



Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.** C-21171-2021

This is to certify that Dr. Joshua Samuel of Baldwin Methodist College, No.14 Hosur Road, Richmond Town, Bangalore-25 has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2021-2022.

*R.Rajesh*

( Shri R. Rajesh )

Deputy Director General

**Dated:** 06/02/2023



A Unit of Baldwin Methodist Education Society

# Baldwin Methodist College

(Affiliated to Bengaluru Central University - Recognised by Govt. of Karnataka, India)

6<sup>th</sup> August 2019

## IQAC FORMATION CIRCULAR

All the staff members (Teaching and Non-Teaching) are hereby informed that in order to constitute the Internal Quality Assurance cell (IQAC CELL), a Meeting is scheduled on **07<sup>th</sup> August 2019 at 02:00 PM**

The venue of the meeting will be the Seminar Hall.

All are requested to attend the meeting



  
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Baldwin Methodist College  
Bangalore-560 025



A Unit of Baldwin Methodist Education Society

# Baldwin Methodist College

(Affiliated to Bengaluru Central University - Recognized by Govt. of Karnataka, India)

## MINUTES OF THE IQAC MEETING

**Date: 07<sup>th</sup> August 2019**

**VENUE: SEMINAR HALL**

As per instructions by the Managing Committee, the Principal of Baldwin Methodist College, Bengaluru has been asked to establish the Internal Quality Assurance Cell (IQAC) for which the meeting was organized in the Seminar Hall.

The Principal Dr. Joshua S Samuel sir explained the importance of IQAC to all the staff members.

He also said that by forming IQAC all the stakeholders including students, teachers, administrative staff members, alumni and industry professionals may be involved to ensure and sustain quality standards in education.

All the staff members present for the meeting has unanimously agreed to establish the Internal Quality Assurance Cell (IQAC) today i.e. 07<sup>th</sup> August 2019 to institutionalize the process of quality enhancement and sustenance to quality standard. It has been decided that for strategizing various Quality plans that relates to the faculty as well as the students of the College, IQAC will function as a central point.

It was further decided that the IQAC shall develop systems and processes for:

1. Ensuring performance of academic, administrative and financial tasks on timely, efficient and progressive basis.
2. Social integration of academic programmes and its access to and affordability of academic programs.
3. Integration and optimization of modern methods of teaching and learning.
4. The credibility of assessment and evaluation process.
5. Monitoring and ensuring the adequacy, maintenance and proper allocation of support services and infrastructure.



  
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6. Knowledge sharing and networking of research findings with other institutions in India and abroad

The composition of the IQAC is as follows:

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Member)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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# Baldwin Methodist College

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22<sup>nd</sup> August 2019

## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on  
23<sup>rd</sup> August 2019 at 02:00 PM. The venue of the meeting will be the IQAC CELL.

### Agenda:

1. Framing of Mission, Vision and Core Values of all departments.
2. Infrastructure.
3. Planning of NSS activities.
4. Library.

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
PRINCIPAL  
PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025





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## MINUTES OF THE IQAC MEETING

**Date: 23<sup>rd</sup> August 2019**

**Venue: IQAC CELL**

**The following matters were discussed:**

**1. Framing of Mission, Vision and Core Values of all departments:**

Concrete steps and path needed in all direction for achieving quality excellence. So, first Mission and Vision of all departments should be framed for setting quality benchmark.

**2. Infrastructure:**

The current state of infrastructure, cleanliness and maintenance of the College campus was discussed. It was reported that the cleanliness and maintenance of hygiene were given adequate attention.

The housekeeping staff should be sensitized on maintenance of adequate cleanliness. Awareness must be spread amongst students on the same to maintain the due cleanliness.

**3. Planning of NSS activities:**

It is decided, to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.

**4. Library- Availability of books, journals & other facilities should be hassle free.**

  
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IQAC Co-ordinator  
Baldwin Methodist College

14, Hosur Road, Bengaluru-560025

  
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## Members present at the meeting

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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17<sup>th</sup> September 2019

## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on **18<sup>th</sup> September 2019** at 12:30 PM. The venue of the meeting will be the IQAC CELL.

### **Agenda:**

1. Usage of ICT in class rooms.
2. Result Analysis of the semester.
3. Collecting feedback from students.
4. Discussion on conducting of internal assessment test
5. Organizing of FDP on Advanced Presentation skills.

  
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IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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Baldwin Methodist College  
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## MINUTES OF THE IQAC MEETING

**Date:** 18<sup>th</sup> September 2019

**Venue:** IQAC CELL

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ulla welcomed and briefed the committee members about the agenda.

1. Review of minutes of previous meeting.

2. **Usage of ICT in class rooms.**

All the staff are to be informed to use the smart boards, PPT, Audio Video in classrooms compulsorily to increase teaching learning efficiency.

3. **Result Analysis of the semester.**

Departmental heads and class teachers are required to prepare and submit a detailed subject wise analysis of student's results.

4. **Collecting feedback from students.**

Student's feedback forms to be distributed and collected.

5. **Discussion on Conducting of internal assessment test**

All departmental heads have to set the time table for conduct of internal assessment tests.

6. **Organizing of FDP on Advanced Presentation skills.**

It is resolved to Organize FDP on Advanced Presentation skills on **23<sup>rd</sup> September 2019.**

  
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IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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## Members present at the meeting

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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20<sup>th</sup> September 2019

## CIRCULAR


(IQAC Initiative)

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) there is a faculty development program (FDP) held on 23<sup>rd</sup> September 2019 organized by IQAC Initiative at 11.00 am in seminar hall topic “**Advanced presentation skills**” all the staffs are requested to attend and make best use of the program.

  
B.COM HOD

  
BBA HOD

  
BCA HOD

  
IQAC COORDINATOR

**IQAC Co-ordinator**  
**Baldwin Methodist College**  
**14, Hosur Road, Bengaluru-560025**

  
**PRINCIPAL**  
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**Baldwin Methodist College**  
**Bangalore-560 026**





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## Baldwin Methodist College

#14, Hosur Rd., Richmond Town, Bengaluru,  
Karnataka, 560025

**AN IQAC INITIATIVE**

## FACULTY DEVELOPMENT PROGRAMME (FDP)

### TOPIC: ADVANCED PRESENTATION SKILLS

**Speaker**  
Mr. Nawazulla



- September 23rd 2019  
- 11:00 Am - 12:00 Pm



- SEMINAR HALL  
(Baldwin Methodist College)



  
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# Baldwin Methodist College

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## **SPEAKER PROFILE**

### **NAWAZULLA**

Nawazulla81@gmail.com

### **Professional Summary**

Assistant professor with vast experience of teaching undergraduate and postgraduate courses. Rendered services for Department of commerce and management in Hasnath College for Women, Hasnath Evening College, MQI College etc. at Bengaluru, Karnataka. Participated and presented papers in national and state level seminars. Has been a resource person in seminars and conferences.

### **Skills**

- vast experience of teaching to commerce students
- Adequate knowledge of commerce terminology
- knowledge of Microsoft office applications
- Ability to coordinate with others to prepare lecture
- Ability to work in diverse backgrounds
- Passion for connecting students to learning modalities that incite their interest skilled at explaining and explicating material in a manner that students of varying levels can digest
- Exceptional speaking skills without losing of thought or direction
- Strong appetite for increased knowledge

### **Work Experience**

Assistant Professor

July 2003 – Present

### **Education**

M.Com M.Phil MBA UGC –NET

### **Participants:**

Total number of Staff participated in the Faculty Development Program was 25 members



  
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## Advanced presentation skills

The Faculty development program under IQAC Initiative was conducted on 23<sup>rd</sup> September 2019 in our college. **Topic: “Advanced presentation skills”** The speaker was **Mr. Nawazulla** gave the valuable information related to advanced presentation skills which is to know about different presentation skills and implement in the classroom learning.

Leaders who can inspire their teams from the get – go will set results fast which is why advanced presentation skills are so valuable if you're required to do any sort of public speaking, whether it's leading team meetings or presenting on stage, these tips will ensure you make the right impact for the teachers weak soft skills lead to poor profitability stories have been used for thousands of years to convey information and teach lessons as well as to entertain in business communication storytelling is an under used technique for engaging with your audience or students and motivates them to action.



  
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## Certificate

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Karnataka, 560025

AN IQAC INITIATIVE  
**CERTIFICATE OF PARTICIPATION**  
FACULTY DEVELOPMENT PROGRAMME

THIS IS TO CERTIFY THAT DR./PROF./MR./MRS./MS \_\_\_\_\_  
OF \_\_\_\_\_ COLLEGE/UNIVERSITY HAS PARTICIPATED  
IN THE FDP ADVANCED PRESENTATION SKILLS ORGANISED BY BALDWIN  
METHODIST COLLEGE ON 23rd SEPTEMBER 2019

\_\_\_\_\_  
IQAC COORDINATOR

\_\_\_\_\_  
PRINCIPAL



  
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## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	23-09-2019
01	Mrs. B. Rajeshwari	P
02	Mrs. Rumaan S K	P
03	Mr. Mansoor Ahmed J	P
04	Ms. Shuba A	P
05	Mrs. Rizwana Banu	P
06	Mr. Mallaradhya C	P
07	Mrs. Nagarajeshwari M	P
08	Mr. Hamsaraj B K	P
09	Mrs. Annapurneshwari T	P
10	Mrs. Sindhu B	P
11	Ms. Priyanka G	P
12	Ms. Manasa H B	P
13	Dr. Lakshmi Devi S	P
14	Ms Yeshaswini	P
15	Ms. Jasmine Francis	P
16	Mr Santosh Kumar M	P
17	Mr Rajkumar	P
18	Mr Amarnath R	P
19	Mr Subhashkar S	P
20	Mrs. M C Divya	P
21	Mr. Zafar Ahmed Siddiqui	P
22	Mr. Bhaskar H	P
23	Mr. Precil Samuel	P
24	Mrs. Anuradha	P
25	Mrs. Lilly Pramila	P



  
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# Baldwin Methodist College

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4<sup>th</sup> February 2020

## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on 5<sup>th</sup> February 2020 at 12:30 PM. The venue of the meeting will be the IQAC Cell.

### Agenda:

1. Organizing of Seminar on "Patents registration process".

  
IQAC CO-ORDINATOR

**IQAC Co-ordinator**  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560 025

  
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PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025





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## MINUTES OF THE IQAC MEETING HELD ON

**Date: 5<sup>th</sup>February 2020**

**Venue: IQAC Cell**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ullawelcomed and briefed the committee members about the agenda.

1. **Organizing of Seminar on "Patents registration process". Seminar on "Patents registration process" to be organized on 11<sup>th</sup>February 2020**

  
IQAC CO-ORDINATOR

**IQAC Co-ordinator**  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
**PRINCIPAL**  
PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025





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# Baldwin Methodist College

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## Members present at the meeting

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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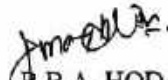
6<sup>th</sup> February 2020

## CIRCULAR

### An IQAC Initiative

This is to inform all the **B.com, B.B.A** and **B.C.A** students to be present in the seminar hall dated **11<sup>th</sup> February 2020 at 09:00 AM** for the seminar organized by IQAC & the Department of Commerce on the topic "**Patents registration process**" and make best use of the knowledge of the resource person **Mrs. Rumaan SK.**

  
B.COM, HOD

  
B.B.A, HOD

  
B.C.A, HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
Bengaluru Road, Bengaluru-560025

  
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# Baldwin Methodist College

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## Brochure

 **Baldwin Methodist College**  
#24, Mysuru Rd, Electronic Town, Bangalore, Karnataka 560025

An IQAC Initiative  
**DEPARTMENT OF COMMERCE**  
**ORGANISES SEMINAR**  
**ON**  
**INTELLECTUAL PROPERTY RIGHTS**

TOPIC: PATENT REGISTRATION PROCESS

FEBRUARY 11TH, 2020  
09:00 AM - 11:00 AM  
SEMINAR HALL

SPEAKER:  
**Mrs. RUMAAN S K**



  
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# Baldwin Methodist College

(Affiliated to Bangalore Central University - Recognised by Govt. of Karnataka, India)

## **SPEAKER PROFILE**

**RUMAAN.S.K**

E-mail skrumaan6@gmail.com

### **Summary**

Ambitious Assistant Professor with vast years of teaching experience in commerce and management with in-depth knowledge of the same. Sharing knowledge and experience with students and helping them in gaining the same. Excellent interpersonal, presentation and communication skills.

### **Areas of Expertise**

Proficient in developing new lessons and activities to expand learning opportunities.

Extensive participation on committees and extra-curricular activities

Outstanding track record in assuring student success.

### **Experience**

CNK Reddy College, Bangalore

Post held: Lecturer for BBA & MBA

Tenure: 2007-2009

Baldwin Methodist College, Bangalore

Post held: Assistant Professor in BBA Department

Tenure: 11-06-2011 to till date

**Education Profile:** Master Degree in Business Administration (MBA) from CNK Reddy College.

B.Ed pursuing at KIET College.

## **PARTICIPANTS**

100 Students have participated in the Seminar.

## **CONTENT PRESENTED**

Intellectual property is a category of property that includes intangible creations of the human intellect. Intellectual property encompasses two types of rights; industrial property rights and copyright.

### **Types of IPR**

Trade secret.



  
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## **Types of Patent**

Utility Patents

Design Patents

Plant Patents

## **Steps involved in the patent process in India**

The procedure for obtaining a patent in India starts even before a patent application is filed with the patent office in India.

**Step 1 - Decision on doing it yourself or engaging a professional**

**Step 2 - Check the Patentability of the invention by performing a search for similar technologies**

**Step 3 - Drafting a patent application (Provisional or Complete)**

**Step 4 - Filing the patent application in India**

Form 1 - Application for grant of a patent

Form 2 — Provisional/Complete specification)

Form 3 - Statement and undertaking regarding foreign application under section 8 (only required if a corresponding patent application is filed in another country)

Form 5 - Declaration as to inventor ship (only to be filed along with the complete application)

Form 26 - Form for authorization of a patent agent (only required if you are using a patent agent to help you file the application)

Form 28 - To be submitted by startup or small entity (only required if you are claiming startup or small entity status)

**Step 5 - Publication of patent application**

**Step 6 - Examination of the patent application**

**Step 7- Final decision on grant of patent**

**Step 8- Renewal**

## **OUTCOME OF THE EVENT**

- Process of registering IPR
- Legal frame work
- Professional frame work



  
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## Photos:



  
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## Certificate

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#14, Hosur RD, RICHMOND TOWN, BENGALURU, KARNATAKA 560025  
**Department of Commerce**  
An IQAC Initiative  
**Certificate of Participation**

This is to certify that Mr/Mrs/Dr \_\_\_\_\_ has  
Participated in the Seminar on the topic " Patent Registration Process" Organised by The  
Department Of Commerce Baldwin Methodist College On 11 February 2020.

**H O D**                      **IQAC**  **CO-ORDINATOR**                      **PRINCIPAL**



  
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## SEMINAR PARTICIPANTS NAME LIST

Sl No	Course	Name	Present/Absent
1	III B.Com 2017	A Hardin Ascanius	P
2		Abdul Azharuddin	P
3		Abdul Hannan R	P
4		Harish Kumar K	P
5		Hemanth Dr	P
6		Hemanth Kumar V	P
7		Jagadambika S	P
8		Jai Ajith Kumar M	P
9		Janty Roods J	P
10		Jashwanth M	P
11		Jeevan B K	P
12		John Daniel J	P
13		John Peter B	P
14		Joshva R	P
15		Kashif Pasha K	P
16		Koushik M	P
17		Madhumitha R	P
18		Nazia Sultana	P
19		Pavankalyan P N	P
20		Pradhyuman K	P
21		Prithvi Raj S	P
22		Priyadarshini V	P
23		Santhosh K	P
24		Santhosh Kumar A	P
25		Santhosh Rauben	P
26		Shaik Zaheed Ulla	P
27		Shalu M	P
28		Shazmeen Parveen	P
29		Sherwin Infant J	P
30		Shiva Prakash B	P
31		Shruthi R	P
32	III B.B.A 2017	Aaron Kent	P
33		Akash Noel J	P
34		Archana S Nair	P
35		Asfiya Elahin	P
36		Avinash G	P
37		Shalom Peter	P
38		Syed Tashahood Ahmed	P
39		Thingbajam Luis Singh	P
40			



  
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40		Touqeer Pasha	P
41		Vidya Madan	P
42		Worchuingam H A	P
43	<b>III B.C.A 2017</b>	Aaron Bhasker	P
44		Abdul Ahad Dhinda	P
45		Anisha R	P
46		Ariyan Pasha	P
47		Ashwini V	P
48		Muskaan S K	P
49		Neelaveni S	P
50		Nirmal Kumar S	P
51		Nitesh Kumar Sahu	P
52		Rajani Kumar N	P
53		Robin Ronaldo J	P
54		Sunitha M	P
55		Tejas M	P
56		Umesh Sudra	P
57		Vijay S	P
58	<b>II B.COM 2018</b>	A Pukheo Siro	P
59		A Rahul Irudaya Raj	P
60		Aaron Anthony Cotter	P
61		Abdul Rahim K M	P
62		Ahad Shariff	P
63		Ajith Kumar P	P
64		Sowmya Kumar K	P
65		Subash Tamang	P
66		Sudha P	P
67		Sundar S	P
68		Sunil Kumar K	P
69		Suprith G	P
70		Syed Abrar Hyder Bilgrami	P
71		Syed Saqlain	P
72		Zubair Akram	P
73	<b>II B.B.A 2018</b>	Ali Nader Ahmed Ali Yousuf	P
74		Arvind Kumar R	P
75		Azhar Khan	P
76		Benedict Rohit T	P
77		Bhargava N	P
78		Clinton Antickraj	P



  
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79		Daniel Bevan S	P
80		E Jagadeesh	P
81		Faraaz Ahmed S	P
82		Tsewang Chosphel	P
83		Zaman Ahmed Afsar	P
84		Zubair Khan	P
85	<b>II B.C.A 2018</b>	Abhishek J	P
86		Abraham Raj	P
87		Ajay Kumar A	P
88		Darshan K J	P
89		Deepthi A Ghodke	P
90		Farzan Khan	P
91		Jagadeshwari S	P
92		John William E	P
93		Jusel Justin	P
94		K Santhosh Kumar	P
95		M Ajithkumar	P
96		Maria Jessy S	P
97		Merlin Vincent	P
98		Mir Murtuza Ali Razvi	P
99		Mohammed Ali	P
100		Mohammed Arbaz	P



  
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Bangalore-560 025



A Unit of Baldwin Methodist Educational Society

# Baldwin Methodist College

(Affiliated to Bengaluru City University - Recognised by Govt. of Karnataka, India)

14<sup>th</sup> November 2020

## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on 16<sup>th</sup> November 2020 at 01:00 PM. The venue of the meeting will be the IQAC CELL.

### Agenda:

1. FDP program to be conducted on the Topic "Decision making skills".

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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## Minutes of the IQAC meeting held on

**Date: 16<sup>th</sup> November 2020**

**Venue: IQAC CELL**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ulla welcomed and briefed the committee members about the agenda.

1. Minutes of the previous meeting were read out to the members.
2. It was decided to conduct a Faculty Development Program (FDP) on "DECISION Making skills "for teaching staff, to understand needs to evaluate comparable options and to narrow down to the one best option of decision making on 19<sup>th</sup> November 2020.

  
**IQAC CO-ORDINATOR**  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025



  
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**Members present at the meeting**

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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**Members present at the meeting**

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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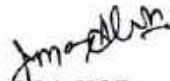
17<sup>th</sup> November 2020

## CIRCULAR


(IQAC Initiative)

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) there is a faculty development program (FDP) held on 19<sup>th</sup> November 2020 organized by IQAC Initiative at 12.00 pm in seminar hall **Topic "Decision making skills "** all the Staffs are requested to attend and make best use of the program.

  
B.COM HOD

  
BBA HOD

  
BCA HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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Karnataka, 560025

AN IQAC INITIATIVE

**FACULTY DEVELOPMENT  
PROGRAMME (FDP)**

**TOPIC: DECISION MAKING SKILLS**

*Speaker*

**Mr. Mansoor Ahmed J**

**November 19th 2020**  
**- 12:00 Pm - 01:00 Pm**



**SEMINAR HALL**  
**(Baldwin Methodist College)**



*[Signature]*  
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## **SPEAKER PROFILE:**

Mr. Mansoor Ahmed J

Email: [jmansoor.ahmed@yahoo.in](mailto:jmansoor.ahmed@yahoo.in)

**DESIGNATION:** Head - Department BBA , Baldwin Methodist College - Bangalore.

Mr.Mansoor Ahmed J, Head of the Department - Bachelor of Business Administration at Baldwin Methodist College with an experience of 11 years in the field of Commerce and Management. He is a prominent speaker in the field of Accounting & Taxation and delivered various knowledge oriented seminars.

## **SKILLS:**

- Adequate knowledge of commerce terminology.
- Strong desire to redefine teaching standards.
- Knowledge of MS office & MS excel.
- Ability to Coordinate with others to prepare lecture.
- Exceptional speaking skills without losing thought and direction.
- Experience of conducting university examinations for ug students.
- Student Counselling.
- Worked as a sit-in-squad for university examinations.

## **WORK EXPERIENCE:**

1. Almighty First Grade College, Bangalore. (From 2009 to 2011)
2. Baldwin Methodist College, Bangalore- (From 2011 till date)

**EDUCATIONAL QUALIFICATION:** M.com, M.Phil, Presently pursuing Ph.D.

## **Participants:**

Total number of Staff participated in the Faculty Development Program was 21 members.

## **Decision making skills for teaching staffs:**



  
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The Faculty development program under IQAC Initiative was conducted on 19<sup>th</sup> November 2020 in our college. **Topic: "Decision making skills for teaching staff"** The speaker was **Mr. Mansoor Ahmed J** who gave the valuable information related to Decision making skills and who important to understand needs to evaluate comparable options narrow down to the one best option decision making skills focuses on research collecting is analysing data and making a correct judgment for effective efficient and result in business.

This is a critical selection of the best possible solution for any company problems for ensuring smooth business processes hood decision making skills increases efficiency, improves processes is helps grow business every employee is assigned a different task depending on their job roles is response billets for every task there are always multiple options for achieving the end result however not all options are viable as only some are cost effective some take a longer time evaluate the strengths is weaknesses and take the best decision in the interest of the company.



  
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**Certificate**



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Karnataka, 560025



AN IQAC INITIATIVE

*Certificate*

OF PARTICIPATION

**FACULTY DEVELOPMENT PROGRAMME**

THIS IS TO CERTIFY THAT DR./PROF./MR./MRS./MS \_\_\_\_\_  
OF \_\_\_\_\_ COLLEGE/UNIVERSITY HAS PARTICIPATED IN  
THE FDP DECISION MAKING SKILLS ORGANISED BY BALDWIN  
METHODIST COLLEGE ON 19th NOVEMBER 2020



\_\_\_\_\_  
IQAC CORDINATOR

\_\_\_\_\_

PRINCIPAL



*[Signature]*  
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# Baldwin Methodist College

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## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	19-11-2020
01	Mrs. B. Rajeshwari	P
02	Mrs. Rumaan S K	P
03	Mr. Nawazulla	P
04	Ms. Shuba A	P
05	Mrs. Rizwana Banu	P
06	Mr. Mallaradhya C	P
07	Mrs. Nagarajeshwari M	P
08	Mr. Hamsaraj B K	P
09	Mrs. Annapurneshwari T	P
10	Mrs. Sindhu B	P
11	Ms. Priyanka G	P
12	Ms. Manasa H B	P
13	Dr. Lakshmi Devi S	P
14	Ms Yeshaswini	P
15	Mr Amarnath R	P
16	Mr Santosh Kumar M	P
17	Mr. Zafar Ahmed Siddiqui	P
18	Mr. Bhaskar H	P
19	Mr. Precil Samuel	P
20	Mrs. Anuradha	P
21	Mrs. Lilly Pramila	P



  
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# Baldwin Methodist College

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5<sup>th</sup> March 2021

## IQAC CIRCULAR

**This is to inform all the members of the IQAC that a meeting is scheduled on 8<sup>th</sup> March 2021 at 12:30 PM. The venue of the meeting will be the IQAC CELL.**

### **Agenda:**

1. Use of ICT in Teaching.
2. Organize Seminar on the topic "Starting a new enterprise".

  
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**IQAC Co-ordinator**  
**Baldwin Methodist College**  
**14, Hosur Road, Bengaluru-560025**

  
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**Minutes of the IQAC meeting**

**Date: 8<sup>th</sup> March 2021**

**Venue: IQAC CELL**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ulla welcomed and briefed the committee members about the agenda.

1. Review of minutes of Previous meeting.
2. All teaching staff are to be encouraged to use ppt, audio and video for effective teaching
3. For the broadening of horizons of students organize a seminar for the students on topic "Starting a New Enterprise " on 12<sup>th</sup> March 2021 and also to enable them to learn on various procedures and formalities needed for an entrepreneur to start a new enterprise and to make them be more independent in this volatile environment.

  
**IQAC CO-ORDINATOR**  
IQAC Co-ordinator  
Baldwin Methodist College  
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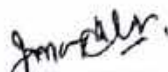
9<sup>th</sup> March 2021

## CIRCULAR

### An IQAC Initiative

This is to inform all the B.com, B.B.A and B.C.A students to be present in the seminar hall dated 12<sup>th</sup> March 2021 at 11:00 AM for the seminar organized by IQAC & the Department of Management on the topic "Starting a new enterprise" and make best use of the knowledge of the resource person Mrs. Sindhu B.

  
B.COM, HOD

  
B.B.A HOD

  
B.C.A, HOD

  
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IQAC Co-ordinator  
Baldwin Methodist College  
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BROCHURE

 **Baldwin Methodist College**  
#14, Hosur Rd Richmond Town Bengaluru Karnataka 560025

An IQAC Initiative

**DEPARTMENT OF MANAGEMENT**


ORGANISES

SEMINAR ON

**STARTING A NEW ENTERPRISE**

**Mrs. SINDHU B**

SEMINAR HALL	12 March 2021	11:00 AM
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### SPEAKER PROFILE

**SINDHU.B**

sindhuchaiiah@yahoo.com

Ambitious Assistant Professor with 10 years of teaching experience in commerce with in-depth knowledge of the same. Sharing knowledge and experience with students and helping them in gaining the same. Excellent interpersonal, presentation and communication skills.

#### **Areas of Expertise**

Proficient in developing new lessons and activities to expand learning opportunities.

Extensive participation on committees and extra-curricular activities

Outstanding track record in assuring student success.

#### **Experience**

**Bangalore City College, Bangalore**

**Post held:** Senior Lecturer

**Tenure:** 24-10-2011 to 27-08-2018

**Baldwin Methodist College, Bangalore**

**Post held:** Assistant Professor in B BA Department

**Tenure:** 14-09-2018 to till date

- |                                |  |
|--------------------------------|--|
| <b>Education</b>               | <ul style="list-style-type: none"><li>• Ph.D (pursuing at Mysore University)</li></ul>   |
| <b>Profile</b>                 | <ul style="list-style-type: none"><li>• Master Degree in Commerce (M.Com) from St. Joseph's Commerce College. passed out in the year 2009-2010.</li><li>• MBA .( Annamalai University)2012-2014</li><li>• B.Ed in Bangalore city college. Passed out in 2014</li><li>• Bachelor Degree in Commerce (B.Com) from St. Joseph's Evening College. passed out in the year 2007-2008.</li><li>• P.U.C from Jyothi Nivas College. passed out in the year 2004-2005.</li></ul> |
| <b>Computer Knowledge</b>      | <ul style="list-style-type: none"><li>• Basic knowledge and exposure to computer ( basic exposure to MS word , MS excel and power point )</li><li>• Efficient in tally</li></ul>   |
| <b>Seminar&amp; work shope</b> | Seven day virtually organized NAAC criteria based international level faculty development programme from 25th to 31st august 2021  |



  
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National level webinar on "Research Paper Writing and Publications" on 30th august 2021

National webinar on "Managing Finance and Investment in Covid Times" 1ST July 2020

International seminar on "INTELLECTUAL PROPERTY RIGHTS " on 14th September 2021

## PARTICIPANTS

100 Students have participated in the Seminar.

## CONTENT PRESENTED

The various steps taken by him in setting up the business are as follows:

- (i) **Decision to set up a business:** The first step in establishing own business is of making the final decision to be self-employed.
- (ii) **Environment analysis:** A study of the prevailing business environment is essential to understand the general business climate and the opportunities and threats therein.
- (iii) **Analysing strengths, weaknesses, opportunities and threats (SWOT) analysis:** This would enable him to find out the type and size of business most suitable to him.
- (iv) **Training:** Various institutes like EDI, NIESBUD, IEDs offer tailor-made and module-based EDPs for new and existing entrepreneurs as well as for employees of small scale businesses.
- (v) **Product development and selection:** An important decision as to the product choice is taken at this stage.
- (vi) **Market survey:** Marketability is the true test of goodness of a product.
- (vii) **Form of organisation:** Selection of the most suitable form of organisation is a precondition for long-term business success.
- (viii) **Location:** It means the specific place or site of business.
- (ix) **Technology:** Here, information on all available technologies is procured by the entrepreneur and the most suitable production technology is identified.



  
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(x) **Machinery and equipment:** Having chosen the type of plant and machinery, manufacturers and suppliers are shortlisted and purchase orders are placed depending upon machine quality.

(xi) **Preparation of project report:** This report compiles information regarding progress of the project through every stage.

(xii) **Project appraisal:** Ordinarily, project appraisal implies a cost and benefit analysis of business.

(xiii) **Arranging finance:** Arrangements are made for procuring adequate and timely finance to meet both fixed and working capital requirements. .

(xiv) **Provisional registration of business:** The DIC or the Directorate of Industries provide the prescribed application form for provisional registration.

(xv) **Procuring technical know-how:** In technology-driven businesses, the technical know-how can be arranged through TCOs, NSIC, SS1DC, DIC, SISI, EDIs, private consultants or foreign collaborations.

(xvi) **Electricity and water connection:** Applications to the relevant power and water supply authorities are made for procuring connections.

(xvii) **Installation of machinery:** The plant layout scheme would guide the machine installation.


(xviii) **Manpower recruitment:** Human resource is considered to be the most important input for a business.

(xix) **Purchase of raw material:** The raw materials are purchased indigenously or through imports. Some major issues concerning raw material procurement are quality, price and assured supply.

(xx) **Starting production:** With all the factors of production, namely, manpower, raw material, machines and equipment in place, a trial run is given to the production work. This is followed by mass scale commercial production.

(xxi) **Marketing:** Each single business activity is directed towards ensuring effective marketing results.



  
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(xxii) **Quality assurance:** Depending upon the type of product, the entrepreneur applies for quality certification from the Bureau of Indian Standards (BIS) or Agricultural Produce Grading and Marking (AGMARK), etc.

(xxiii) **Permanent registration:** After a small scale enterprise starts production and marketing. it becomes eligible to obtain permanent registration on the basis of earlier provisional registration from DIC.

(xxiv) **Market research:** A rewarding business practice that keeps the business alive, fresh and competitive is its constant pursuit to obtain knowledge of market-related variables like competition, future demand forecasts, customer preferences, and supply-related developments etc.

(xxv) **Profit generation and reinvestment of profits:** Once the venture starts making profits, an important task is to set aside a substantial portion of earnings for investing back in business. It is essential to ensure survival and growth of the business.

## OUTCOME OF THE EVENT

- Preparation of Project report
- Government support for entrepreneurs
- Financial and Non financial documents



  
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## Photos



  
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CERTIFICATE

**Baldwin Methodist College**  
#14, Hosur RD, RICHMOND TOWN, BENGALURU, KARNATAKA, 560025

**Department of Management**  
An IQAC Initiative  
**Certificate of Participation**

This is to certify that Mr/Mrs/Dr \_\_\_\_\_ has  
Participated in the Seminar on the topic "Starting a New Enterprise" Organized by The  
Department Of Management Baldwin Methodist College On 12 March 2021.

\_\_\_\_\_  
H O D

\_\_\_\_\_  
IQAC  
CO-ORDINATOR

\_\_\_\_\_  
PRINCIPAL



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## SEMINAR PARTICIPANTS NAME LIST

Sl No	Course	Name	Present/Absent
1	III B.Com 2018	A Pukheo Siro	P
2		A Rahul Irudaya Raj	P
3		Fredrick John T	P
4		Geo Fenitio	P
5		Greden Selvan N	P
6		Hrithick P	P
7		Inam Ur Rahman P	P
8		Jesse John Fernandez	P
9		Joshua S	P
10		Joshwa A	P
11		Nikhil N J	P
12		Nikitha M	P
13		Sneha S	P
14		Sowmya Kumar K	P
15		Subash Tamang	P
16		Sudha P	P
17		Sundar S	P
18	III B.B.A 2018	Ali Nader Ahmed Ali Yousuf	P
19		Arvind Kumar R	P
20		Azhar Khan	P
21		Benedict Rohit T	P
22		Bhargava N	P
23		Clinton Antickraj	P
24		Mohammed Irfan	P
25		Mohammed Rehan	P
26		Mohammed Shahid	P
27		Syed Musharuff	P
28	Tsewang Chosphel	P	
29	Zaman Ahmed Afsar	P	
30	Zubair Khan	P	
31	III B.C.A 2018	Abhishek J	P
32		Abraham Raj	P
33		Ajay Kumar A	P
34		Darshan K J	P



  
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35		Deepthi A Ghodke	P
36		Farzan Khan	P
37		Jagadeshwari S	P
38		Sunil S	P
39		Vijaya Kumari R	P
40		Wilson Raj Kumar L	P
41	<b>II B.COM 2019</b>	A Mark Kevin	P
42		Abhishek Kumar Singh	P
43		Afreen Taj A	P
44		Akhifulla Khan	P
45		Alan Cleetus	P
46		Alyn S	P
47		Domnic Arul Abishek S	P
48		E Udaya Raaja	P
49		Fhara Khan	P
50		Franklin A	P
51		Naveen V	P
52		Neha S Acharya	P
53		Nejuma A R	P
54		Nishad Ali A S	P
55		Nitesh Kumar S K	P
56		Nithish L	P
57		Om Chandola	P
58		Paritosh Mandal	P
59		Paul Hendry F	P
60		Paul Prajwal	P
61		Pavithra K	P
62		Peter S	P
63		Prashanth D	P
64		Prem S	P
65		Punith Rao S	P
66		Rakshith Kumar	P
67		Ramya B G	P
68		Yashwanth Kumar A	P
69	<b>II B.B.A 2019</b>	Aamir Shariff	P
70		Abbu Zufran	P
71		Abhinav G	P



  
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72		Abubakar Siddiq	P
73		Aishwarya Rai	P
74		Akhil A	P
75		Alamdar Hussain	P
76		Sandeep T	P
77		Saqlain Ashraf Parray	P
78		Srikantha B	P
79		Sriram B	P
80		Stephen B	P
81		Suman Pranav Tudu	P
82		Suresh T	P
83		Surya K	P
84		Syed Abdul Hannan	P
85		Syed Farhan Owase	P
86		Syed Israr	P
87		Syed Nizamuddin	P
88		Tejaswaran V	P
89		Tsering Yangche N Lama	P
90		Victor A Lazar	P
91		Vinay Jayasheelan	P
92	<b>II B.C.A 2019</b>	Abhinandan Sr	P
93		Aishwarya K Gowda	P
94		Antony Abraham.L	P
95		Benedicta P V	P
96		Bhuwesh Singh H Yanki	P
97		D Mohammed Riyan Qureshi	P
98		Deepak Raj R	P
99		Ebinesh Joshwa E	P
100		Edwin Shanal A	P



  
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6<sup>th</sup> November 2021


## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on

8<sup>th</sup> November 2021 at 12:30 PM. The venue of the meeting will be the IQAC Cell.

### **Agenda:**

1. Conducting a seminar on "Career Counseling & Competitive Examinations".

  
IQAC CO-ORDINATOR  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
PRINCIPAL  
Baldwin Methodist College  
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**Minutes of the IQAC meeting**

**Date: 8<sup>th</sup> November 2021**

**Venue: IQAC Cell**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawazulla welcomed and briefed the committee members about the agenda.

1. Review of minutes of previous meeting.
2. For the students support and progression to conduct a seminar on competitive examination and career counseling on **12<sup>th</sup> November 2021** for the students, to upgrade them about the future and make them skilled in exploring various opportunities and to select an appropriate career after their studies.

  
**IQAC CO-ORDINATOR**  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
**PRINCIPAL**  
PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025





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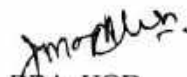
10<sup>th</sup> November 2021

**CIRCULAR**

**An IQAC Initiative**

This is to inform that there will be Seminar conducted on 12<sup>th</sup> November 2021 regarding "Career Counselling & Competitive Examinations". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 11 am.

  
B.COM, HOD

  
BBA, HOD

  
BCA, HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
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Karnataka, 560025

An IQAC INITIATIVE

SEMINAR ON  
**CAREER COUNSELING**

&

**COMPETATIVE EXAMINATION**

**Presented By**  
Mrs.Dr.LAKSHMI DEVI



12th, November,  
2021  
11:00 AM



SEMINAR HALL



  
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## **Speaker profile:**

Dr. Lakshmi Devi is specialised in Kannada literature, art and culture, who predominantly have passion towards teaching. She done her PhD in kannada from kannada university, hampi also MA in kannada from Bangalore university. She has work experience of more than 5 colleges. She has a total of 19 years of work experience in teaching. She has also published "TANTRIKA SHIKSHANADALLI KANNADA PATYAKRAMADA ALAVADIKEYA SADHAKA BHADAKAGALU" from Vivekananda institute of technology magazine, Bangalore.

She has received the best lecturer award from shriVidya pre university college, Bangalore.

## **No of participants:**

**100 participants.**

## **Content presented:**

A seminar on career counselling was conducted for the students by Dr. Lakshmi Devi. Assistant professor Baldwin Methodist College on NOVEMBER 12 2021

## **What is career counselling& Competitive Examinations?**

Career Counselling is a process that will help you to know and understand yourself and the world of work in order to make career, educational, and life decisions. Career development is more than just deciding on a major and what job you want to get when you graduate.

Career counselling helps to assess the development of career paths from time to time. It helps you to understand your own goals and share it confidently. This shows the employer that you are passionate about. Career counselling helps you maintain that passion and become the person you intended out to be.

## **Career opportunities for Bcom graduates:**

- 1. Master of Commerce (M.Com)**
- 2. Chartered Accountancy**



  
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3. CFA (Chartered Financial Analyst)
4. BAT Business Accounting and Taxation (Business Accounting and Taxation)
5. FRM (Financial Risk Manager)
6. MBA (Master of Business Administration)
7. CS (Company Secretary)
8. Banking
9. CMA (Certified Management Accountant)
10. Digital Marketing

## What are competitive examinations?

Competitive exams are central exams where millions of students and individual people attend the exams every year. Competitive exams in India is intended for recruiting the suitable candidates for a right job and mainly held for public sector organisations.

The major aspire of this competitive examination is to get suitable and merit candidates from each society in India. Merit is not only the critters in the selection process. The policy of assenting action or the reservation policy of India seeks to bring in people from every section of the society. Every year a huge number of youthful Indians apply for the civil services examinations to secure their dream jobs in different public sectors. A number of civil service examinations are held in different sectors and each of the examinations has its unique criteria.

Types of competitive examinations:

1. GMAT( Graduate Management Admission Test)
2. GRE.(Graduate Record Examination)
3. GATE.(Graduate Aptitude Test In Engineering)
4. SAT.( Scholastic Aptitude Test)
5. TOEFL(Test Of English As A Foreign Language)
6. CAT.(Common Admission Test)
7. NET.(National Eligibility Test)

## Eligibility and reservation seats for competitive examinations:



  
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Eligibility criteria and examination time vary between job sectors. Reservation criteria for competitive examinations jobs in India.

7.5% seats are reserved for ST (Schedule Tribes candidates), 15% seats for SC (Schedule caste candidates) and 27% seats are reserved for OBC (Other backward category candidates). There is a rule passed by Supreme Court that number of reserved seats should not exceed 50% of total number of seats in competitive exams. Competitive exams in India have played an important role in national amalgamation by bringing candidates from different societies under one roof to apply for same job.

Competitive exams in India are source to uplift the social justice. For the allotted seat candidates from all over the country compete and utilize the chance provided.

## OUTCOME OF THE EVENT

- Information about Higher education opportunities
- Information about Job opportunities
- Competitive exams preparation



  
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## Certificate



  
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## Student Attendance Sheet

### III BCA 2018:

Sl.No	Name of the student	Present/absent
1.	ABHISHEK J	P
2.	ABRAHAM RAJ	P
3.	AJAY KUMAR A	P
4.	DARSHAN K J	P
5.	DEEPTHI A GHODKE	P
6.	FARZAN KHAN	P
7.	JAGADESHWARI S	P
8.	JOHN WILLIAM E	P
9.	JUSEL JUSTIN	P
10.	K SANTHOSH KUMAR	P
11.	M AJITHKUMAR	P
12.	MARIA JESSY S	P
13.	MERLIN VINCENT	P
14.	MIR MURTUZA ALI RAZVI	P
15.	MOHAMMED ALI	P
16.	MOHAMMED ARBAZ	P
17.	PRAMOD RAJ V	P
18.	PRAMODH D	P
19.	PRIYANKA H P	P
20.	PRUTHVI T	P
21.	PURUSHOTHAM M B	P
22.	RAKESH M	P
23.	RESHMA KHATOON	P
24.	ROHITH B	P
25.	SEBASTIAN	P



  
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26.	SRI-EJA J	P
<b>III BBA 2018 :</b>		
27.	ARVIND KUMAR R	P
28.	AZHAR KHAN	P
29.	BENEDICT ROHIT T	P
30.	BHARGAVA N	P
31.	CLINTON ANTICKRAJ	P
32.	DANIEL BEVAN S	P
33.	E JAGADEESH	P
34.	FARAAZ AHMED S	P
35.	GAURAV G DESHPANDE	P
36.	GAVIN R	P
37.	H S HRITHIK NAG	P
38.	INAYAT ALI SAYAD RIZVI	P
39.	J SUDINA	P
40.	KAMRAN HAIDER M	P
41.	KASHIF AHMED M	P
42.	LAYA NEELESH K	P
43.	M ULLAS	P
44.	MIR NAJEEB ALI	P
45.	MOHAMMED ASHIQ ALI	P
46.	MOHAMMED FARHAN	P
47.	MOHAMMED IRFAN	P
48.	MOHAMMED REHAN	P
49.	MOHAMMED SHAHID	P
<b>III BCOM 2018:</b>		
50.	A PUKHEO SIRO	P
51.	A RAHUL IRUDAYA RAJ	P
52.	AARON ANTHONY COTTER	P



  
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53.	ABDUL RAHIM K M	P
54.	AHAD SHARIFF	P
55.	AJITH KUMAR P	P
56.	AL WYN CHRISTOPHER S	P
57.	AMOGHA VARSHINI P	P
58.	ANU A	P
59.	ARFATH SHARIEFF	P
60.	ARUN KUMAR R	P
61.	AUGUSTIN DAVID	P
62.	AUSTIN LEPCHA	P
63.	AZEEZ KHAN M A	P
64.	BENJAMIN ALLEN M	P
65.	CALVIN PRABHU	P
66.	CATHERINE REBEKA I	P
67.	HRITHICK P	P
68.	INAM UR RAHMAN P	P
69.	JESSE JOHN FERNANDEZ	P
70.	MALWIN RATHNA SHEELA	P
71.	MANASA R	P
72.	MANIKANTAN B	P
73.	MANIMARAN	P
74.	MANOJ KUMAR R	P
75.	MICHEAL	P
76.	MINNA MARJA ANTHONY	P
77.	MOHAMMED AMREEN SHAHITH S	P
78.	MOHAMMED IBRAHIM KHOI	P
79.	MOHAMMED NAWAZ	P
80.	MOHAMMED NAYAZ	P
81.	MOHAMMED TAUFEEQ PASHA	P



  
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82	MOHAMMED ZEESHAN	P
83	MONISHA M	P
84	MOSES MICHAEL G	P
85	MURALIDHARAN P	P
86	NAVEEN KUMAR S	P
87	NAVEEN KUMARAN K	P
88	NAVEEN N	P
89	NAVEEN T	P
90	NIKHIL N J	P
91	NIKITHA M	P
92	NISHANTH C	P
93	NITESH S S	P
94	NITIN KUMAR P	P
95	P SANJAY	P
96	PAUL PRATEESH R	P
97	PAVAN N	P
98	PRABEESH P	P
99	PRAJWAL YADAV A	P
100	PRANOJ YADAV M	P



  
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21<sup>st</sup> July 2022

## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on **25<sup>th</sup> July 2022** at 01:00 PM. The venue of the meeting will be the **IQAC CELL**.

### **Agenda:**

1. Conducting a seminar "Effective Communication for Corporate World".

  
**IQAC CO-ORDINATOR**  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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## Minutes of the IQAC meeting

**Date: 25<sup>th</sup> July 2022**

**Venue: IQAC CELL**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ulla welcomed and briefed the committee members about the agenda.

1. Review of minutes of previous meeting.
2. To develop good corporate communication skills among students and to enable them to face the external world efficiently, conduct a seminar on "Effective Communication for Corporate World" on 29<sup>th</sup> July 2022 to build confidence among students.

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
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**Members present at the meeting**

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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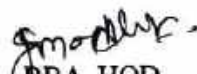
27<sup>th</sup> July 2022

**CIRCULAR**


**An IQAC Initiative**


This is to inform that there will be a Seminar conducted at seminar hall on 29<sup>th</sup> July 2022 regarding "Effective Communication for Corporate World". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 11 am.

  
B.COM, HOD

  
BBA, HOD

  
BCA, HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
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# Baldwin Methodist College

#14, Hosur Rd, Richmond Town, Bengaluru, Karnataka 560025

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SEMINAR ON

## LANGUAGE & COMMUNICATION SKILLS

### TOPIC : EFFECTIVE COMMUNICATION FOR CORPORATE WORLD

SPEAKER : ARCHANA . R

ON : 29TH JULY 2022

TIME - 11:00 AM - 12:30 PM

VENUE : SEMINAR HALL

**Dr. Joshua Samuel**  
Principal  
Baldwin Methodist College



  
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## SPEAKER PROFILE:

**Name:** Archana R

**Designation:** Assistant Professor in English

**College:** St Francis de Sales College, Electronics City

**Experience:** 15 years

- Written many research papers and published in ISBN and ISSN.
- Specialized in Indian English Writings
- Pursuing PhD from University of Mysore
- Worked as NAAC Coordinator and currently working as IQAC Coordinator.
- Avid reader and have co-authored a book titled 'Communication for Corporate Jobs' – a textbook for Open Elective students of Functional English for BU students.
- Have been working on the BU Generic English workbook under NEP – 2020.
- Interest in training students and preparing for interviews and corporate jobs.

## **Participants:**

75 students have participated in the seminar.

## **Content presented:**

**Seminar on "EFFECTIVE COMMUNICATION FOR CORPORATE WORLD" was conducted by Assistant Professor in English Mrs.Archana.R on 29<sup>th</sup> July 2022.**

## **COMMUNICATION:**

- Transfer of information/ opinion/ ideas or thoughts.
- Exchange process.
- Medium - Spoken/ Written/ Signs - Verbal or Non-Verbal.



  
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- Involves some message to be conveyed.
- Forums of Communication - Media or People
- Encoder - Decoder (Sender - Receiver)

## EFFECTIVE COMMUNICATION:

### Definition

“An **Effective Communication** is a process where **communication** takes place **between two or more people** and the intended **message** from the **sender** has reached the **receiver** effectively”.

## IMPORTANCE OF EFFECTIVE COMMUNICATION

- Efficiency in Management
- Coordination & Teamwork
- Decision making & Problem solving
- Strong Relationships - Good rapport
- Creativity and Innovation
- Productivity
- Leadership
- Success
- Builds Confidence

### 7 C's of Effective Communication:



  
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## Photos



*[Signature]*  
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## Student Attendance sheet :II BCOM 2020:

Sl.no	Name of the student	Present/absent
1.	ABRAHAM M	P
2.	AJAY NATARAJ	P
3.	AKSHAY M R	P
4.	ALAMDAR ALI	P
5.	ANDREW MARSHAL	P
6.	ANKIT DEV M	P
7.	ARCHANA K	P
8.	AVINASH LAWRENCE L	P
9.	AYUSH GIRI	P
10.	BABU P	P
11.	BALAJI J V	P
12.	BHARATH N	P
13.	DARSHAN T G	P
14.	DEEPAK K	P
15.	DHANUSH K	P
16.	DILIP R	P
17.	FARAZ AHMED KHAN N	P
18.	GARREY SANFORD G	P
19.	HANFA KHANUM	P
<b>III BCOM 2019:</b>		
20.	BHAVANI S	P
21.	BRINDA D	P
22.	BRUNDA N	P
23.	CHARANA VITTALA V	P
24.	CETHAN D N	P



  
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25.	CHIRAG SAI PRASAD M	P
26.	DEEPAK DHANT G	P
27.	DEEPAK E	P
28.	DEEPAK R	P
29.	DEEPIKA H	P
30.	DHAKSHINA MURTHY V	P
31.	DHANUSH S	P
32.	DOMNIC ARUL ABISHEK S	P
33.	E UDAYA RAAJA	P
34.	FHARA KHAN	P
35.	FRANKLIN A	P
36.	FRANKLIN MATHEW S	P
37.	G DEEPIKARANI	P
38.	GABRIEL RAJ J	P
39.	GAGAN RAJ S	P
40.	GAURAV PAL	P
<b>III BCA 2019:</b>		
41.	ABHINANDAN SR.	P
42.	AISHWARYA K GOWDA	P
43.	ANTONY ABRAHAM L	P
44.	BENEDICTA P V	P
45.	BHUWESH SINGH H YANKI	P
46.	D MOHAMMED RIYAN QURESHI	P
47.	DEEPAK RAJ R	P
48.	EBINESH JOSHWA E	P
49.	EDWIN SHANAL A	P
50.	GLEN XAVIER B	P



  
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51.	IMON SORASIT	P
52.	JOSHUA D	P
53.	LALTHANSANGA	P
<b>III BBA 2019:</b>		
54.	MANAL MANZOOR	P
55.	MEHRAJ SHAFI	P
56.	MIR FAIZUDDIN	P
57.	MIRZA RAZA MEHDI	P
58.	MOHAMED FAZIL S	P
59.	MOHAMMED ADNAN KHASIM	P
60.	MOHAMMED AMAAN RATHORE	P
61.	MOHAMMED FAIZ KHAN S	P
62.	MOHAMMED FAIZAN AHAD	P
63.	MOHAMMED FARHAN	P
64.	MOHAMMED REHAN AHAD	P
65.	MOHAMMED SAQIB	P
66.	MOHAMMED TARIQ A	P
67.	MOHAMMED ZAHID	P
68.	NIVEDHA S	P
69.	NOOR UL AQSA	P
70.	POOJA M	P
71.	PRAVEEN KUMAR K	P
72.	RAHUL H	P
73.	RAHUL RAVEENDRA N	P
74.	RITIKA M	P
75.	RIYA SIMONA DSA	P



  
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30<sup>th</sup> July 2022

**IQAC CIRCULAR**

This is to inform all the members of the IQAC that a meeting is scheduled on  
**2<sup>nd</sup> August 2022 at 12:00 PM.** The venue of the meeting will be the **IQAC CELL.**

**Agenda:**

1. Organize seminar on the topic "Preparation of Business Plan".

  
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**IQAC Co-ordinator**  
**Baldwin Methodist College**  
**14, Hosur Road, Bengaluru-560 025**

  
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## Minutes of the IQAC meeting

**Date: 2<sup>nd</sup> August 2022**

**Venue: IQAC CELL**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ulla welcomed and briefed the committee members about the agenda.

1. Review of minutes of previous meeting.
2. The students who opt to be entrepreneurs need to know how to prepare a Business plan. A good business plan is a must to avail the financial and technical assistance from Government and non-government agencies. To equip students with skills to prepare a business plan organize a seminar on "Preparation of a business plan" on **8<sup>th</sup> August 2022**.

  
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IQAC Co-ordinator  
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## Members present at the meeting

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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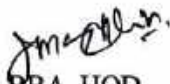
3<sup>rd</sup> August 2022

## CIRCULAR


### An IQAC Initiative

This is to inform all the **B.com, B.B.A** and **B.C.A** students to be present in the seminar hall dated **8<sup>th</sup> August 2022 at 11:00 AM** for the seminar organized by IQAC & the Department of Management on the topic "**Preparation of Business Plan**" and make best use of the knowledge of the resource person **Mrs. Rumaan S K.**

  
B.COM, HOD

  
BBA, HOD

  
BCA, HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
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BROCHURE

 **Baldwin Methodist College**  
# 14, HOSUR RD, RICHMOND TOWN, BENGALURU, KARNATAKA 560025

AN IQAC INITIATIVE

**DEPARTMENT OF MANAGEMENT**

**ORGANISES SEMINAR**  
**ON**

**PREPARATION OF BUSINESS PLAN**

**Mrs. RUMAAN S K**  
**08 AUGUST 2022**  
**11:00 AM - 12:30 PM**  
**SEMINAR HALL**



  
PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025





A Unit of Baldwin Methodist Educational Society

# Baldwin Methodist College

(Affiliated to Bengaluru City University - Recognised by Govt. of Karnataka, India)

## SPEAKER PROFILE

**RUMAAN.S.K**

E-mail skrumaan6@gmail.com

### **Summary**

Ambitious Assistant Professor with vast years of teaching experience in commerce and management with in-depth knowledge of the same. Sharing knowledge and experience with students and helping them in gaining the same. Excellent interpersonal, presentation and communication skills.

### **Areas of Expertise**

Proficient in developing new lessons and activities to expand learning opportunities.

Extensive participation on committees and extra-curricular activities

Outstanding track record in assuring student success.

### **Experience**

CNK Reddy College, Bangalore

Post held: Lecturer for BBA & MBA

Tenure: 2007-2009

Baldwin Methodist College, Bangalore

Post held: Assistant Professor in BBA Department

Tenure: 11-06-2011 to till date

Education Profile: Master Degree in Business Administration (MBA) from CNK Reddy College.

B.Ed pursuing at KIET College.

## PARTICIPANTS

100 Students have participated in the Seminar.

## CONTENT PRESENTED

### **Outline of a Business Plan**

#### **Introduction**

- (i) Name and address of business
- (ii) Names and addresses of key personnel



  
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(iii) Nature and scope of business: manufacturing, service, trading (iv) Form of ownership organisation (Proprietorship, Partnership, Company, and Private Limited Co. etc.)

## Executive Summary

- (i) Brief introduction and background of promoters (ii) Bio-data of key personnel (special purpose/services/tenure)

## Industry Analysis

- (i) Future outlook and trends
- (ii) Analysis of competition
- (iii) Market segmentation
- (iv) Industry environment with SWOT analysis

## Description of Business

- (i) Product(s) to be manufactured
  - (ii) Service(s) to be rendered
  - (iii) Size of business: micro, small, medium
  - (iv) Business vision, mission and major objectives
  - (v) Identification of main members and principal shareholders
  - (vi) Authority-responsibility structure
- **Production Plan**
  - **Marketing Plan**
  - **Financial Plan**
  - **Assessment of Risk**

## OUTCOME OF THE EVENT

- Preparation of production plan
- Preparation of Marketing plan
- Format of over all business plan



  
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## Photos



  
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## Certificate

 **Baldwin Methodist College**  
#14, Hosur RD, RICHMOND TOWN, BENGALURU, KARNATAKA 560025

**Department of Management**  
An IQAC Initiative

**Certificate of Participation**

This is to certify that Mr/Mrs/Dr \_\_\_\_\_ has  
Participated in the Seminar on the topic "Preparation of Business Plan" Organized by The  
Department Of Management Baldwin Methodist College On 08 August 2022.

**H O D**                      **IQAC**                      **PRINCIPAL**  
**CO-ORDINATOR**



  
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## SEMINAR PARTICIPANTS NAME LIST

Sl No	Course	Name	Present/Absent
1	III B.Com 2019	A Mark Kevin	P
2		Abhishek Kumar Singh	P
3		Afreen Taj A	P
4		Akhifulla Khan	P
5		Alan Cleetus	P
6		Alyn S	P
7		Anil Kumar S	P
8		Anil S	P
9		Arjun K	P
10		Surya Prakash R	P
11		Syed Maaz	P
12		Syed Riyaz Pasha A	P
13		Syed Soud	P
14		Syed Zaid Ahmed	P
15		T S Roshan Raj	P
16		Tanishtha Arvind D	P
17		Tanveer Ali	P
18		Tarun Kumar K	P
19		Tarun Kumar M	P
20		Thanusha R	P
21		Thomas Adrian Pinto Into	P
22		Umez Pasha	P
23		Vijay Kumar R	P
24		Vinodh Kumar R	P
25		William Rahul	P
26		Yashwanth KumarA	P
27	III B.B.A 2019	Aamir Shariff	P
28		Abbu Zufran	P
29		Abhinav G	P
30		Abubakar Siddiq	P
31		Aishwarya Rai	P
32		Srikantha B	P
33		Sriram B	P
34		Stephen B	P
35		Suman Pranav Tudu	P
36		Suresh T	P
37		Surya K	P



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38		Syed Abdul Hannan	P
39		Syed Farhan Owase	P
40		Syed Israr	P
41		Syed Nizamuddin	P
42		Tejaswaran V	P
43		Tsering Yangche N Lama	P
44		Victor A Lazar	P
45		Vinay Jayasheelan	P
46	<b>III B.C.A 2019</b>	Abhinandan Sr	P
47		Aishwarya K Gowda	P
48		Antony Abraham.L	P
49		Benedicta P V	P
50		Bhuwesh Singh H Yanki	P
51		D Mohammed Riyan Qureshi	P
52		Deepak Raj R	P
53		Thanuj M B	P
54		Vijay A	P
55		Vismitha .R	P
56	<b>II B.COM 2020</b>	Abraham M	P
57		Ajay Nataraj	P
58		Akshay M R	P
59		Alamdar Ali	P
60		Andrew Marshal	P
61		Ankit Dev M	P
62		Archana K	P
63		Rohith Kumar S K	P
64		Sahana Mary A	P
65		Sanjay N	P
66		Sham N	P
67		Shankar Ganesh S	P
68		Shashank R	P
69		Shoaib Ahmed N	P
70		Shyrl R K	P
71		Vignesh P	P
72		Yamini R	P
73		Yaseen Shariff	P
74	<b>II B.B.A 2020</b>	Abdul Razack	P
75		Abhilash Samuel	P
76		Abhishek J	P



  
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77		Allen Philip M	P
78		Mohammed Rayyan	P
79		Mohammed Riswan P	P
80		Mohammed Riyan	P
81		Nishanth Millan G	P
82		Paul Joel G	P
83		Praveen V	P
84		Rahul M	P
85		S Satish Kumar	P
86		Saima Firdous	P
87		Sajjan M	P
88		Samad Abbas	P
89		Samier Sharif Jan	P
90		Shashank K	P
91		Siddharth Sanil	P
92		Vinay N	P
93		Virginia Dency D	P
94		Yamuna Devi M	P
95		Yeshwantla H S	P
96	II B.C.A 2020-	Aakif Khan	P
97		Shashank V	P
98		Shwetha R	P
99		Syed Mohammed Abbas Hussain	P
100		Vamshikrishna Yadavalli	P



  
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12<sup>th</sup> August 2022

## IQAC CIRCULAR

This is to inform all the members of the IQAC that a meeting is scheduled on

**16<sup>th</sup> August 2022 at 12:30 PM.** The venue of the meeting will be the **IQAC CELL.**

### **Agenda:**

1. Conducting of internal assessment.
2. Organizing a seminar on "Research Methodology".
3. Organizing a FDP on the topic "Use of MS Office in Accounting and Administration".

  
IQAC CO-ORDINATOR

**IQAC Co-ordinator**  
Baldwin Methodist College  
14, Hosur Road, Bengaluru

  
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## Minutes of the IQAC meeting


**Date: 16<sup>th</sup> August 2022**

**Venue: IQAC Room**

**The following matters were discussed:**

IQAC Coordinator, Mr. Nawaz Ulla welcomed and briefed the committee members about the agenda.

1. Review of minutes of previous meeting.
2. All departmental heads were asked to plan and set time table for internal assessment.
3. To enhance the capabilities of staffs in the field of research for their further development in their prospects, organize a seminar on Research Methodology On **22<sup>nd</sup> August 2022**. This seminar will benefit even the students so that it would enable the students to pursue their higher studies.
4. To organize a program for non-teaching staffs on MS OFFICE ACCOUNTING&ADMINISTRATION on **23<sup>rd</sup> August 2022**, to make them more efficient on handling various administrative activities and to carry out their work smoothly.

  
**IQAC CO-ORDINATOR**  
**IQAC Co-ordinator**  
**Baldwin Methodist College**  
**14, Hosur Road, Bengaluru-560025**



  
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## Members present at the meeting

SL. No.	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
2.	Dr. Joshua S Samuel	Management Representative (Secretary)	
3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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## Members present at the meeting

SL. No	Name of the Member	Designation	Signature
1.	Dr. Joshua S Samuel	Chairman of IQAC	
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3.	Mr. Nawazulla	Co-ordinator of IQAC	
4.	Mrs. Rajeswari B	HOD B.Com	
5.	Mr. Mansoorahmed J	HOD B.B.A	
6.	Mr. Mallaradhya C	HOD B.C.A	
7.	Mrs. Rumaan S.K	Faculty Member	
8.	Ms. Shuba A	Faculty Member	
9.	Mr. Bhaskar H	Administrative Staff (Member)	
10.	Mr. Zafar A S	Administrative Staff (Member)	



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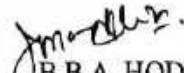
18<sup>th</sup> August 2022

## CIRCULAR


### An IQAC Initiative

This is to inform all the Staff and students of **B.com, B.B.A** and **B.C.A** that a seminar is organized by IQAC & the Department of Commerce on the topic "**Research Methodology: an over view**" in the seminar hall dated **22<sup>nd</sup> August 2022** at **11:00 AM** kindly attend the Seminar and make best use of the knowledge of the resource person **Dr. Xavier. P.**

  
B.COM, HOD

  
B.B.A, HOD

  
B.C.A, HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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BROCHURE

 **Baldwin Methodist College**  
# 14, HOSUR RD, RICHMOND TOWN, BENGALURU, KARNATAKA 560025



**Department of Commerce  
In Association with IQAC  
Organises  
Seminar  
On**

**Research Methodology- An Overview**

**By**

**Dr. Xavier P**

**HOD Jindal College for Women**

 **AUG 22  
2022**      **SEMINAR HALL**       **11:00  
AM**



  
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## SPEAKER PROFILE

Prof.Xavier.P M.Com, PGDCA, MBA Ph.D is the HOD, Faculty of Commerce and Management, Jindal College for Women, Bengaluru. Further, Prof.Xavier has worked in various capacities in the college such as coordinated as IQAC Co-ordinator,looked after quality assurance activities of the college as NAAC Co-ordinator. Prof.Xavier has also guided many number of students for their project in M.com when he was the Co-ordinator of M.Com in Jindal College for Women. He has presented and published papers in many national and International conferences and published papers in various National and International Journals. Prof Xavier is also the Editor of Green Channel logistics a Chapter published in more than 12 countries. Prof.Xavier is given many guest lectures in various colleges in Bengaluru. Prof.Xavier has also authored Business Regulations for B.Com and BBA, Global Talent Managementnd for M.Com for Bangalore University and its affiliated colleges and Corporate Accounting for Karnataka State Law University. He was also a resource person in Chandana TV on the subject marketing. He is also awarded twice as the best faculty from Jindal Management. Prof.Xavier has more than 20 years of experience in teaching. Apart from teaching his hobby is to take short documentary movies and for the same has been appreciated from Government Flying Training School Jakkur, Bengaluru.

## NO OF PARTICIPANTS

**127 PARTICIPANTS**

## CONTENT PRESENTED

Research is an organized and systematic way of finding answers to questions.

## **TYPES OF RESEARCH**

Descriptive research:

Historical research:

Diagnostic research

longitudinal research:

Qualitative research:

Analytical research:

Classification research:

Comparative research:



*[Signature]*  
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Exploratory research

Explanatory research:

Casual research

Theory testing research:

Theory building research:

Action research:

## WHAT IS RESEARCH METHODOLOGY?

Is defined as a highly intellectual human activity used in the investigation of nature and matter and deals specifically with the manner in which data is collected, analyzed and interpreted.

## CHOICE OF METHODOLOGY AND METHODS DEPENDS ON

Research questions

Research goals

Researcher beliefs and values

Researcher skills

Time and funds

Discussion

## THINKING OF AN IDEA FOR RESEARCH PROCESS

It is the beginning of all research. Whether it is the answer to even a simple question, research is successful when we find answers. Sometimes the answer is no, but it is still an answer.

## QUESTIONS:


Questions are central to research. If there is no question, then the answer is of no use. Research is focused on relevant, useful, and important questions. Without a question, research has no focus, drive, or purpose

## SAMPLING IN RESEARCH:

In research terms a sample is a group of people, objects, or items that are taken from a larger population for measurement. The sample should be representative of the population to ensure that we can generalize the findings from the research sample to the population as a whole

1. Random Sampling:



  
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2. Systematic Sampling
3. Convenience Sampling
4. Stratified Sampling

## DESIGNING A QUESTIONNAIRE

1. General Information
  2. Measurable information
- Measurement and scaling techniques.

## TESTING OF HYPOTHESIS

Small sample – less than 30

Large sample – more than 30

ANOVA- Statistical test used for difference between two or more groups for differences of means using variance.

CHI-SQUARE test – Testing the goodness of fitness (distribution under the null hypothesis)

For today you must have minimum 500 samples.

## RESEARCH APPS TOOLS

- |                        |   |                |
|------------------------|---|----------------|
| Academic writing       | - | Scrivener      |
|                        | - | Grammarly      |
| 2. Stores and back ups | - | Drop box       |
|                        | - | Google drive   |
|                        | - | i cloud        |
| 3. Reference manager   | - | Zotero         |
|                        | - | Mendley        |
|                        | - | Quikka         |
| 4. Networking tools    | - | Notability     |
|                        | - | Even note      |
|                        | - | Zot file       |
| 5. Project management  | - | Trello         |
|                        | - | Slack          |
|                        | - | Bullet journal |



  
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## OUTCOME OF THE EVENT

- Meaning of Research
- Meaning of Research Methodology
- Understanding of types of research
- Understanding of types sampling
- Application of sampling
- Hypothesis
- Testing of Hypothesis



  
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Photos:



  
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## Certificate



### Baldwin Methodist College

#14, Hossa Rd, RICHMOND TOWN, BENGALURU, KARNATAKA 560025

## Department of Commerce

An IQAC Initiative

### Certificate of Participation

This is to certify that Mr/Mrs/Dr \_\_\_\_\_ has  
Participated in the Seminar on the topic " Research Methodology: An over view"  
Organised by The Department Of Commerce Baldwin Mehodist College On 22August  
2022.

\_\_\_\_\_  
**H O D**

\_\_\_\_\_  
**IQAC  
CO-ORDINATOR**



\_\_\_\_\_  
**PRINCIPAL**



  
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## SEMINAR PARTICIPANTS NAME LIST

Sl No	Course	Name	Present/Absent
1	III B.COM 2019	Deepak E	P
2		Deepak R	P
3		Deepika H	P
4		Dhakshina Murthy V	P
5		Dhanush S	P
6		Domnic Arul Abishek S	P
7		E Udaya Raaja	P
8		Fhara Khan	P
9		Franklin A	P
10		Manish Kumar P	P
11		Marco David	P
12		Maria Saranya I	P
13		Umez Pasha	P
14		Vijay Kumar R	P
15		Vinodh Kumar R	P
16		William Rahul	P
17		Yashwanth Kumar A	P
18	III B.B.A 2019	Aamir Shariff	P
19		Abbu Zufran	P
20		Abhinav G	P
21		Abubakar Siddiq	P
22		Aishwarya Rai	P
23		Lalith Dhantt	P
24		Mohammed Tariq A	P
25		Mohammed Zahid	P
26		Nivedha S	P
27		Stephen B	P
28	Victor A Lazar	P	
29	Vinay Jayasheelan	P	
30	III B.C.A 2019	Abhinandan Sr	P
31		Aishwarya K Gowda	P
32		Antony Abraham.L	P
33		Benedicta P V	P
34		Bhuwesh Singh HYanki	P
35		D Mohammed Riyan Qureshi	P



  
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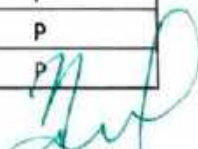
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36		Deepak Raj R	P
37		Ebinesh Joshwa E	P
38		Rohit Kumar J	P
39		Shaik Haseeb Ur Rahman	P
40		Shaktivel S	P
41		Syed Mohammad Abbas Abidi Bbas Abidi	P
42		Thanuj M B	P
43		Vijay A	P
44		Vismitha R	P
45	<b>II B.COM 2020</b>	Abraham M	P
46		Ajay Nataraj	P
47		Akshay M R	P
48		Alamdar Ali	P
49		Andrew Marshal	P
50		Shankar Ganesh S	P
51		Shashank R	P
52		Shoaib Ahmed N	P
53		Shyrl R K	P
54		Srinivas	P
55		Sudeep S	P
56		Suganya Selvaraj S	P
57		Suraj N	P
58		Vasantha Kumari R	P
59		Vignesh P	P
60		Yamini R	P
61		Yaseen Shariff	P
62	<b>II B.B.A 2020</b>	Abdul Razack	P
63		Abhilash Samuel	P
64		Abhishek J	P
65		Allen Philip M	P
66		Brindha S	P
67		Farhan Khan Usman	P
68		Saima Firdous	P
69		Siddharth Sanil	P
70		Vinay N	P
71		Virginia Dency D	P
72		Yamuna Devi M	P
73		Yeshwantha H S	P
74	<b>II B.C.A 2020</b>	Aakif Khan	P



  
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75		B Mohammed Riyaz	P
76		G Chiranjeevi	P
77		Gracy Veronica R	P
78		John S	P
79		Luqman Khan Usman	P
80		Mohammed Fahad K	P
81		Vamshukrishna Yadavalli	P
82		Vishwanath S	P
83	<b>I B.COM 2021</b>	Mohsin Abbas	P
84		Vincent	P
85		Micheal Lourdu Xavier A	P
86		Sathish Kumar K C	P
87		Manikandan	P
88		Venkatesh S	P
89		Syed Adnan	P
90		Madan Kumar S	P
91		Vishal V	P
92		Kalyana Kumar V	P
93	<b>I B.B.A 2021</b>	Juned Khan	P
94		Roshini Hussain	P
95		Abdul Razzak	P
96		Mujahid Pasha	P
97		Saravana R	P
98		Sidhartha Srinivasalu	P
99		Sharon Cruz P	P
100	<b>I B.C.A 2021</b>	Afzan Ahmed Baig	P
101		Annapurna N	P
102		Anthony Gilbert Serine C	P
103		Tarun Kumar B	P
104		Thomas	P
105		Sushanth R	P



  
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## NAME LIST OF THE STAFF PARTICIPATED IN THE SEMINAR

Sl.No	Name	Present/ Absent
106.	Mr. Nawazulla	P
107.	Mrs. B. Rajeshwari	P
108.	Mrs. Rumaan S K	P
109.	Mr. Mansoor Ahmed J	P
110.	Ms. Shuba A	P
111.	Mr. Mallaradhya C	P
112.	Mrs. Rizwana Banu K M	P
113.	Mr. Hamsaraj B K	P
114.	Ms. Annapurneshwari T	P
115.	Mrs. Sindhu B	P
116.	Ms. Priyanka G	P
117.	Dr. Lakshmi Devi S	P
118.	Mr Santosh Kumar M	P
119.	Mr Anup Andrew C D	P
120.	Ms. Meghana J	P
121.	Mr. Deepak M	P
122.	Mr. Divakara M	P
123.	Ms. Jahanvi Rao A V	P
124.	Mrs. S Kamatchi	P
125.	Mr. Guruvappa N Pujar	P
126.	Mr Thejas C	P
127.	Ms. Chandrakala T M	P



  
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# Baldwin Methodist College

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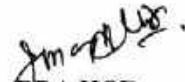
20th August 2022

## CIRCULAR

(An IQAC Initiative)

This is to inform all the teaching and non-teaching staff of Baldwin Methodist College (Degree) that the training programme will be conducted on 23<sup>rd</sup> August 2022 at 3:00pm in the Computer lab on the topic "Use of MS Office in Accounting and Administration". All the non-teaching staff should attend the programme and make best use of it.

  
B.COM HOD

  
BBA HOD

  
BCA HOD

  
IQAC COORDINATOR

**IQAC Co-ordinator**  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025



  
PRINCIPAL  
PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025





A Unit of Baldwin Methodist Educational Society

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## Baldwin Methodist College

#14, Hosur Rd, Richmond Town, Bengaluru,  
Karnataka, 560025

### USE OF MS OFFICE IN ACCOUNTING & ADMINISTRATION

AN IQAC INITIATIVE

THE TEACHING AND NON - TEACHING STAFF OF  
BALDWIN METHODIST COLLEGE ARE  
CORDIALLY INVITED TO BE PART OF THIS  
PROGRAMME

**Speaker - PROF MALLARADHYA**

**TUESDAY - 23.08.2022**

**TIME - 3:00 Pm**



  
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## SPEAKER PROFILE

Name - Mallaradhya C

Qualification - MCA, KSET, presently pursuing his Ph.D in University of Mysore Srishti College of Commerce and Management Research Center.

Designation - Assistant Professors at Baldwin Methodist College Bangalore.

Experience - 12 Years

E-Mail - baldwinmallaradhya@gmail.com

## **Participants:**

Total number of Staff participated in the Faculty Development Program was 24 members.

## **Administrative training for non-teaching**

The Faculty development program was conducted in the Computer Lab in our college. **Topic:** "Use of MS Office in Accounting and Administration" The resource person was Mr. Mallaradhya C who gave the valuable information related to Employee performance impacts the bottom line of an institution.

For this reason it is the responsibility of the institution to be aware of the importance of training and development's impact on the performance and evaluation of employees. Employee training and development assists the institution and employees in attaining diverse goals such as improving morale, sense of security, employee engagement and overall competencies necessary to perform a particular job. With suitable training and development opportunities, as well as effective employee performance assessment approaches, employees will be capable of assisting the institution in achieving its competitive posture.

Computer literacy is so important in the workplace, for everyone from the lowest employee to the highest employer. Training was conducted by the staff of the Department of Computer



  
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Science for the teaching and non-teaching staff on three basic programmers. The basic computer programmer will help them with an intricate knowledge of computers.

They were trained for using Microsoft Word program to help them create professional quality documents. Word helps them organize and write the documents more efficiently. The use of Microsoft helps them to correct errors easily.

They were also trained on the most powerful computer program Microsoft Excel. Excel is used to compile large amounts of data into organized spread sheets.

The next Basic computer program learned by them was Microsoft PowerPoint. This is one of the best tools for effective communication.

The teaching and non-teaching staff was trained on the three important basics mentioned above for enhancing their efficiency in the institution.



  
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## PHOTOS



  
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Certificate



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AN IQAC INITIATIVE  
**CERTIFICATE**  
of Participation

**FACULTY DEVELOPMENT PROGRAMME**

THIS IS TO CERTIFY THAT DR./PROF./MR./MRS./MS \_\_\_\_\_  
OF \_\_\_\_\_ COLLEGE/UNIVERSITY HAS PARTICIPATED IN THE FDP  
USE OF MS OFFICE IN ACCOUNTING AND ADMINISTRATION ORGANISED BY  
BALDWIN METHODIST COLLEGE ON 23rd AUGUST 2022

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IQAC CORDINATOR

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PRINCIPAL



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## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	23-08-2022
01	Mrs. B. Rajeshwari	P
02	Mrs. Rumaan S K	P
03	Mr. Nawazulla	P
04	Mr. Mansoor Ahmed J	P
05	Ms. Shuba A	P
06	Mrs. Rizwana Banu	P
07	Mr. Hamsaraj B K	P
08	Mrs. Sindhu B	P
09	Ms. Priyanka G	P
10	Dr. Lakshmi Devi S	P
11	Mr Santosh Kumar M	P
12	Mr. Anup Andrew C D	P
13	Ms. Meghana J	P
14	Mr. Deepak M	P
15	Mr. Divakara M	P
16	Ms. Jahanvi Rao A V	P
17	Mrs. S Kamatchi	P
18	Mr. Guruvappa N Pujar	P
19	Mr. Thejas C	P
20	Ms. Chandrakala T M	P
21	Mr. Zafar Ahmed Siddiqui	P
22	Mr. Bhaskar H	P
23	Mr. Precil Samuel	P
24	Mrs. Anuradha	P



  
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