STATUTORY/FUNCTIONAL COMMITTEES: 2025-26

1. Academic Planning and Audit Committee - STATUTORY

Duties: Preparing Academic calendar and implementation, Analysis of academic of feedback Review (Result, Attendance etc), indicators individual/departmental/institutional (student appraisal), Conducting AAA and review, Review of monthly survey reports/stock reports.

Chairman Prof. Dr. K. Umesh Shetty, Principal

Co-ordinator Mr. Girirai Bhat, Dean-Academics

Member Dr. Chethan Shetty K., Vice Principal Member

Mrs. Veena V. Bhat, HOD of Commerce

Member Mrs. Nanda Rai, HOD of Business Administration

Member Mr. Mahesh Kumar, HOD of Computer Applications Mrs. Deepika G., HOD of English & IQAC Co-ordinator Member

Member Ms. Gayathri Shet, Office Superintendent

2. NIRF (National Institute Ranking Framework) and AISHE (All India Survey on Higher Education)

Duties: Preparing the documents according to the methodology for Ranking and

All India Survey of Academic institutions in India.

Prof. Dr. K. Umesh Shetty, Principal Chairman

Co-ordinator - AISHE Mr. Giriraj Bhat

Co-ordinator - NIRF Mrs. Avitha M. Correa

> NAAC Committees: 2025-26 CRITERIA I - CURRICULAR ASPECTS

Co-ordinator: Mr. Satish Shetty

(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 sub committees in view of this criteria).

1. Campus Audit and Appraisal

Duties: Monthly survey, Staff appraisal - twice a year and reporting to higher authorities, Departmental appraisal, Self appraisal of Teaching & non-teaching staff, Stock Verification.

Prof. Dr. K. Umesh Shetty Chairman

Mr. Giriraj Bhat Co-ordinator

Mr. Praveen Mogaveera Member

Mrs. Malathi Member Ms. Deepa Poojary Member

Mrs. Pavithra Shetty Member

2. Committee for Calendar, Brochure, Prospectus, Time-table, Teacher's Diary

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

Prof. Dr. K. Umesh Shetty
Mr. Giriraj Bhat
Co-ordinator
Mr. Rakshith Rao
Mrs. Deepika G.
Mr. Sudhir Kumar

Chairman
Co-ordinator
Member
Member

Ms. Ravina C. Poojary Member Mrs. Pavithra Member

CRITERIA II-TEACHING - LEARNING & EVALUATION Co-ordinator : Mrs. Veena V. Bhat

(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

<u>**Duties:**</u> Conduction of examinations, Exam time-table preparation, Strategy for prevention of malpractice, exam reforms, exam results and other exam related duties.

Prof. Dr. K. Umesh Shetty Chairman Mr. Giriraj Bhat Convener Dr. Deepa Member Mrs. Preeti Hegde Member Mr. Hareesha B. Member Mrs. Wilma S.C. Member Mr. Sharath Kumar Member Mrs. Josline Renita D Almeida Member

Nireeksha, III BCA (A) Student Representative Lakshmi, III B.Com. (A) Student Representative

2. Students' Grievance Redressal Cell - STATUTORY (GRIEVANCE APPEAL COMMITTEE)

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

Prof. Dr. K. Umesh Shetty Chairman
Dr. Chethan Shetty K. Vice-Principal

Mr. Rakshith Rao Dean (Administration) & SWO

Mrs. Reshma Shetty
Akash B. Shetty, III B.Com. (C)
Kalpana, III BBA
Student Welfare Officer
Student Representative

3. Students Performance Monitoring Committee

<u>Duties</u>: Monitoring attendance on a monthly basis, PTA, 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.

Prof. Dr. K. Umesh Shetty

Chairman

Dr. Chethan Shetty K.

Mr. Giriraj Bhat

Mrs. Veena V. Bhat

Mrs. Nanda Rai

Mr. Mahesh Kumar

Suhasini, III B.Com. (A)

Shreya, III BCA (B) Shreeraksha. III BBA Co-ordinators

Student Representative

Student Representative

Student Representative

4. Faculty Development Committee

<u>Duties</u>: Identifying the areas and organizing Faculty Development Training Programs to both teaching and non teaching staff, Conducting Staff meetings, Staff orientations, Monitoring Staff Welfare Association etc.

Prof. Dr. K. Umesh Shetty

Chairman

Dr. Chethan Shetty K.

Co-ordinator

Mr. Giriraj Bhat

Co-ordinator

Mr. Mahesh Kumar

Member

Mrs. Deepika G.

Member

Mr. Mahesh Naik

Member

CRITERIA III - RESEARCH, CONSULTANCY AND EXTENSION

Co-ordinator : Mrs. Nanda Rai

(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. Research Promotion, Project proposal and Research Ethics Committee

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

2. Research Centre

<u>Duties</u>: 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.

Prof. Dr. K. Umesh Shetty
Mr. Pranam B.
Co-ordinator
Mr. Mahesh Kumar
Member
Dr. Chethan Shetty K.
Mr. Giriraj Bhat
Mr. Shreekanth
Mrs. Shwetha B.
Mchairman
Co-ordinator
Member
Member
Member
Member

Neha, III B.Com. (E) Student Representative Kavya, III B.Com. (A) Student Representative

CRITERIA IV - INFRASTRUCTURE AND LEARNING RESOURCES

Co-ordinator: Mr. Mahesh Naik

(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, e-Journals, other reference books - purchasing/subscribing; Monitoring biometrics of staff and students, Analysis of the staff and students library use and reporting, organizing the exhibitions/ seminars/ orientations, library use education to students.

Coordinating the activities of Nano Corners, W4H, Eminent Personalities display and contribution to Wikipedia.

Chairman Prof. Dr. K. Umesh Shetty Co-ordinator Mr. Mahesh Naik Member Mr. Girirai Bhat Member Dr. Chethan Shetty K. Member Mr. Praveen Mogaveera Member Mrs. Praveena M. Poojary Member Mr. Akshay Kumar Member Ms. Megha

Prajna, III B.Com. (B) Student Representative Smitha, III BCA (A) Student Representative

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; Maintenance of retiring room, Class rooms, A.V. hall, Auditorium etc.

Prof. Dr. K. Umesh Shetty

Mr. Rakshith Rao

Co-ordinator

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Mr. Sathisha Shetty (Office)

Member

Chairman

Rajath, III B.Com. (C)

Student Representative

Madhushree, III B.Com. (A)

Student Representative

CRITERIA V - STUDENT SUPPORT & PROGRESSION

Co-ordinator: Mr. Rajesh Shetty

(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 sub committees in view of this criteria).

1. Student Welfare Council - "KSHEMA"

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

Prof. Dr. K. Umesh Shetty

Chairman

Mr. Rakshith Rao

SWO

Mrs. Reshma Shetty

SWO

Akash B. Shetty, III B.Com. (C)

Student Representative

2. Discipline Committee - "SHISTHU"

<u>Duties</u>: Maintenance of discipline in the campus, evolving proper strategies, creating awareness about etiquettes, ethics and conducting educative activities.

Prof. Dr. K. Umesh Shetty

Chairman

Dr. Chethan Shetty K.

Vice Chairman

Mr. Rakshith Rao

Dean (Administration) & SWO

Mrs. Reshma Shetty

SWO

Mrs.Veena V. Bhat

Member

Mrs. Nanda Rai

Member

Mr. Mahesh Kumar

Member

Mrs. Deepika G.

Member

Swasthik, III B.Com. (A)

Student Representative

Shreya, III B.Com. (D)

Student Representative

3. Placement & Progression Committee - "PRAGATHI"

Duties: Acting as Liaison between the Institution and Employers; conducting Placement Trainings, Career Guidance, Inviting Companies and Organizing campus interviews; Documenting and reporting the details of placement and students pursuing higher education, Coordinating HRD activities.

Prof. Dr. K. Umesh Shetty

Chairman

Mr. Thimmappa D.S.

Placement officer

Mr. Mahesh Kumar

Co- ordinator (B.C.A)

Mrs. Preeti Hegde

Co- ordinator (B.Com)

Mr. Rajath Bangera

Co- ordinator (B.B.A)

Dr. K.Chethan Shetty Mr. Rakshith Rao

Advisor

Mr. Giriraj Bhat

Advisor

Mrs. Veena V. Bhat

Advisor

Mrs. Veena v. Bii Mrs. Nanda Rai Advisor

Kapil, III BBA

Advisor

Shreyas, III BCA (B)

Student Representative

BCA (B)

Student Representative

4. Extra Curricular Activities Committee (Associations – "VEDIKE")

Duties: Conducting Literary and cultural competitions-internal and external, Monitoring dramatics, Yakshagana activities, Wall magazine, Educational Blogs, Monitoring other extracurricular units; Planning and organizing all activities in time and maintaining documents; Evolving a proper system for marking attendance and giving attendance credits.

Prof. Dr. K. Umesh Shetty

Chairman

Dr. Chethan Shetty K.

Co-ordinator

Mr. Rakshith Rao

Member

Mrs. Deepika G.

Member

Mrs. Reshma Shetty

Member

Brahmi, III BCA (A)

Student Representative

Rajath, III B.Com. (E)

Student Representative

5. Sports Advisory Committee

Duties: Planning the Physical Education actives, developing policies, monitoring the sports association events/meets, arranging for sending students to represent in the University, State, National, International activities.

Prof. Dr. K. Umesh Shetty

Chairman

Dr. Chethan Shetty K.

Vice Chairman

Mr. Ranjith T.N.

PED & Co-ordinator

Mrs. Veena V. Bhat Mrs. Nanda Rai Mr. Rakshith Rao

Member Member Member

Mr. Satish Shetty

Member

Mr. Sudhir Kumar Mr. Sathish Kanchan Mrs. Jayalakshmi K. Mrs. Avitha M. Correa Arya, III B.Com. (E) Keerthana, III BBA

Member Member Member Member

Student Representative Student Representative

6. College Annual Magazine Committee - "SHIKHARA"

<u>Duties:</u> 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.

Prof. Dr. K. Umesh Shetty
Dr. Chethan Shetty K.
Mrs. Reshma Shetty
Mr. Rakshith Rao
Dr. Deepa
Mr. Giriraj Bhat
Mrs. Prithvishri G. Shetty
Mr. Rajath Bangera
Ms. Swathi G. Rao
Mr. Akshay Kumar
Sujay, III B.Com. (E)
Sharath, III B.Com. (A)

Chief Editor Executive Editor Member Member Member

Member Member Member Member Member Student R

Student Representative Student Representative

a)Women Grievance Redressal Cell - (STATUTORY) As per UGC guidelines
 (b) Internal Complaints Committee (ICC)- STATUTORY (Prevention of Sexual Harassment).

Duties: a) 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/Female students 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/Female students fully aware of their responsibilities in this regard; Organizing programs to acquaint the women regarding their rights.

b) 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.

Prof. Dr. K. Umesh Shetty Mrs. Preeti Hegde

Mrs. Preeti Hegde Mrs. Jayalakshmi K. Chairman Co-ordinator Co-ordinator Mrs. Veena V. Bhat Mrs. Nanda Rai Ms. Rashmi Gavadi Ms. Ravina C. Poojary Mrs. Vijayashree A. Rachana, III B.Com. (C) Sakshi, III B.Com. (E) Member Member Member Member Member

Student Representative Student Representative

8. Alumni Association

<u>Duties</u>: Developing a liaison with the Alumni; monitoring Our Alumni Our Pride; Organizing 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.

Prof. Dr. K. Umesh Shetty Hon. Advisor Dr. Chethan Shetty Advisor Mr. Rakshith Rao Advisor Mr. Yogeesh Shanubhog President Mr. Sachin Kumar Secretary Mrs. Josline R. Almeida Treasurer Ms. Deepa Poojary Member Mrs. Vidyavathi Shetty Member

9. Counseling Centre – "AAPTHA SAMALOCHANA"

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

Prof. Dr. K. Umesh Shetty
Mr. Rakshith Rao
Mrs. Reshma Shetty
Co-ordinator
Co-ordinator

10. Cultural Advisory Committee – "SAMSKRITHI"

<u>Duties</u>: Planning the cultural actives inside & outside the campus, developing policies, maintaining cultural association activities/shows outside, arrange for sending students to represent the University, State, National and International activities.

Prof. Dr. K. Umesh Shetty
Mrs. Deepika G.
Mr. Rakshith Rao
Ms. Ravina C. Poojary
Mrs. Nirmala B.
Mrs. Revathi D.

Dr. Chethan Shetty K.

Mrs. Veena V. Bhat

Mrs. Nanda Rai

Mr. Mahesh Kumar

Shreya Kharvi, III B.Com. (B)

Shreeshanth, III B.Com. (E)

Advisors

Student Representative

Student Representative

CRITERIA VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

Co-ordinator: Mr. Rakshith Rao

(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 & Website Committee

A. Documentation

<u>Duties</u>: Publication of Campus Voice: Bi-annual News bulletin, Digi Campus; 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 etc.

Mrs. Deepika G.

Co-ordinator

Mr. Giriraj Bhat

Co-ordinator

Mrs. Avitha M. Correa

Member

Mrs. Veena V. Bhat

Member

Mr. Harish Kanchan

Member Member

Mr. Shreekanth

Member

Ms. Shivani Adiga Mr. Mahesh Poojari

Member

Karna, III B.Com. (B)

Student Representative

Praveena, III BBA

Student Representative

B. 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, Research journal, and other statutory committees; Ensuring the availability of the applications and other information to the public and making it more interactive.

Prof. Dr. K. Umesh Shetty

Chairman

Mr. Giriraj Bhat

Co-ordinator

Mr. Manjunath Kulal

Member

Errol, III BCA (B)

Student Representative

Pannaga, III BCA (A)

Student Representative

2. Anti-Ragging Committee (STATUTORY)

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 counseling and create awareness to the students; Taking all necessary measures for prevention of Ragging inside the Campus/ Hostels.

Prof. Dr. K. Umesh Shetty

Chairman

Mr. Satish Shetty

Co-ordinator

Mrs. Wilma S.C.

Co-ordinator

Niranjan, III B.Com. (E) Aishwarya, III BBA

Student Representative

Student Representative

3. Data Centre Committee

Prof. Dr. K. Umesh Shetty

Chairman

Mrs. Deepika G.

IQAC Co-ordinator

Mr. Giriraj Bhat

Member

Mr. Shreekanth

Member Member

Mr. Rakshith K.

Member

Mr. Akash Mr. Sachin

Member

Mr. Manjunath Kulal

Member

Mrs. Nishmitha K.

Member

Mr. Darshan

Member

Duties: Compiling the documents prepared as per the instructions of the IQAC and preserving cum uploading the same during the process of NAAC Accreditation work every year.

CRITERIA VII - INSTITUTIONAL VALUES AND BEST PRACTICES Co-ordinator : Mrs. Avitha M. Correa

(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. BBHC Social Responsibility Initiatives Committee

Duties: In the campus: Organizing Social, Spiritual and Scientific lecture series, Civic awareness programs etc.

Off the Campus- Arranging BBHC 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.

Prof. Dr. K. Umesh Shetty
Dr. Chethan Shetty K.
Co-ordinator
Mr. Rakshith Rao
Mr. Praveen Mogaveera
Mrs. Avitha M. Correa
Mr. Thimmappa D.S.
Chairman
Co-ordinator
Member
Member
Member
Member

Rakshith, III B.Com. (E) Student Representative Shivani K., III B.Com. (B) Student Representative

2. Co-Curricular Committee

<u>Duties</u>: 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-MOOCS/NPTEL (prior information to students, inviting applications and scrutiny and allotment) Documentation.

Prof. Dr. K. Umesh Shetty Chairman Mr. Rakshith Rao Co-ordinator Dr. Chethan Shetty K. Member Mr. Girirai Bhat Member Mrs. Veena V. Bhat Member Mrs. Nanda Rai Member Mr. Mahesh Kumar Member Mr. Mahesh Naik Member Mr. Shreekanth Member Ms. Shivani Adiga Member Mr. Mahesh Poojari Member

Mithilesh, III B.Com. (E) Student Representative Nagashree, III B.Com. (B) Student Representative

3. Equality Committee (To support the disadvantaged learners)

Prof. Dr. K. Umesh Shetty
Dr. Chethan Shetty K.
Co-ordinator
Mr. Rakshith Rao
Co-ordinator
Mrs. Veena V. Bhat
Mr. Mahesh Kumar
Mrs. Nanda Rai
Member
Mrs. Reshma Shetty
Member

Adesh, III B.Com. (A) Student Representative Sanmitha, III B.Com. (B) Student Representative

Duties: Preparing the schedule of the disadvantaged learners; counseling – motivating – guiding them to reach the goals from time to time.