



SJB Institute of Technology



(A Constituent of BGS & SJB Group of Institutions & Hospitals)

BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru-560060

Affiliated to Visvesvaraya Technological University, Belagavi. Approved by AICTE, New Delhi.
Accredited by NAAC, New Delhi with 'A' Grade. Recognized by UGC, New Delhi with 2(f) and 12(B).
Certified by ISO 9001-2015

Phone No: +91-6366041109, +91-80-28612445/46, Fax No.: +91-80-28612651. Email: principal@sjbit.edu.in

Department of Management Studies (MBA)

CIRCULAR

Ref: SJBIT/MBA/DC/OS/362/2022

22.04.2022

This is to inform to all the faculty members that, there will be a departmental meeting on 22nd April, 2022 at 3.30 PM in HOD Chamber.

Agenda:

01. Graduation Day Ceremony on 27th April 2022
02. Subject allotment for 2nd and 4th Sem MBA.
03. Project work for 4th Sem MBA students

Ma the J
22/4/22

HOD

Head of the Department
of Management Studies

01. Dr. Roopa Venka V

SJB Institute of Technology

02. Dr. Shrinivasa C

Institute of Technology

03. Dr. Krishnan Hariharan

04. Dr. Poornima K

05. Dr. Harshitha S

06. Mr. Bharath T S

07. Mrs. Laxmi M

08. Mrs. Madhumathy K

09. Mr. Brijesh Singh

10. Mrs. Lakshmi Priya M C

11. Arpitha U.



H Jai Sri Gurudev H
Sri Adlehunchanagiri Shikshana Trust ®



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Department of Management Studies (MBA)

Read and Approved: Prof. Dr. Mamatha J
Date: 22-04-2022

MINUTES OF MEETING

Date: 22.04.2022 (Friday)
Time: 3:30 PM
Venue: HOD Cabin – 1st Floor

Meeting Title: Faculty & Staff Meeting
Chair: Prof. Dr. Mamatha J- Professor & HOD- MBA Dept- SJBIT

| Sl. No | Name of the Staff | Designation | Signature |
|--------|------------------------|---------------------|-----------|
| 1 | Dr. Roopa Temkar | Associate Professor | |
| 2 | Dr. Srinivasa C | Associate Professor | |
| 3 | Dr. Krishnan Hariharan | Associate Professor | |
| 4 | Dr. Poornima K | Associate Professor | |
| 5 | Dr. Harshitha S | Assistant Professor | |
| 6 | Mr. Bharath T S | Assistant Professor | |
| 7 | Mrs. Laxmi.M | Assistant Professor | |
| 8 | Mrs. Madhumathy K | Assistant Professor | |
| 9 | Mr. Brijesh Singh | Assistant Professor | |
| 10 | Mrs. Lakshmi Priya M C | Assistant Professor | |

Arpitha UR

Assistant Professor

Agenda of the Meeting:

01. Graduation Day Ceremony on 27th April 2022.
02. Subject allotment or 2nd Sem and 4th Sem MBA
03. Project work or 4th Sem MBA

Discussions, Issues & Notes.

Forum is open for discussion.

| Topic | Presented by | Issues / Discussions / Observations | Decision taken / Responsibility Assigned. | Status (Open / Closed/ NA) |
|--|--------------|---|---|----------------------------|
| Graduation Day | HOD-MBA | <ol style="list-style-type: none"> 1. Graduation day ceremony for the entire SJBIT Institute and BGS SAP is planned for 27th April. 2. HOD informed about the guests for the graduation ceremony including honourable governor and other distinguished guests. 3. 5 girl students to be identified from the department for reception at the ceremony. 4. Student coordinators were identified for stage work for helping in distribution of certificates for graduates. | Class Teachers and All Faculty members | Open |
| Subject allotment | HOD-MBA | <ol style="list-style-type: none"> 1. Subject allotment for 2nd Sem MBA and 4th Sem MBA. | All Faculty members | |
| Project work for 4 th Sem MBA | HOD-MBA | <ol style="list-style-type: none"> 1. Online project students to report to their guide daily to update the status of their project work. 2. Offline students to meet the guide on a weekly basis for updating the status of their project work. 3. HOD instructed the project guides to strictly monitor the attendance of the students. 4. Students to enter Login and Logout time in logbook maintained with project coordinator. 5. Draft copy of complete report to be submitted on or before 07-05-2022 without fail. | Project Coordinator and Project guides | Open |

Hary
Recorded by
Meeting Coordinator

[Signature]
Approved by
Principal

Ms. the J
Head of the Department
Dept. of Management Studies
& Research Centre
SJBIT Institute of Technology
K. J. Somaiya Institute of Management Studies
K. J. Somaiya Institute of Management Studies



|| Jai Sri Gurudev ||
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Department of Management Studies (MBA) Subject Allotment Statement of MBA Dept

Semester: Odd Sem

Academic Year: (2021-2022)

| Sl. No. | Name of Faculty (order as in attendance) | Sem | Sec | Sub Name | Sub Code | HOURS PER WEEK | | Internship 20MBAIN307 | Total Hours Per week | Faculty Signature |
|---------|---|-----|-------|----------|------------|----------------|-----------|--------------------------|----------------------------|----------------------|
| | | | | | | Theory | Practical | | | |
| 1 | Dr. Mamatha.J | I | A | MC | 20MBA16 | 3 | 2 | - | 5 | |
| 2 | Dr.Roopa Temkar V | I | A | MOB | 20MBA11 | 3 | 2 | - | 14 | |
| | | III | B | EET | 20MBA301 | 3 | 2 | 2 | | |
| | | | A & B | SEMINAR | - | - | 2 | - | | |
| 3 | Dr. Srinivasa C | I | A | BS | 20MBA14 | 3 | 2 | - | 15 | |
| | | | B | BS | 20MBA14 | 3 | 2 | - | | |
| | | III | A & B | IRLL | 20MBAHR305 | 3 | 2 | - | | |
| 4 | Dr. K.V. Ramanathan | I | B | AFM | 20MBA13 | 3 | 2 | - | 14 | |
| | | III | A & B | AFM | 20MBAFM306 | 3 | 2 | 2 | | |
| | | III | - | SEMINAR | - | - | 2 | - | | |

| | | | | | | | | | | |
|----|------------------------|---------|-------|---------|------------|---|---|---|----|---|
| 5 | Dr. Krishnan Hariharan | III | A | IM | 20MBAFM303 | 3 | 2 | - | 15 |  |
| | | | B | | 20MBAFM303 | 3 | 2 | - | | |
| | | | A & B | HRA | 20MBAHR304 | 3 | 2 | - | | |
| 6 | Dr. Harshitha S | I | B | MC | 20MBA16 | 3 | 2 | - | 17 |  |
| | | III | A & B | RS | 20MBAHR303 | 3 | 2 | - | | |
| | | | | CRS | 20MBAHR306 | 3 | 2 | 2 | | |
| 7 | Mr. Bharath T S | I | A | MM | 20MBA15 | 3 | 2 | - | 17 |  |
| | | III | A & B | SM | 20MBAMM303 | 3 | 2 | 2 | | |
| | | I | - | SEMINAR | - | - | 3 | - | | |
| | | I | A & B | MDP | - | - | 2 | - | | |
| 8 | Mrs. Roopa Karnam | I | B | MOB | 20MBA11 | 3 | 2 | - | 17 |  |
| | | III | A | EET | 20MBA301 | 3 | 2 | - | | |
| | | | A & B | MRA | 20MBAMM304 | 3 | 2 | 2 | | |
| 9 | Mrs. Laxmi M | I | B | ME | 20MBA12 | 3 | 2 | - | 17 |  |
| | | III | A | TOS | 20MBA302 | 3 | 2 | 2 | | |
| | | I & III | - | SEMINAR | - | - | 3 | - | | |
| | | III | A & B | MDP | - | - | 2 | - | | |
| 10 | Mrs. Madhumathy K | I | B | MM | 20MBA15 | 3 | 2 | - | 17 |  |
| | | III | B | TOS | 20MBA302 | 3 | 2 | - | | |
| | | | A & B | CB | 20MBAMM305 | 3 | 2 | 2 | | |
| 11 | Mr. Brijesh Singh | I | A | AFM | 20MBA13 | 3 | 2 | - | 17 |  |
| | | III | A | DT | 20MBAFM304 | 3 | 2 | 2 | | |
| | | | B | DT | 20MBAFM304 | 3 | 2 | - | | |
| 12 | Mrs. Lakshmi Priya M C | I | A | ME | 20MBA12 | 3 | 2 | - | 17 |  |
| | | III | A & B | BFS | 20MBAFM305 | 3 | 2 | - | | |
| | | | | RM | 20MBAMM306 | 3 | 2 | 2 | | |

Mamatha J
19/11/21
Prof. Dr. Mamatha J
HOD

Ajai Chandran C.K
19/11/2021
Prof. Dr. Ajai Chandran.C.K
Principal



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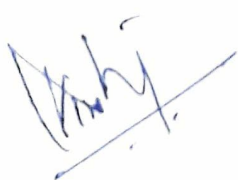
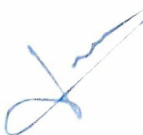
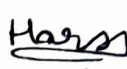




Department of Management Studies (MBA)


Workload Statement of Individual Staff Members


Odd Semester: 2021-2022

| Sl. No | Staff | Additional work allotted | Signature of the Staff |
|------------------------------|--------------------|--|-----------------------------|
| 01 | Dr. Mamatha J | Administration | <i>M. the J</i> 18/11/21 |
| | | BOS | |
| | | BOE | |
| | | ED Cell | |
| | | R & D Head | |
| | | Admissions | |
| | | Women Safety Cell | |
| | | Student Welfare & Advisor | |
| | | International Educational Tour | |
| | | Block Visit Convenor | |
| 02 | Dr. Roopa Temkar V | BOS | <i>R</i> 18/11/21 |
| | | Placements | |
| | | Internship Coordinator | |
| | | NAAC | |
| | | Research Publications Faculty | |
| | | Industry Visit | |
| | | Anti Ragging Group Advisor | |
| | | Proctor | |
| | | Technical Coordinator | |
| | | Block Visit Member | |
| Class Room In-charge – LH-02 | | | |
| 03 | Dr. Srinivasa C | BOS | <i>SR</i> 18/11/21 |
| | | BOE | |
| | | ED Cell (Dept Level) | |
| | | 1 st sem B-Sec- Class Teacher | |
| | | Test Coordination 3 rd sem | |
| | | International Education Tour | |
| | | Mobile Squad | |
| | | 1st Sem B Sec Birthday Cards | |
| | | Proctor | |
| | | In charge- Seminar Hall | |

| | | | |
|-------------------------------------|------------------------|--|---|
| 04 | Dr. K.V. Ramanathan | BOS |  |
| | | API | |
| | | MOU | |
| | | Anti Ragging Group Advisor | |
| | | Research Centre Activities Coordination | |
| | | International Conference | |
| | | Funded Projects | |
| | | Project Coordinator | |
| | | Time Table | |
| | | Block Visit Member | |
| | | Proctor | |
| 05 | Dr. Krishnan Hariharan | BOS |  |
| | | Consultancy | |
| | | Research Publication- Students | |
| | | Funded Projects | |
| | | FDP | |
| | | HR Club | |
| | | Proctor | |
| 06 | Dr. Harshitha S | Mobile Squad |  |
| | | BOE | |
| | | Autonomous Work | |
| | | Test Coordination 1 st sem | |
| | | Class Teacher – 3 rd B Section | |
| | | Transport Committee | |
| | | Department Meeting Coordinator | |
| | | Proctor | |
| 07 | Mr. Bharath T S | In charge – Corridor 1 st floor |  |
| | | SJBIT Portal | |
| | | Class Teacher 3 rd sem – A Sec | |
| | | SMT | |
| | | Marketing Students Birthday Cards | |
| | | Proctor | |
| | | Sports | |
| | | Community Service | |
| | | Meritorious Student | |
| | | NSS Coordinator | |
| 08 | Mrs. Roopa Karnam | Class Room In-charge, LH-01 |  18/11/21 |
| | | SMT | |
| | | HR Students Birthday Cards | |
| | | NIRF | |
| | | Workshop | |
| | | Webinars | |
| | | Beyond Syllabus | |
| | | Live Project | |
| | | Alumni | |
| | | Co-Po Mapping Sheets | |
| | | Lesson Plan | |
| | | Proctor | |
| | | Presentations | |
| | | Anti Ragging Group Advisor | |
| Innovative Methods in the Dept | | | |
| Discipline, Dress Code, Late Coming | | | |
| Class Room In charge. LH-04 | | | |

| | | | |
|---|-------------------|---|--|
| 09 | Mrs. Laxmi M | LIC | L M |
| | | Time Table | |
| | | Theory Class Coordination | |
| | | Assignment | |
| | | B-School Survey | |
| | | Grievance Redressal Cell | |
| | | Proctor Main Coordinator (dept level) | |
| | | HRD Classes Coordination | |
| | | Cultural Committee | |
| | | Proctor | |
| | | Class Room In charge , LH-05 | |
| | | Mobile Squad | |
| | | 10 | |
| Marketing Club | | | |
| Anti Ragging Main Coordinator (Dept Level) | | | |
| Ethnotech Classes | | | |
| Student Extra Co-curricular Activities- attending outside classes | | | |
| Proctor | | | |
| Student Club | | | |
| Class Room In charge, LH-03 | | | |
| Course Files | | | |
| 11 | Mr. Brijesh Singh | | Class Teacher, 1 st sem A Sec |
| | | 1 st sem A Sec Birthday Cards | |
| | | MHRD | |
| | | Autonomous Work | |
| | | Technical Events Committee | |
| | | Canteen Committee | |
| | | Result Analysis & Rank Probables | |
| | | Professional Chapters | |
| | | Proctor | |
| | | Guest Lecture | |
| | | Finance Club | |
| | | Ground Floor Staff - Room, Corridor In-charge | |
| | | 12 | Mrs. LakshmiPriya M C |
| VTU | | | |
| SMT | | | |
| Finance Students Birthday Cards | | | |
| Website | | | |
| Quality Audit (File Maintenance) | | | |
| College Magazine & News Letter | | | |
| Discipline, Dress code, Late Coming | | | |
| Proctor | | | |
| Anti Ragging Group Advisor | | | |
| Anti Sexual Harassment Committee | | | |
| Staff Club | | | |
| Corridor - 2 nd floor - In charge | | | |


 Prof. Dr. Mamatha J 19/11/2024
 HOD


 Dr. Ajai Chandran.C.K
 Principal 19/11/2024