



SRI POORNAPRAJNA EVENING COLLEGE, UDUPI – 576101

ಶ್ರೀ ಪೂರ್ಣಪ್ರಜ್ಞಾ ಸಂಧ್ಯಾ ಕಾಲೇಜು, ಉಡುಪಿ – 576101

(Promoted & Managed by the Sri Admar Mutt Education Council, Sadashivnagara, Bangalore – 80)

(Affiliated to Mangalore University)

NAAC Re-Accredited -B

Email: sppecudupi@gmail.com

Phone: 0820 2520743 Fax : 0820 2525676

Office of the Principal

Date: 22-10-2021

Ref. No: SPPEC/IQAC/2020-21

Proceeding of the IQAC Meeting -1

Minutes of IQAC Composition Meeting held on 21-10-2021 at Principal's Chamber. The following matters were discussed and the members arrived at a consensus on the same.

Members Present:

- | | |
|---------------------------------|------------------------|
| 1. Dr Sukanya Mary J | -Principal |
| 2. SmtDurgalaxmi | -IQAC Coordinator |
| 3. Mr Sandeepkumar Sathyamurthy | -Member |
| 4. Dr Ramakrishna Udupa | -Member |
| 5. Smt Shalini | -Member |
| 6. Mr Vinayak Pai B | -Member |
| 7. Sri Mohandas Naik | -Office Superintendent |
| 8. Mr Yashpal Suvarna | - Industrialist |

IQAC Coordinator welcomed all the members and presented the proceedings of the previous meeting.

1. The Plan of Action for the Academic Year 2021-22 was presented by the IQAC Coordinator. The implementation strategy was discussed with the members.
2. IQAC Congratulated the Management for appointing 06 regular (Aided) staff to evening college. The newly appointed staff members have joined the college on 02-07-2021.
3. Mr Sandeep Kumar Sathyamurthy, Assistant Professor of English and NEP Nodal Officer of the college briefed National Education Policy Modules and it was decided to organise an orientation session for students on the same on the commencement of the Academic Year.
4. Mr Vinayak Pai B, Assistant Professor of Commerce has been appointed as an Assistant IQAC Coordinator considering the upcoming NAAC Cycle preparations.
5. Composition members were instructed to collect the data concerning the year AY 2020-21 for the preparation of the Annual Report.
6. Discussed the changes introduced in NAAC SSR and members were advised to take note of the same.
7. Decided to organise Soft Skill programmes during the year.
8. Decided to launch the Updated College Website in the month of November.
9. Decided to organise professional development programmes for Faculty members.

Coordinator

Internal Quality Assurance Cell
Sri Poornaprajna Evening College,
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Principal

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Office of the Principal

Date: 05-11-2021

Ref. No: SPPEC/IQAC/2020-21

Proceeding of the IQAC Meeting -2

Minutes of IQAC Meeting with the staff members held on 04-11-2021 at Room No 54. The following matters were discussed. All the teaching and non-teaching staff members were present.

Agenda:

1. Preparation of Academic Calendar 2021-22
2. Action Plan 2021-22
3. Celebration of Azadi ka Amruth Mahostava
4. Any other Matter

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mrs Durgalaxmi	IQAC Coordinator
3.	Mr Sandeepkumar Satyamurthy	HOD English
4.	Mr Vinayak Pai B	Assistant Professor
5.	Mr Nagaraj	Assistant Professor
6.	Dr Raghavendra L	HOD Sociology
7.	Mr Chiranjansheirgar	Faculty
8.	Mr Chandrashekar	HOD Economics
9.	Mrs Shreelatha A	Faculty
10.	Mr Vishak Shetty	Faculty
11.	Mrs Lavita Dsouza	Faculty
12.	Mrs Deekshitha	Faculty
13.	Ms Jayashree Nayak	Faculty
14.	Mrs Gowri Shenoy	Faculty
15.	Mr Dinesh R	Assistant Professor
16.	Dr Ramakrishna Udupa	HOD Sanskrith
17.	Mr Anilkumar J	Librarian
18.	Mr Manjunath Jogi	Physical Education Director
19.	Mr Santhosh Kumar	Faculty
20.	Mr Ramananda	Faculty
21.	Mr Murali Krishna	Faculty



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Proceedings:

IQAC Coordinator welcomed all the members and presented the proceedings of the previous meeting.

1. The Academic Calendar 2021-22 was presented by the IQAC Coordinator and the HODs, Convenors of the Internal Exam Committee, Cells, and Associations were informed to adhere to the same.
2. Discussed the action plan for celebration of Azadi Ka Amruth Mahostava.
3. The Electoral Literacy Club was formed as per the guidance received from the District Administration and Dr Raghavendra L, Assistant Professor of Sociology was appointed as the convenor.
4. HODs were informed to prepare the teaching plan and the same being submitted to IQAC for approval.
5. The approved Bridge Course Syllabus shall be implemented and entry level test shall be conducted.
6. A revised list of Cell and Association convenors was presented and members showed the consensus on the same.
7. Decided to organise a session on Faculty Profile Development in the month of March 2022.

Coordinator

**Internal Quality Assurance Cell
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Principal

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Office of the Principal

Date: 30-03-2022

Ref. No: SPPEC/IQAC/2021-22

Proceeding of the IQAC Meeting -3

Minutes of IQAC Composition Meeting held on 29-03-2022 at Principal's Chamber. The following matters were discussed and the members arrived at a consensus on the same.

Agenda:

1. Appointment of new IQAC Coordinator
2. Creating Criterion-wise Committees
3. Quality Programmes to faculty members
4. Feedback Committee


❖ Members Present:

- | | |
|-------------------------|--------------------------|
| 1. Dr Sukanya Mary J | -Principal |
| 2. CA T Prashanth Holla | - Hon.Secretary |
| 3. SmtDurgalaxmi | -IQAC Coordinator |
| 4. Mr Vinayak Pai B | -Co-coordinator |
| 5. Dr Ramakrishna Udupa | -Member |
| 6. Dr Raghavendra L | -Member |
| 7. Mr Nagaraj A | - Member |
| 8. Mr Yashpal Suvarna | - Industrialist |
| 9. Mr Aheesh Wagle | - Student Representative |
| 10. Mr Venkatesh HV | - Office Manager |

Proceedings

IQAC Coordinator welcomed all the members and presented the proceedings of the previous meeting.

1. Considering the retirement of SmtDurgalaxmi, IQAC Coordinator on 31-03-2022, Mr Vinayak Pai B was appointed as an IQAC Coordinator w.e.f 01-04-2022.
2. Criterion-wise committees were formed considering the NAAC 4th Cycle preparations.
3. Decided to organize Two Days workshop on NAAC-RAF in the month of May 2022.
4. Measures shall be taken for the renewal of the Alumni Association and Mrs. Gowri Shenoy was appointed as the Coordinator of Alumni Association.
5. A Feedback committee was formed to collect feedback on the curriculum from the stakeholders. Mr Dinesh R was appointed as a coordinator of feedback collection and analysis committee.


Coordinator
Internal Quality Assurance Cell
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Office of the Principal

Date: 18-06-2022

Ref. No: SPPEC/IQAC/2021-22

Proceeding of the IQAC Meeting -4

Minutes of IQAC Composition Meeting held on 17-06-2022 at Principal's Chamber. The following matters were discussed and the members arrived at a consensus on the same.

Agenda:

1. SSR Preparation for NAAC 4th Cycle
2. Approval of AQAR 2020-21
3. Review on NAAC Peer Team report and compliance
4. Draft Vision and Mission Statement

❖ Members Present:

- | | |
|--------------------------|-------------------|
| 1. Dr Sukanya Mary J | -Principal |
| 2. CA T Prashanth Holla | - Hon.Secretary |
| 3. Mr Vinayak Pai B | -IQAC Coordinator |
| 4. Sri Chandrakanth Bhat | - Member |
| 5. Mr Nagaraj | - Member |
| 6. Mrs Lavita Dsouza | - Member |
| 7. Dr Ramakrishna Udupa | -Member |
| 8. Dr Raghavendra L | -Member |
| 9. Mr Nagaraj A | - Member |
| 10. Mr Venkatesh H | - Office Manager |

❖ Proceedings

IQAC Coordinator welcomed all the members and presented the proceedings of the previous

1. A discussion on SSR preparation was held and Criterion heads were instructed to start the collection of data.
2. AQAR 2020-21 was presented for approval and same being approved.
3. The NAAC Peer Team suggestions during the 3rd Cycle were discussed and the outcomes achieved were presented.
4. A proposal has been sent to the Management for setting up a Commerce Lab.
5. The draft Vision and Mission Statement prepared by the committee was presented.

In witness whereof,
Sri Poornaprajna Evening College,
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Principal
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Office of the Principal

Date: 20-08-2022

Ref. No: SPPEC/IQAC/2021-22

Proceeding of the IQAC Meeting -5

Minutes of IQAC Meeting with Criterion Heads, HODs at IQAC Room on 19/08/2022. The following matters were discussed.

Agenda:

1. NAAC Documentation Review
2. Department-wise Presentation by HODs

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Nagaraj	Assistant Professor
4.	Dr Raghavendra L	HOD Sociology
5.	Mr Chiranjana Sheirgar	Faculty
6.	Mr Fakkera Swami H	Faculty
7.	Mrs Shreelatha A	Faculty
8.	Mr Vishak Shetty	Faculty
9.	Mrs Lavita Dsouza	Faculty
10.	Mrs Deekshitha	Faculty
11.	Ms Jayashree Nayak	Faculty
12.	Mrs Gowri Shenoy	Faculty
13.	Mr Dinesh R	Assistant Professor
14.	Dr Ramakrishna Udupa	HOD Sanskrit
15.	Mr Anilkumar J	Librarian
16.	Mr Suraj M	Physical Education Director
17.	Mr Santhosh Kumar	Faculty
18.	Ms Purobhi Avinash	Faculty
19.	Mr Shripathi G U	Faculty

❖ Proceedings:

IQAC Coordinator welcomed all the members

1. The Criterion heads were requested to make the presentation and IQAC documented the requirements
2. Decided to arrange a session on documentation process and mock NAAC visit at the end of the year.
3. HODs, Convenors of Associations presented yearly report of AY 2021-22 and IQAC congratulated all taking all the measures for upholding quality in all the activities.

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