmind NetWorks and Mr.Sanath from Aradya

Consultancy made presentations regarding making of college video, content

writing and brochure designing for college branding and promotion

Resolved to obtain quotations for the same

Prakash R.

Chairman / Secretary

Sindhi College

Minutes of the Virtual Meeting of Office Bearers' held with cultural committee on 27/06/2021 at 7 pm

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja- Hon.Secretary
3. Sri.Kishore L Achpal- Hon.Treasurer
4. Sri.Neelkant Talreja- Hon.Jt.Secretary
5. Dr.B S Srikanta- Principal
6. Prof.Asha.N- Vice Principal
7. Mr.Devaraju, Librarian and cultural committee convenor
8. Ms. Priyahari, member, cultural committee
9. Ms.Nandini, member, cultural committee
10. Dr.Padmavathy, member, cultural committee
11. Ms.Shashikala, member, cultural committee
12. Mr.Subramanya Bhat, member, cultural committee
13. Mr.Vaidyesh, member, cultural committee
14. Ms.Harshita, member, cultural committee
15. Mr.Srinivas, Manager, member, cultural committee

Resolutions Passed

1. To explore the possibility of conducting Online National level Cultural competitions-

Cultural committee informed the Office Bearers' that first we shall organise inter class cultural competitions at college level , so that our staff and students will be trained to organise such competitions through online mode. Later in the month of July or August online national level cultural competitions can be organised.

Management agreed for the same and to encourage more number of students' participation in such competitions, it was resolved to give cash prizes to the winners and were the same can be adjusted in their fees.

Prakash R.

Chairman / Secretary

Sindhi College

Minutes of the Virtual Meeting of Office Bearers' held on 4/06/2021 at 7 pm

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Sri.Neelkant Talreja- Hon.Jt.Secretary
6. Dr.B S Srikanta- Principal
7. Prof.Asha.N- Vice Principal

Resolutions Passed

1. Resolved to make creative for college promotions by Mr.Niranjan, Whyaxis. Prof.Asha to give necessary details to Mr.Niranjan for the same.

Prakash R.

Chairman / Secretary

Sindhi College

Minutes of the Meeting of Office Bearers' held on 10/7/2021 at 1 pm in Board Room, Sindhi College, Bengaluru.

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja- Hon.Secretary
3. Sri.Kishore L Achpal- Hon.Treasurer
4. Dr.B S Srikanta- Principal
5. Prof.Asha.N- Vice Principal

Resolutions Passed

Resolved to have a college campaigning in Radio City and Radio Mirchy FM Channels.

20 seconds campaigning, 10 repetitions, for 30 days, final quotations to be obtained from Radio City and Mirchy

Prakash R.

Chairman / Secretary

Sindhi College

**Minutes of the Meeting of Office Bearers' held on 24/7/2021 at 1 pm in Board
Room, Sindhi College, Bengaluru.**

Members Present

1. Sri.Madan Doulatram, President
2. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Sri.Neelkant Talreja- Hon.Jt.Secretary
6. Dr.B S Srikanta- Principal
7. Prof.Asha.N- Vice Principal

Resolutions Passed

1. Prof.Asha.N, IQAC Coordinator presented AQAR 2019-20 and
Management approved the same to submit it to NAAC

Prakash R

Chairman / Secretary

Sindhi College

Minutes of the Meeting of Office Bearers' held on 21/9/2021 at 5 pm in Board Room, Sindhi School, KK Road, Bengaluru.

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
3. Sri.Avinash Kukreja- Hon.Secretary
4. Sri.Kishore L Achpal- Hon.Treasurer
5. Dr.B S Srikanta- Principal
7. Prof.Asha.N- Vice Principal

Resolutions Passed

1. Mr.Sujith Ja from Success Alphabet made presentation on various students training modules which are beyond regular curriculum but are integral in designing a successful career and life. Resolved to make presentation about the training modules with HODs and obtain their suggestions for further decision.
2. Mr.Punjabi from Edukemy, coaching institution for UPSC examinations made a detailed presentation of their coaching services provided for UPSC exam aspirants. Resolved to have an offline presentation for students at College.



Chairman / Secretary

Sindhi College

Minutes of the Virtual Meeting of Office Bearers' held on 24/9/2021 at 4 pm

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja- Hon.Secretary
3. Dr.B S Srikanta- Principal
4. Prof.Asha.N- Vice Principal

1. Ms.Rinku Agarwal and Mr.Uditendu Bose from Team Lease made a presentation on various valued added /Job oriented certification programmes provided for UG students and placements training and assistance programmes. Ms.Rinku was informed to mail details pertaining to the same to Principal for further discussion and decision.

Prakash R

Chairman / Secretary

Staff Meeting

6/10/2020

Circular - 62

Date _____
Page _____

A Staff meeting is conducted on 6/10/2020 at 11 P.M in Auditorium.

Agenda

- 1) Forthcoming LIC Visit by BCU.

Allen

Minutes of the Meeting. - 62.

Prof. Asha R., Vice Principal, welcomed all the staff members to the meeting.

- 1) Principal informed the staff members that BEU has announced tentative dates of LIC inspection between 12th October & 20th October, 2020.

He informed all the staff members both academic and administrative departments to submit the files & documents pertaining to the academic year 2019-20 on or before 10/10/2020 for LIC inspection.

Ash

10/10/2020

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| S.N | BU STAFF | Sign | S.N | BU STAFF | Sign |
|-----|------------------------|------|-----|----------------------------|------|
| 1 | Dr. B S SRIKANTA | | 32 | Prof. Sowinya G S | |
| 2 | Prof. ASHA N | | 33 | Dr. Swetha Parivara Appaji | |
| 3 | Mr. DEVARAJU S | | 34 | Prof. Shiny Wesley | |
| 4 | Prof. VAIDYESH M A | | 35 | Prof. Kirthana H | |
| 5 | Prof. ROOPA R A | | 36 | Prof. Nalini Puroshothama | |
| 6 | Dr. KARIYANNA S | | 37 | Prof. Raji Jayakumar | |
| 7 | Prof. SUBRAMANYA N R | | 38 | Prof. srinidhi V | |
| 8 | Prof. RADHIKA E K | | 39 | Prof. Rubina Sulthana | |
| 9 | Prof. HEMALATHA R | | 40 | Prof. Swathika Y S | |
| 10 | Dr. SHANKAR B P | | 41 | Mrs. Pramila B R | |
| 11 | Prof. SASIKALA U | | 42 | Dr. Ramananda K | |
| 12 | Prof. PRIYA HARI | | 43 | Prof. Vijitha V | |
| 13 | Dr. RANJANA PILLAI | | S.N | Office Staff | SIGN |
| 14 | Dr. PADMAVATHY K | | 1 | Mrs. JAYANTHIS | |
| 15 | Prof. GRACE J | | 2 | Mrs. ANITHA V | |
| 16 | Prof. JAYASHREE TAMBAD | | 3 | Mrs. KAVITHA N | |
| 17 | Prof. NANDINI S | | 4 | Mrs. ANITHA E | |
| 18 | Prof. NAGANATHNA K B | | 5 | Mr. NAGARAJA Y K | |
| 19 | Prof. CHITTY DADU R | | 6 | Mr. SURESH K | |
| 20 | Prof. KALAIVANI Y S | | 7 | Mr. BAMESH | |
| 21 | Prof. IIASHMI B | | 8 | Mrs. HARSHITHA SMITHYA | |
| 22 | Prof. AKILANDESWARI | | 9 | Mrs. JYOTHI RAHEJA | |
| 23 | Dr. GHIRAJKUMAR | | 10 | Mr. Tameem Ahmed | |
| 24 | Prof. PUYUL DUTTA | | | Supporting Staff | |
| 25 | Prof. RAJU H S | | 1 | Mr. PARANESHAIPPA | |
| 26 | Prof. KUMAR E | | 2 | Mrs. GOWRAMMA | |
| 27 | Prof. SAVITHA N L | | 3 | Mr. HARSH T | |
| 28 | Prof. PRATHIMA R | | 4 | Mr. Gangadhar | |
| 29 | Prof. Bhavya M | | 5 | Mr. Manjunatha Sharma X S | |
| 30 | Prof. V Sri Hari | | 6 | Mr. Lakesh K M | |
| 31 | Prof. Mamatha B V | | | | |

M.Com, M.Com(FA) Staff

| | | |
|---|-------------------------|--|
| 1 | Dr. ILAHUJI K KAVISHWAR | |
| 2 | Dr. UMA MAHESHWARI | |

1/10/2020

Circular - 63

A Staff meeting is convened on 19/10/2020
at 1 p.m. in Room No. 00 Auditorium

Agenda:

1. Feedback on online classes
2. Online Parents Teachers Meeting
3. Q.S. Quarterly Internal Audit.

Agree

19/10/2020

Circular - 63

A Staff meeting is convened on 19/10/2020
at 1pm in Room No. 00 Auditorium

Agenda.

1. Feedback on online classes
2. Online Parents Teachers Meeting
3. D.S.S. Quarterly Internal Audit.

Agree

classmate

Date
Dr-20

| S.N | BU STAFF | Sign | S.N | BU STAFF | Sign |
|-----|------------------------|------|-----|----------------------------|------|
| 1 | Dr. B S SRIKANTA | | 32 | Prof. Sowmya G S | |
| 2 | Prof. ASHA N | | 33 | Dr. Swetha Parivara Appaji | |
| 3 | Mr. DEVARAJU S | | 34 | Prof. Shiny Wesley | |
| 4 | Prof. MAIDYESH M A | | 35 | Prof. Kirthana H | |
| 5 | Prof. ROOPA R A | | 36 | Prof. Nalini Purushotharna | |
| 6 | Dr. KARIYANNA S | | 37 | Prof. Raji Jayakumar | |
| 7 | Prof. SUBRAMANYA N R | | 38 | Prof. srinidhi V | |
| 8 | Prof. RADHIKA E K | | 39 | Prof. Rubina Sulthana | |
| 9 | Prof. HEMALATHA R | | 40 | Prof. Swathika Y S | |
| 10 | LI. SHANKAR D P | | 41 | Mrs. Pramila B R | |
| 11 | Prof. SASIKALA U | | 42 | Dr. Ramnanda K | |
| 12 | Prof. PRIYA HARI | | 43 | Prof. Vijitha V | |
| 13 | Dr. RANJANA PILLAI | | S.N | Office Staff | SIGN |
| 14 | Dr. PADMAVATHY K | | 1 | Mrs. JAYANTHI S | |
| 15 | Prof. GRACE J | | 2 | Mrs. ALITHIA V | |
| 16 | Prof. JAYASHREE TAMBAD | | 3 | Mrs. KAVITHA N | |
| 17 | Prof. NANDINI S | | 4 | Mrs. ANITHA K | |
| 18 | Prof. NAGARATHNA K B | | 5 | Mrs. NAGARATHNA Y K | |
| 19 | Prof. CHITTY BABU R | | 6 | Mrs. SRINIVAS N | |
| 20 | Prof. KALAIVANI Y S | | 7 | Mr. RAMESH | |
| 21 | Prof. RASHMI D | | 8 | Mrs. HARITHA SAHITHY | |
| 22 | Prof. AKILANDESWARI | | 9 | Mrs. JYOTHI RAJESHA | |
| 23 | Dr. GIRIRAJKUMAR | | 10 | Mr. Tameera Ahmed | |
| 24 | Prof. PUTUL DUTTA | | | Supporting Staff | |
| 25 | Prof. RAJU H S | | 1 | Mr. PARAMESWARA | |
| 26 | Prof. KUMAR E | | 2 | Mrs. GOWRAMMA | |
| 27 | Prof. SAVITHA M L | | 3 | Mr. HARISH T | |
| 28 | Prof. PRATHIMA R | | 4 | Mr. Gangadhar | |
| 29 | Prof. Bhavya M | | 5 | Mr. Manjunatha Sharma K S | |
| 30 | Prof. V Sri Hari | | 6 | Mr. Lokesh K M | |
| 31 | Prof. Mamatha B V | | | | |

M.Com, M.Com(FA) Staff

| | | |
|---|-----------------------|--|
| 1 | Dr. RAHUL K KAVISHWAR | |
| 2 | Dr. UMA MAHESHWARI | |

Minutes of the Meeting. 63

Principal welcomed all the staff members to the meeting.

The following discussions were held.

1. Feed back on online classes

Principal obtained feedback on online classes from all the class teachers. Class teachers informed that as per the scheduled timetable between 10 am & 3 pm. About 80-85% students from each class are attending regularly and few students due to network issues are not able to attend classes regularly. However students have been asked to contact respective subject teacher for doubt clarification.

2. Virtual Parents Teacher meeting

In order to obtain parents & students feedback on online classes & parents consent towards sending their wards from 17/11/2020 to offline classes in respect with final year students.

I year meeting scheduled on 2/11/2020 at 7 pm

II year - 3/11/2020 at 7 pm.

III year - 4/11/2020 at 7 pm.

3. I.S.O - Internal Audit.

I.S.O. Quarterly Internal Audit is scheduled on 2nd & 3rd November 2020, Internal auditors were asked to make necessary arrangements for Auditing. All HOD./Committee convenors were informed to keep documents pertaining to 19-20 ready for internal

So External Audit Remote Surveillance is
 scheduled on 23/11/2020

[Handwritten signature]

| S.N | BU STAFF | Sign | S.N | BU STAFF | Sign |
|-----|------------------------|--------------------|-----|----------------------------|--------------------|
| 1 | Dr. B S SRIKANTA | <i>[Signature]</i> | 32 | Dr. Swetha Parivara Appaji | <i>[Signature]</i> |
| 2 | Prof. ASHA N | | 33 | Prof. Shiny Wesley | <i>[Signature]</i> |
| 3 | Mr. DEVARAJU S | <i>[Signature]</i> | 34 | Prof. Kirthana H | <i>[Signature]</i> |
| 4 | Prof. VAIDYESH MA | <i>[Signature]</i> | 35 | Prof. Nalini Purushothama | <i>[Signature]</i> |
| 5 | Dr. ROOPA R A | <i>[Signature]</i> | 36 | Prof. Raji Jayakumar | <i>[Signature]</i> |
| 6 | Dr. KARIYANNA S | <i>[Signature]</i> | 37 | Prof. srinidhi V | <i>[Signature]</i> |
| 7 | Prof. SUBRAMANYA N R | <i>[Signature]</i> | 38 | Prof. Rubin Sulthana | <i>[Signature]</i> |
| 8 | Prof. RADHIKA E K | <i>[Signature]</i> | 39 | Prof. Swathika Y S | <i>[Signature]</i> |
| 9 | Prof. HEMALATHA R | <i>[Signature]</i> | 40 | Mrs. Pramita B R | <i>[Signature]</i> |
| 10 | L. SHANKAR B P | <i>[Signature]</i> | 41 | Dr. Ramananda K | <i>[Signature]</i> |
| 11 | Prof. SASIKALA U | <i>[Signature]</i> | 42 | Prof. Vijitha V | <i>[Signature]</i> |
| 12 | Prof. PRIYA HARI | <i>[Signature]</i> | 43 | Prof. Ramya | <i>[Signature]</i> |
| 13 | Dr. RANJANA PILLAI | <i>[Signature]</i> | 5 | | |
| 14 | Dr. PADMAVATHY K | <i>[Signature]</i> | | | |
| 15 | Prof. GRACE J | <i>[Signature]</i> | | | |
| 16 | Prof. JAYASHREE TAMBAD | <i>[Signature]</i> | | | |
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| 18 | Prof. NAGARATHNA K B | <i>[Signature]</i> | | | |
| 19 | Prof. CHITTY BABU R | <i>[Signature]</i> | | | |
| 20 | Prof. KALAVANI Y S | <i>[Signature]</i> | | | |
| 21 | Prof. RASHMI B | <i>[Signature]</i> | | | |
| 22 | Prof. AKILANDESWARI | <i>[Signature]</i> | | | |
| 23 | Dr. GIRIRAJKUMAR | <i>[Signature]</i> | | | |
| 24 | Prof. PUTUL DUTTA | <i>[Signature]</i> | | | |
| 25 | Prof. RAJU H S | <i>[Signature]</i> | | | |
| 26 | Prof. KUMAR E | <i>[Signature]</i> | | | |
| 27 | Prof. SAVITHA N L | <i>[Signature]</i> | | | |
| 28 | Prof. PRATHIMA R | <i>[Signature]</i> | | | |
| 29 | Prof. V Sri Hari | <i>[Signature]</i> | | | |

11/11/2020

Circular - 64.

A Staff meeting for 6015 Teaching & Non-Teaching is convened on 11/11/2020 at 1:30 PM in Seminar Hall, II floor.

Agenda.

Sop issued by the Government of Karnataka in regard to commencement of offline classes for final year UG & PG students.

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Minutes of the meeting - 64.

Prof. Asha. N, Vice Principal welcomed all the staff members to the meeting.

The following discussions & resolutions were made.

Standard operating procedure issued by the Government of Karnataka in regard to the commencement of offline classes for final year UG & PG students.

Principal briefed the staff members regarding the SOP issued by Govt and also mentioned that we shall follow the guidelines & ensure that no lapses to be found.

Below mentioned are the guidelines & resolutions passed

1) Offline classes to commence from 15th of November for final year students. However for first & second year students online classes to be continued.

2) RTPCMR Test for both staff & students

As per the directions of the government, staff should undergo COVID-19 RTPCMR Test in prior to 3 days of commencement of offline classes.

Resolved to identify the testing lab & schedule the test in the premises on 17/11/2020

Prof. Asha. N was given the responsibility to identify the testing lab & do necessary requirements.

Students willing to attend the offline classes should undergo test in prior to 3 days of commencement of offline classes & should ~~show~~ shall carry a RTPCMR Test negative ^{report} on the day

of attending the classes.

- 3) Rules and regulations for students attending offline classes.
- i) To produce RTPCR negative report
 - ii) To wear mask compulsorily inside the college premises
 - iii) To carry their own Sanitizer, Water bottle, lunch box, Stationery etc.
 - iv) To maintain social distance in the college.
 - v) To submit the consent letter duly signed by both ^{the} parents & students.

- 4) Resolved to send Google form to the students to opt for offline/online classes and if they opt for offline classes, the attached consent letter to be filled & duly signed by both the parents & students and submit the same.

Depending on the number of students opting for offline classes batches to be formed in order to maintain social distance.

3) Contact classes

Contact classes to be scheduled for those students willing to continue with online classes. A separate timetable for contact classes to be prepared. This is, in case students need any doubt clarification in the subject. However, students attending contact classes should abide with the rules & regulations mentioned in point no. 3.

6) Study material.

As per the guidelines next one month lesson plan / study material / question bank to be prepared by the teachers and forward it to the students.

However there is a regular practice in the college of preparing lesson plan / study material / question bank and forwarding the same to the students through digital campus portal & email ids.

All HODs were informed to upload classwise subject wise study material / lesson plan / question bank for next one month on the college website.

Prof. Radhika, HOD, Computer Science had given responsibility to collect & upload on the college website.

7) COVID-19 Task force constitution.

In order to ensure & monitor that the students to strictly follow SOP, the following members have been identified as COVID-19 task force in the college.

Principal

Vice Principal

Mrs. Phaniha

Mrs. Shashi Kala, Convener

Mrs. Jayanthi

Mrs. Jayashree

Mrs. Radhika

Dr. Madhavanthy

Dr. Kaliganna

Dr. Ranjana Pillai

Mr. Subramanya Bhat

Dr. Rahul Kavishkel

Dr. Roopa

Mr. Srinivas

Lt. Shankar

Mr. Davidraj

8) Students counselling

All class teachers are required to educate the students regarding -

- i) Sop issued by the Government of Karnataka
- ii) Importance of wearing mask/sanitizer
- iii) Immunity development - taking good food & regular exercise.
- iv) Maintenance of social distance.
- v) Carrying own food & water bottle & not sharing with their friends.
- vi) No movement in crowded place
- vii) Not visiting restaurants & other public places
- viii) If students need any awareness/counselling of COVID-19 then relevant website links are displayed on the college notice board
Links pertaining to

- 9) Resolved class teachers to identify 2 representatives from their class: one boy representative & one girl representative. In case if any student in the class having COVID-19 symptoms then immediately these representatives should inform class teacher, HOD, UP, Principal & task force.

- 10) Resolved to install automatic sanitizer dispenser near staircases & near lift on each floor.

- Liquid hand wash in each restroom.
- Thermal Scanners & Sanitizers - near gate
- Do's & Don't's & websites given by the government to be displayed near gate & all the floors.
- Staff & students to install 'Arogya Setu' App

in their mobile phones

- No visitors are allowed during class hours & visitors details to be maintained at the entrance by the security

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| S.N | BU STAFF | Sign | S.N | BU STAFF | Sign |
|-----|------------------------|--------------------|-----|----------------------------|--------------------|
| 1 | Dr. B S SRIKANTA | <i>[Signature]</i> | 32 | Dr. Swetha Parivara Appaji | <i>[Signature]</i> |
| 2 | Prof. ASHA N | | 33 | Prof. Shiny Wesley | <i>[Signature]</i> |
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| 4 | Prof. VAIDYESH M A | <i>[Signature]</i> | 35 | Prof. Nalini Purushothama | <i>[Signature]</i> |
| 5 | Dr. KODPA R A | <i>[Signature]</i> | 36 | Prof. Raji Jayakumar | <i>[Signature]</i> |
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| 12 | Prof. PRIYA HARI | <i>[Signature]</i> | 43 | Prof. Ramya | <i>[Signature]</i> |
| 13 | Dr. RANJANA PILLAI | <i>[Signature]</i> | S.N | Office Staff | SIGN |
| 14 | Dr. PADMAVATHY K | <i>[Signature]</i> | 1 | Mrs. JAYARATHI S | |
| 15 | Prof. GRACE J | <i>[Signature]</i> | 2 | Mrs. ANITHA V | |
| 16 | Prof. JAYASHREE TAMBAD | <i>[Signature]</i> | 3 | Mrs. KAVITHA M | <i>[Signature]</i> |
| 17 | Prof. NANDINI S | <i>[Signature]</i> | 4 | Mrs. ANITHA K | <i>[Signature]</i> |
| 18 | Prof. NAGARATHNA K B | <i>[Signature]</i> | 5 | Mr. NAGARAJA Y K | <i>[Signature]</i> |
| 19 | Prof. CHITTY BABU R | <i>[Signature]</i> | 6 | Mrs. SRINIVAS N | <i>[Signature]</i> |
| 20 | Prof. KALAIVANI Y S | <i>[Signature]</i> | 7 | Mr. RAMESH | <i>[Signature]</i> |
| 21 | Prof. RASHMI B | | 8 | Mrs. HANSHITHA SAIITHYA | <i>[Signature]</i> |
| 22 | Prof. AKILANDESWARI | <i>[Signature]</i> | 9 | Mrs. JYOTHI RAHEJA | <i>[Signature]</i> |
| 23 | Dr. GIRIRAJKUMAR | <i>[Signature]</i> | 10 | Mr. Tameem Ahmed | <i>[Signature]</i> |
| 24 | Prof. PUTUL DUTTA | <i>[Signature]</i> | 11 | Mr. Chowdappa | |
| 25 | Prof. RATHEE | <i>[Signature]</i> | | Supporting Staff | |

12/1/2020

Circular - 66

A Staff meeting for both Teaching and non Teaching staff is convened on 12/1/2020 at 1:30 pm in Seminar Hall, 5th floor.

Agenda.

1. Sop issued by the Government of Karnataka in regard to commencement of offline classes for first year & second year students.

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Minutes of the Meeting - 66.
Principal welcomed all the staff members to the meeting.

The following discussions and resolutions made.

Sop issued by the Govt in regard to commencement of offline classes for first & second year students

1) Offline classes to commence from 15th of January, 2021

All class teachers are required to send a message to the students regarding commencement of offline classes from 15th of January, 2021. However if students are not willing to attend offline classes then online classes to be continued

2) Consent letter

All ^{class} teachers shall send the kind of consent letters to their students & students are required to fill the consent letter & duly signed by both parents & students & submit the same to the college.

No student shall be allowed to attend classes without parents consent letter. Resolved to collect consent letters from the students at gate no. 1.

Mr. Srinivas, Mr. Dattaraju, Mr. Shankar, Ms. Pramila & Ms. Malliktha are given responsibility to collect the consent letters from students as per class wise.

- 3) classes to be held Batch wise.
As per SOP in order maintain social distance in the class, resolved to conduct the offline ~~class~~ ~~for the~~ classes batch wise.
I Batch shall attend on Monday, Wednesday & Friday & II Batch on Tuesday, Thursday & Saturday.
HODs are required to make batch list & time table & the same to be informed to the students.
- 4) Rules & regulations for students attending offline classes.
- i) No wear mask compulsorily inside the college premises
 - ii) No carry their own sanitizer, water bottle, lunch box, stationery etc
 - iii) No maintain social distance in the college.
 - iv) No submit the consent letter duly signed by both the parents & students.
 - v) In case COVID-19 like symptoms are found in students, immediately it has to be brought notice to the COVID-19 task force in the college.

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| S.N | BU STAFF | Sign | S.N | BU STAFF | Sign |
|-----|------------------------|------|-----|----------------------------|------|
| 1 | Dr. B S SRIKANTA | | 32 | Dr. Swetha Parivera Appaji | |
| 2 | Prof. ASHA N | | 33 | Prof. Shinny Wesley | |
| 3 | Mr. DEVARAJU S | | 34 | Prof. Kirhana H | |
| 4 | Prof. VAIDYESH M A | | 35 | Prof. Naini Purushothama | |
| 5 | Dr. RODPA R A | | 36 | Prof. Raji Jayakumar | |
| 6 | Dr. KARNANNA S | | 37 | Prof. Rubin Sulthana | |
| 7 | Prof. SUBRAMANYA N R | | 38 | Prof. Swathika Y S | |
| 8 | Prof. RADHIKA E K | | 39 | Mrs. Pramila B R | |
| 9 | Prof. HEMALATHA R | | 40 | Dr. Ramananda K | |
| 10 | Lt. SHANKAR B P | | 41 | Prof. Vijitha V | |
| 11 | Prof. SASIKALA U | | 42 | Prof. Ramya | |
| 12 | Prof. PRIYA HARI | | | | |
| 13 | Dr. RANJANA PILLAI | | S.N | Office Staff | SIGN |
| 14 | Dr. PADMAVATHY K | | 1 | Mrs. JAYANTHI S | |
| 15 | Prof. GRACE J | | 2 | Mrs. KAVITHA N | |
| 16 | Prof. JAYASHREE TAMBAD | | 3 | Mrs. ANITHA K | |
| 17 | Prof. NANDINI S | | 4 | Mr. NAGARAJA Y K | |
| 18 | Prof. NAGARATHNA K B | | 5 | Mr. SRINIVAS N | |
| 19 | Prof. CHITTY BABU R | | 6 | Mr. RAMESH | |
| 20 | Prof. KALAIVANI Y S | | 7 | Mrs. HARSHITHA SAHITYA | |
| 21 | Prof. RASHMI B | | 8 | Mrs. JYOTHI RAHEJA | |
| 22 | Prof. AKILANDESWARI | | 9 | Mr. Tameem Ahmed | |
| 23 | Dr. GIRIRAJKUMAR | | 10 | Mr. Chowdappa | |
| 24 | Prof. PUTUL DUTTA | | | | |
| 25 | Prof. RAJU H S | | | Supporting Staff | |
| 26 | Prof. KUMAR E | | 1 | Mr. PARAMESHAPPA | |
| 27 | Prof. SAVITHA N L | | 2 | Mrs. GOWRAMMA | |
| 28 | Prof. PRATHIMA R | | 3 | Mr. HARISH T | |
| 29 | Prof. V Sri Hari | | 4 | Mr. Gangadhar | |
| 30 | Prof. Mamatha B V | | 5 | Mr. Manjunatha Sharma K S | |
| 31 | Prof. Sowmya G S | | 6 | Mr. Lokesh K M | |
| | M.Com, M.Com(FA) Staff | | 7 | Mr. Dheeraj P P | |
| 1 | Dr. RAHUL K KAVISHWAR | | 8 | Mr. Umesh P | |
| 2 | Dr. UMA MAHESHWARI | | | | |

27/1/2021

Circular - 67

~~AC - COVID-19 Task Force~~

Meeting with COVID-19 Task Force is
convened on 27/1/2021 at 2pm in
I&AC Cell, 2 Floor.

Agenda:

- 1) Review of action taken in regard to
Sop issued by Government of Karnataka
to commence offline classes for I &
II year students.
- 2) To open canteen & library facilities to
students as per the Government order

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Minutes of the Meeting - 67.

Principal welcomed all the ~~staff~~ members of COVID-19 Task Force to the meeting.

The following discussions & resolutions made:

- 1) Review of action taken in regard to Sop issued by Govt to commence offline classes. Committee was informed that the necessary steps has been taken & strictly Sop of Govt is followed in the college.

- 2) To open canteen & library facilities to the students as per the Government order. Resolved to open canteen & library.

Strictly social distance to be maintained by the students as per the Government order.

In order to ensure safety of the students resolved to have counter in the parking area so that minimum social distance shall be maintained. Canteen is opened from 1/2/2021.

• Students to park their vehicle near college ground.

• Food to be supplied in the disposable plates.

• Hygiene to be maintained in the kitchen area & serving area.

• Compulsorily the staff in the canteen to sanitize their hands before cooking

& serving the food.

• Wearing mask ^{& gloves} as mandatory by the canteen staff.

- 3) As all department Heads were ~~for~~ a pair of the COVID-19 Task Force committee.

Principal informed that portions for final year along with the revision to be completed by Feb 23rd, 2021.
The Internal Examination to be held from Feb 10th onwards.

No classes to be called off & more number of revision classes & class test to be conducted.

[Signature]
23/1/2021

[Signature]

Members Present :

- 1) Dr. B.S. SriKanta - Principal *[Signature]*
- 2) Ms. Asha R - Vice Principal *[Signature]*
- 3) Ms. Grace - A.
- 3) Ms. ShashiKata - HOD, Management & convenor
- 4) Dr. Kalyanna - HOD, Kannada
- 5) Mr. Subhramanya Shet - HOD, Sanskrit *[Signature]*
- 6) Dr. Renjana Pillai - HOD, Hindi *[Signature]*
- 7) Dr. Padmarathy - HOD, English *[Signature]*
- 8) Dr. Roopa - HOD, Mathematics *[Signature]*
- 9) Dr. Rahul Karishka - HOD, PG Studies *[Signature]*
- 10) Ms. Grace - Asst. HOD, Commerce *[Signature]*
- 11) Ms. Kamalatha - Asst. HOD, Computer Science *[Signature]*
- 12) Mr. Srinivas - Manager *[Signature]*
- 13) Mr. Shankar - PEO & NCC officer *[Signature]*
- 14) Ms. Manita - PEO *[Signature]*
- 15) Mr. Devalaju - Librarian *[Signature]*
- 16) Ms. Jayanthi - office Manager *[Signature]*



Sindhi College

(Sponsors : Sindhi Seva Samiti)

#33/2B, Hebbal, Kempapura, Bengaluru – 560024

Permanently affiliated to Bengaluru City University

Re-accredited by NAAC Recognised by UGC under 2(f) & 12(B)

An ISO 9001:2015 Certified Institution

MEMBERS OF IQAC FOR THE YEAR 2020-2021

| No | Name of the Member | Designation |
|----|-----------------------|--------------------------------------------------------------------------------|
| 1 | Sri Prakash R Narang | Chairman, Sindhi College |
| 2 | Dr. M.Muninarayanappa | Professor & Dean, Department of Commerce and Management, Bangalore University. |
| 3 | Sri.Kiran Chawla | Industrial Expert, Director- Suraj Metal Industries Pvt Ltd. |
| 4 | Dr.B.S.Srikanta | Chairperson & Principal |
| 5 | Prof.Asha.N | Vice Principal & IQAC Coordinator |
| 6 | Smt.JayashriTambad | HOD, Commerce |
| 7 | Smt.Radhika | HOD , Computer Science |
| 8 | Sri.Vaidyesh | NSS Officer |
| 9 | Dr.RoopaAnagod | HOD, Mathematics |
| 10 | Dr.RahulKavishwar | HOD, M.COM |
| 11 | Dr.Kariyanna S | HOD, Kannada |
| 12 | Sri.Subramanya Bhat | HOD ,Sanskrit |
| 13 | Dr. Ranjana Pillai | HOD, Hindi |
| 14 | Dr.Padmavathy | HOD ,English |
| 15 | Smt.Grace | Asst.HOD, Commerce |
| 16 | Smt.Shashikala | HOD, Management |
| 17 | Smt. Nandini S | Asst.HOD, Management |
| 18 | Smt.Hemalatha | Asst.HOD. Computer Science |

| | | |
|----|-----------------------------|-----------------------------|
| 19 | Sri.Shankar | Physical Education Director |
| 20 | Smt.Jayanthi | Office Superintendent |
| 21 | Smt.Kavitha | Sr.Accountant |
| 22 | Sri.Devaraju | Chief Librarian |
| 23 | Mr.Tameem Ahmed | Placement Officer |
| 24 | Mr.Susheel | Alumni Representative |
| 25 | Mr.Vivek Singh | Alumni Representative |
| 26 | Mr. Shushank | Student Representative |
| 27 | Ms. Nabil | Student Representative |
| 28 | Mr. Akash Anand Khandari | Student Representative |
| 29 | Ms. Srileka Deshpande | Student Representative |
| 30 | Mr.Deepanshu, | Student Representative |



PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.