



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: 29-08-2022

Ref. No: SPPEC/IQAC/2022-23

IQAC Meeting-1

Proceedings of IQAC Meeting with staff members held on Friday, 26th August 2022 at 3pm.
(Beginning of the AY 2022-23)

Venue: Room No 54

Agenda of the Meeting:

1. Action Plan for the Academic Year 2022-23
2. Preparation for Department wise Presentation
3. Bridge Course and Orientation session
4. Certificate Courses/Value Added Courses to be introduced based on feedback
5. Internship as a part of Curriculum
6. Any other matter

❖ Members Present:

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Chandrakanth Bhat	HOD History
4.	Mr Nagaraj A	Assistant Professor
5.	Dr Raghavendra L	HOD Sociology
6.	Mr ChiranjanSheirgar	Faculty
7.	Mr Fakkeraswami H	HOD Economics
8.	Mr Shreekanth	Faculty
9.	Mr Murali	Faculty
10.	Mr Ramakrishna Nayak	Faculty
11.	Mrs Lavita Dsouza	Faculty
12.	Mrs Deekshitha	Faculty
13.	Ms Jayashree Nayak	HOD English
14.	Mrs Gowri Shenoy	Faculty
15.	Mr Dinesh R	Assistant Professor
16.	Dr Ramakrishna Udupa	HOD Sanskrith
17.	Mr Anilkumar J	Librarian
18.	Mr Suraj M	Physical Education Director



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Proceedings of the Meeting:

1. Mr Vinayak Pai B, IQAC Coordinator welcomed the staff members and briefed the previous meeting proceedings. IQAC congratulated HODs, Cell Convenors for all their activities and programmes during the AY 2021-22.
2. Action Plan for the Academic Year 2022-23 was prepared. The coordinators for various cells and associations were announced. The Action Plan was prepared as per the Academic Calendar provided by the Mangalore university.
3. All the HODs and Convenors of Associations were instructed to prepare a Department wise activity presentation as a part of Academic Quality enhancement.
4. It was decided to extend the Bridge Course to the First Degree Students and HODs were instructed to prepare the curriculum for the same. The Bridge course shall be extended after the Orientation Session by IQAC and by the respective departments.
5. It was decided to conduct the test after the completion of Bridge Course so that effectiveness of the Bridge course can be evaluated.
6. As per the analysis of Feedback taken on the curriculum from the stakeholders, it was decided to introduce additional certificate courses during the year and Mrs Lavita Dsouza agreed to continue her service as a Certificate Course Coordinator during the AY 2022-23.
7. Considering the overall quality enhancement, IQAC proposed the introduction of the Dean system. Under which, the Dean of Commerce, Dean of Humanity and Dean of Languages shall be setup. As many of the language department has only one staff, this system was proposed.
8. It was resolved to introduce an Internship for First Degree Students as a part of formative assessment. The Mangalore University curriculum does not insist on the internship and IQAC has taken this quality initiative to bridge the Industry-Academic relationship. The HODs were instructed to choke out the feasibility plan and implementation strategy on the same.
9. The AQAR 2020-21 was presented and approved for final submission.
10. Decided to introduce a unique series of talks under “SPEC Talk”, which intends to motivate the students to take up the professional exams confidently.
11. Decided to arrange for the Professional-Students Meet session.
12. Decided to appoint Mr Murali, Faculty at PG M.Com as a IT Coordinator of the college. The Website changes, Managing Google Workspace, and Social Media shall be carried out by the coordinator.

Coordinator

Internal Quality Assurance Cell
Sri Poornaprajna Evening College,
Udupi - 576 101

Principal

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Office of the Principal

Date: 17-12-2022

Ref. No: SPPEC/IQAC/2022-23

IQAC Meeting-2

Proceedings of IQAC Meeting with the Staff members held on Friday, 16th December, 2022 at 3pm.

Venue: Room No 54

Agenda:

1. AQAR 2021-22 preparation
2. Mentoring Plan and Anti-Ragging Affidavit
3. NAAC Documentation and Criterion Review
4. Preparation for the upcoming NAAC Mock Visit
5. Any other matter

❖ Members Present:

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Chandrakanth Bhat	HOD History
4.	Mr Nagaraj A	Assistant Professor
5.	Dr Raghavendra L	HOD Sociology
6.	Mr Chiranjansheirgar	Faculty
7.	Mr Fakkeraswami H	HOD Economics
8.	Mr Shreekanth	Faculty
9.	Mr Murali	Faculty
10.	Mr Ramakrishna Nayak	Faculty
11.	Mrs Lavita Dsouza	Faculty
12.	Mrs Deekshitha	Faculty
13.	Ms Jayashree Nayak	HOD English
14.	Mrs Gowri Shenoy	Faculty
15.	Mr Dinesh R	Assistant Professor
16.	Dr Ramakrishna Udupa	HOD Sanskrit
17.	Mr Anilkumar J	Librarian
18.	Mr Suraj M	Physical Education Director



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Proceeding of the Meeting:

1. AQAR 2021-22:

It was decided to submit the AQAR for the AY 2021-22 before the due date and Mr Chakrapani A, IQAC Co-coordinator was given the responsibility of data collection and verification.

2. Mentoring Plan and Anti-Ragging Affidavit:

Decide to introduce new format for Student Mentoring and Mrs Lavita Dsouza, Assistant Professor agreed to continue as a Mentoring Cell Convenor. It was decided to host a Faculty Empowerment programme on Counselling techniques under the guidance of IQAC. Student Welfare Officers were instructed to complete the Online Anti-Ragging Pledge by 23rd December, 2022.

3. NAAC Documentation and Criterion Review:

A Criterion-wise committee was formed in the month of May 2022 and the Criterion heads gave their reviews on the different metrics. Based on the request from the criterion members, it was decided to hold a session on NAAC RAF Documentation process during the month of December 2022.

4. Any other Matter:

- Decided to enter into A MOU with POPYRoll Pvt Ltd., in managing paper waste.
- Decided to enter into a MOU for managing E-waste in the campus.
- Decided to host Mangalore University Level Tournaments during the AY 2022-23.
- Decided to introduce “A social Connect initiative as a part of Best Practice” of the college and Ms Deekshitha was selected as a convenor for the same.
- Decide to appoint Mr Chakrapani Adiga as a co-coordinator of IQAC
- Decided to initiate a separate cell for the promotion of Entrepreneurial skills through ED Cell and Mr Ramakrishna Nayak was appointed as a convenor. Earlier all Entrepreneurship related programmes were hosted by Career Guidance and Placement Cell.
- An MOU with Atal Incubation Centre, Nitte for incubation innovation.

Coordinator
Internal Quality Assurance Cell
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Office of the Principal

Date: 30-01-2023

Ref. No: SPPEC/IQAC/2023-24

IQAC Meeting-03

Proceedings of IQAC Composition Meeting held on 28th January 2023

Venue: Principal Chamber

Time: 4pm

Agenda:

1. Preparation for upcoming assessment
2. Quality initiatives to be undertaken
3. Briefing the activities of IQAC
4. Any other matter

❖ Members Present:

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	CA T Prashanth Holla	Hon.Secretary
3.	Mr Vinayak Pai B	IQAC Coordinator
4.	Mr Chakrapani A	Co-coordinator
5.	Mr Chandrakanth Bhat	HOD History
6.	Dr Ramakrishna Udupa	HOD Sanskrith
7.	Mr Nagaraj	Assistant Professor
8.	Dr Raghavendra L	HOD Sociology
9.	Mr Dinesh R	Assistant Professor
10.	Mrs Lavita Dsouza	Assistant Professor
11.	Mrs Deekshitha	Assistant Professor
12.	Smt Vijayalaxmi	Office Superintendent
13.	Mr Ramesh Kamath	Student Representative



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Proceedings:

IQAC Coordinator Mr Vinayak Pai B, welcomed all the composition members and Mr Ramesh Kamath, Student Council President designated for the AY 2022-23.

1. Preparation for upcoming assessment and Briefing the activities of IQAC

The IQAC Coordinator briefed the progress achieved by the college through IQAC initiatives to the members present. The Accreditation of the college will end in the month of November and the plan of action was discussed with the composition members.

2. Quality initiatives to be undertaken:

- The IQAC coordinator explained a social connect initiative “Nivedana” to the members.
- Decided to host the Mangalore University Women’s Volleyball Tournament in the month of April 2023. IQAC requested alumni representative Mr Vishak Shetty to extend all the support in this regard.
- Decided to inaugurate Commerce Lab in the month of April 2023.
- The revised College Vision and Mission statement was presented for the approval of members and same being forwarded to the Management for consideration. CA T Prashanth Holla, Hon.Secretary duly approved the same. It was decided to launch the revised vision and mission in the month of April, 2023.
- IQAC took the initiative of drafting a Strategic Perspective Plan to attain the vision and mission.

Decided to request Social Welfare Department, Government of Karnataka to extend financial grants for enhancing Book Bank Scheme for needy students.

Following Composition members were absent for the meeting:

1. Mr Vishak Shetty
2. Mr Yashpal Suvarna

IQAC Co-coordinator thanked all the composition members and requested them to extend all possible support through suggestions for quality enhancement.

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Internal Quality Assurance Cell
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Office of the Principal

Date: 31-03-2023

Ref. No: SPPEC/IQAC/2022-23

IQAC Meeting-04

Proceedings of the IQAC Meeting with staff members, HODs and Criterion members held on 30/03/2023 at 3:30 PM

Agenda:

1. NAAC Documentation Process Review
2. Quality initiatives during even semester
3. Admission Procedure 2023-24
4. Any other matter

❖ Members Present:

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Chandrakanth Bhat	HOD History
4.	Mr Nagaraj A	Assistant Professor
5.	Dr Raghavendra L	HOD Sociology
6.	Mr Chiranjansheirgar	Faculty
7.	Mr Fakkeraswami H	HOD Economics
8.	Mr Shreekanth	Faculty
9.	Mr Murali	Faculty
10.	Mr Ramakrishna Nayak	Faculty
11.	Mrs Lavita Dsouza	Faculty
12.	Mrs Deekshitha	Faculty
13.	Ms Jayashree Nayak	HOD English
14.	Mrs Gowri Shenoy	Faculty
15.	Mr Dinesh R	Assistant Professor
16.	Dr Ramakrishna Udupa	HOD Sanskrit
17.	Mr Anilkumar J	Librarian
18.	Mr Suraj M	Physical Education Director
19.	Mr Santhosh Kumar	Faculty
20.	Ms Swathi	Faculty
21.	Dr Rakshith Shetty	Faculty



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Proceedings:

❖ Agenda 1- NAAC Documentation Process and Review-

Criterion heads gave the review and updates on 7 criterions. The metric-wise clarifications were given by the IQAC. Criterion 1 convenor was instructed to start the documentation process.

❖ Agenda 2: Quality Initiatives –

- Resolved to celebrate the World Environment Day with some unique events to engage the students.
- Resolved to launch the Green Audit report on the occasion of World Environment Day, i.e., June 5, 2023.
- Various committees were formed for the smooth conduct of Mangalore University Women's Volleyball Tournament.
- E-Governance in Finance and Accounts shall be implemented through Tally-Prime Package w.e.f 01-04-2023.

3. Agenda 3-Admission Procedure 2023-24:

The admission committee was formed under the stewardship of the Principal. The PU results are expected in the month of April 2023 and all the members of the committee were instructed regarding admission procedure in Govt. of Karnataka Portal-UUCMS.

IQAC Co-coordinator thanked all the members present.

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Internal Quality Assurance Cell
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Office of the Principal

Date: 20-05-2023

Ref. No: SPPEC/IQAC/2022-23

IQAC Meeting-05

Proceedings of IQAC Meeting with Staff members on Friday, 19th May 2023 at 3:30PM.

Venue: Room No 54

Agenda:

- 1. Compliance Report of previous IQAC meeting**
- 2. Discussion and review of AQAR 2021-22**
- 3. Updates on the NAAC Documentation process**
- 4. Presentation on the NAAC process to the Management Council**
- 5. NIRF Registration**
- 6. Any other Matter**

❖ Members Present:

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Chandrakanth Bhat	HOD History
4.	Mr Nagaraj A	Assistant Professor
5.	Dr Raghavendra L	HOD Sociology
6.	Mr Chiranjansheirgar	Faculty
7.	Mr Fakkeraswami H	HOD Economics
8.	Mr Shreekanth	Faculty
9.	Mr Murali	Faculty
10.	Mr Ramakrishna Nayak	Faculty
11.	Mrs Lavita Dsouza	Faculty
12.	Mrs Deekshitha	Faculty
13.	Ms Jayashree Nayak	HOD English
14.	Mrs Gowri Shenoy	Faculty
15.	Mr Dinesh R	Assistant Professor
16.	Dr Ramakrishna Udupa	HOD Sanskrith
17.	Mr Anilkumar J	Librarian
18.	Mr Suraj M	Physical Education Director
19.	Mr Santhosh Kumar	Faculty
20.	Ms Swathi	Faculty



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21.	Dr Rakshith Shetty	Faculty
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Proceedings:

1. Mr Vinayak Pai, the IQAC Coordinator welcomed the Chairperson and other staff members to the meeting. He presented the compliance report of previous IQAC Meetings and the same was approved.
2. The AQAR 2021-22 was presented to the staff members for any suggestions and clarifications. The suggestions given were recorded for implementation
3. The Criterion heads gave brief of updates on the documentation and verification process.
4. It was decided to have a Department-wise presentation of Activities held during AY 2022-23 at the end of the Academic Year.
5. The Criterion members were instructed to prepare themselves with the presentation to be made in the presence of External Experts and Management representatives in the month of July 2023.
6. The IQAC congratulated all the members for contributing their best to the successful conduct of the MU-Volleyball Tournament.
7. Decided to organise College Council Day, and Talents Day in the month of June, 2023.
8. Decided to observe World Environment Day for one week duration by celebrating it as “Greenovation Week” .
9. IQAC proudly presented the Online Grievance form for the approval and same was duly approved. Now, students can submit their grievances through college website from any places.
10. IQAC stressed the need for NIRF participation and it was resolved to participate in NIRF from the AY 2023-24. Mr Anilkumar J, Librarian was given the responsibility of convenor of the same.

Coordinator

Internal Quality Assurance Cell
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Office of the Principal

Date: 12-07-2023

Ref. No: SPPEC/IQAC/2023-24

IQAC Meeting-06
Proceedings of the IQAC Meeting with HODs

Date: 11/07/2023

Venue: Principal Chamber

Agenda:

1. Preparation for Department-wise Presentation
2. Admission for 2023-24 review
3. Review of AAA Report for the assessment period 2021-23
4. Any Other matter

❖ Members Present

Sl. No	Name of the Member	Designation
1.	Dr Sukanya Mary J	Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Chakrapani A	IQAC Co-Coordinator
4.	Sri Chandrakanth Bhat	HOD History
5.	Dr Ramakrishna Udupa	HOD Sanskrith
6.	Mr Nagaraj	HOD Commerce
7.	Dr Raghavendra L	HOD Sociology
8.	Dr Prajna Marapally	HOD Kannada
9.	Mrs Deekshitha	M.Com In charge
10.	Mr Anilkumar J	Librarian
11.	Mr Fakkeraswami H	HOD Economics
12.	Ms Jayashri Nayak	HOD English
13.	Mr Suraj M	Director, Physical Education

Proceedings:

1. All the HODs and convenors of Associations were instructed to prepare for the Annual Activity report considering every event hosted.
2. A review on Admissions were given by the Admission Committee Convenor and the Chairperson advised all the staff members to contact the students to complete their admission process at the earliest.
3. Action Plan for M.Com admissions were choked out and Mrs Deekshitha was given responsibility of the same.
4. Mr Anilkumar J, Convenor of Academic and Administrative Audit gave the review on the progress and IQAC instructed to submit the report by the end of July 2023.
5. Exam Coordinator Mr Nagaraj briefed the changes in upcoming Mangalore University Semester Module and requested all the staff members to cooperate for the smooth conduct of examination. 13th July 2023 shall be the last working day for Degree Courses.

Compliance to Agenda 1:

The Department wise presentation was held on 14th July 2023 at 2:30pm.

Venue: Room No 54.

The Principal and The IQAC coordinator reviewed the presentation and extended the

Coordinator

Principal

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Office of the Principal

Date: 17-07-2023

Ref. No: SPPEC/IQAC/2023-24

IQAC Meeting -07

Proceedings of IQAC Meeting with the Staff members (On the Conclusion of AY 2022-23)

Date: 15/07/2023

Room No: 54

Time: 5:30pm

Agenda:

1. IQAC Annual Activity report
2. Action Plan for the AY 2023-24
3. Plan of Action and Outcome Evaluation of 2022-23

❖ Members Present:

Sl.No	Name of the Faculty	Designation
1.	Dr Sukanya Mary J	Chairperson, Principal
2.	Mr Vinayak Pai B	IQAC Coordinator
3.	Mr Chandrakanth Bhat	HOD History
4.	Mr Nagaraj A	Assistant Professor
5.	Dr Raghavendra L	HOD Sociology
6.	Mr Chiranjansheirgar	Faculty
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9.	Mr Murali	Faculty
10.	Mr Ramakrishna Nayak	Faculty
11.	Mrs Lavita Dsouza	Faculty
12.	Mrs Deekshitha	Faculty
13.	Ms Jayashree Nayak	HOD English
14.	Mrs Gowri Shenoy	Faculty
15.	Mr Dinesh R	Assistant Professor
16.	Dr Ramakrishna Udupa	HOD Sanskrit
17.	Mr Anilkumar J	Librarian
18.	Mr Suraj M	Physical Education Director
19.	Mr Santhosh Kumar	Faculty
20.	Ms Swathi	Faculty
21.	Dr Rakshith Shetty	Faculty



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Proceedings:


1. IQAC Presented the action plans for the AY 2023-24

- Orientation session by IQAC to First Degree Students followed by Bridge Course of 3 days on the commencement of Ay 2023-24 (Tentatively on 23rd August, 2023)
- Preparation of an Academic Calendar of events on the basis on the Academic calendar of Mangalore University
- Certificate Courses curriculum shall be reviewed and more courses shall be introduced during the year.
- Mentoring Sessions to Students by Psychiatrists on Addiction and drug-related matters.
- Proposal to commence BCA Course from the AY 2024-25
- Faculty Development programmes on Outcome-based education and academic bank of Credit
- Establishing Motivation Hub at the College and enhancing the frequency of SPEC Talk
- Best use of Commerce lab through introducing activities
- MOUs with Industries to govern internship, industrial visit and placements

2. IQAC Annual report of the activities and quality initiatives 2022-23 was presented and all the members appreciated the IQAC and its thrive for quality.

3. IQAC presented the Action plans of 2022-23 and outcome attained. Most of the plans were completed and some are in implementation stage for the Ay 2023-24.


Coordinator
Internal Quality Assurance Cell
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