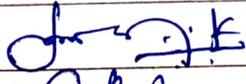
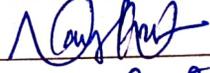
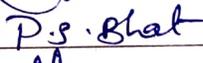


Proceedings of the IQAC meeting held  
on 22-01-2025 at 3.00 PM at Principal's  
Office.

### Agenda :

- 1) Application for the promotion of Mr. Shivakumar P.T.  
under CAS
- 2) Any other matter

### Members Present

- 1) Dr. Ramu L. 
- 2) Dr. Vinay Kumar 
- 3) Dr. Mahesh Bhat 
- 4) Mrs. Sumalatha P.T. 
- 5) Mrs. Madhulika V Bhat 
- 6) Mrs. Prathibha S. Bhat 
- 7) Mrs. Suparna 
- 8) Mrs. Archana Karanth 
- 9) Preetha Maipady 

### Proceedings

IQAC coordinator informed the IQAC Chairman and members about the proposal of Mr. Shivakumar P.T. for the placement under CAS, from level 11 to 12.

The Principal directed the members to check the application and the documents attached. The application was cross verified by keeping in mind the UGC regulations - 2018 for the promotion of teachers in Colleges.

Resolution

The IQAC recommended that Mr. Shivakumar P.T., Asst. Professor, Department of Commerce, Poornaprayna College, Udapi is eligible for placement from level 11 to 12 under U.C-2018 regulations for the promotion of Teachers in Colleges.

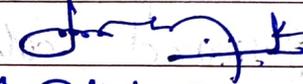
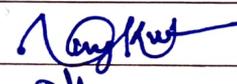
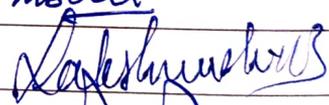
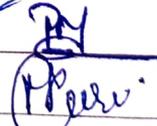
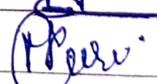
The members are informed about the applicability of Autonomous Manual and the changes that need to be identified in comparison with NAA manual for affiliated colleges.

Proceedings of the IQAC meeting held on  
02-06-2025 at 12.00 Noon at Principal's office

### Agenda

- 1) Academic Calendar of 2025-2025
- 2) Academic & Administrative Audit
- 3) Receiving & scrutiny of files from associations, clubs, cells
- 4) NAAC Manual & Benchmark for autonomous College
- 5) Policies

### Members Present

- |                           |  |
|---------------------------|--|
| 1) Dr. Ramu L.            |    |
| 2) Dr. Vinay Kumar R      |    |
| 3) Mrs. Sumalatha PJ      |   |
| 4) Mrs. Prathibha S. Bhat | P.S. Bhat  |
| 5) Dhanyashree            | Dshree   |
| 6) Dr. Mahesh Bhat        | MBhat  |
| 7) Dr. B Lakshmeshha Tew  |  |
| 8) Archana S. Karanth     |  |
| 9) Preetha Maipady        |  |
| 10) Madhulika V Bhat      |  |

## **Proceedings**

The IQAC Coordinator welcomed the Principal and all the members of IQAC. The meeting was called to order, and the agenda items were taken up for discussion.

## **Resolutions**

### **1. Academic Calendar 2025–2026**

- A detailed discussion was held on the preparation of the Academic Calendar for the first autonomous batch.
- *It was resolved* that the Academic Council shall prepare the Master Academic Calendar in alignment with the University guidelines. The calendar shall be approved by the Academic Council and the Governing Body.
- The Calendar Committee shall ensure that commemorative days and important events are included in the College Calendar.

### **2. Academic and Administrative Audit (AAA)**

- The AAA Committee Convenor informed that the template for data collection is ready.
- *It was resolved* that the AAA shall be conducted every year. Data collection shall be carried out using a common checklist.
- The AAA Committee, under the guidance of the Principal, shall visit departments and verify the documentary evidences of academic and administrative activities.

### **3. Receiving and Scrutiny of Files from Associations, Clubs, Cells**

- It was decided that all Associations, Clubs, and Cells shall submit their files by the end of the semester.
- *It was resolved* that IQAC will take charge of file scrutiny and ensure systematic verification.

### **4. NAAC Manual & Benchmarks for Autonomous Colleges**

- With the implementation of autonomous status from 2025–2026, the new NAAC manual for autonomous colleges will be applicable. The NAAC benchmarks were discussed in detail.
- *It was resolved* that IQAC members shall list out the benchmarks after referring to the NAAC manual.
- Finalized benchmarks shall be issued to Departments, Teachers, Committees, and necessary recommendations made to the Management.

### **5. Policies and Other Matters**

- The Principal emphasized the need for effective implementation of the feedback mechanism.
- It was resolved that the R&D Policy be revised to suit the needs of autonomous status.
- The Principal informed that all official communications shall be communicated through the Official WhatsApp group of the college to maintain one-point communication.
- The use of mobile phones by students in classrooms is strictly prohibited. *It was resolved* that members shall frame a regulatory framework to guide students regarding mobile phone usage.

The Principal thanked all members for their active participation. The meeting concluded with the assurance that the resolutions will be implemented in a time-bound manner.

Proceedings of the IQAC meeting held on 17/09/2025 at 4.00 PM at the Principal's Office

Members Present:

Dr. Ramz L.

Dr. Vinay Kumar D

Dr. B Lakshmesh Babu

Dr. Mahesh Bhat

Mrs. Archana S. Karanth

Mrs. Dhanyashree

Mrs. Prathibha S. Bhat

Mrs. Preetha Maipady

Smt. Madhulika V Bhat

Dr. Vinodh Kumar G.C.

Dr. Jayimathu Korcha

Mrs. Superna

Mrs. Sumalatha P

Agenda

- 1) Approval of Committees 2025-2026
- 2) IQAC plan of action 2025-2026
- 3) Benchmarks for departments, associations, faculty in autonomous college
- 4) Data Collection about activities in 2024-2025
- 5) Conducting Academic and Administrative Audit
- 6) Proposed new Vision and Mission Statement
- 7) Preparation of CAS Guidelines for Management Staff
- 8) NIRF and AISHE
- 9) Any other matter.

The IQAC Coordinator welcomed the Chairman and all members of IQAC and AAA Committee for the meeting.

**Proceedings****1. Approval of Committees for 2025-26****Discussion:**

- Members discussed the need to reconstitute all statutory and non-statutory committees.
- Principal informed to add one member from PG department to IQAC

**Resolution:**

- Committees for 2025-26 were approved unanimously.

**2. IQAC Plan of Actions for 2025-26****Discussion:**

- IQAC Coordinator reflected on aligning IQAC plans with NAAC/NIRF requirements.

**Resolution:**

- Plan of Action approved.

**3. Benchmarks for Departments, Associations, Faculty****Discussion:**

- Benchmarks for teaching, research, and extension activities were reviewed.
- Discussed and clarifications were given on Value added course and certificate courses

**Resolution:**

- Listed benchmark will be circulated to all the departments by IQAC.

**4. Data Collection about Activities in 2024-25****Discussion:**

- And also informed that, by November end IQAC will collect data from all the departments, office, associations. Templates will be issued for collecting the data, and collected data will be stored in cloud space.
- IQAC Coordinator informed to all the members, to give instructions to all the departments to keep the proper file name as per the format while submitting the data.
- Discussed about Feedback on curriculum from lab external, from BOS
- Data submission formats and accuracy issues were discussed.
- IQAC Coordinator asked about usage of ERP for collecting the data. Chairman of IQAC instructed that once the attendance issues are solved by ERP, later this part can be included

**Resolution:**

- Standardized template for data collection was approved and resolved to be distributed to the departments, associations, clubs, and cells

## **5. Conducting Academic & Administrative Audit (AAA)**

### **Discussion:**

- Selection of external experts and audit criteria considered.
- Discussion on date requirements from departments, AAA by each year were taken place.
- It was considered that the HoD/ senior staff in the department should present the data with all the required documents before AAA committee.
- Management members committee will visit closed door meeting,
- Chairman suggested to AAA Committee members to collect the data about fund availability in college, year wise number of students progress in strength (admission), students result, rank, number of staffs increased, in that how many male and female, number of teaching and non-teaching staffs, students fees, and also suggested to find, is there any increment in salary by the Mgt. or investment to the college.
- Instructed to find out details such as Academic strength and weakness, achievements in sports and cultural activities, utilisation of college building

### **Resolution:**

- As per the discussion, AAA is to be scheduled for the academic year 2025-26 to collect the data of the academic year 2024-25.

## **6. Proposal of New Vision and Mission Statement**

### **Discussion:**

- Draft Vision and Mission submitted by IQAC Coordinator to the IQAC Chairman

### **Resolution:**

- Draft Vision & Mission will be submitted by the IQAC to the college management and Governing Body for the final approval through Planning and Evaluation Committee.
- Statements to be displayed across campus and website after Governing Body and Management approval.

## **7. Preparation of CAS Guidelines for Management Staff**

### **Discussion:**

- Draft CAS Guidelines as per UGC/AICTE alignment and weightage for research, teaching, and community engagement submitted by IQAC Coordinator to the Principal.

### **Resolution:**

- The Principal informed that the CAS guidelines will be given to the IQAC and to the staff for reference.

## **8. NIRF & AISHE**

### **Discussion:**

- The reason for college's ranking position in NIRF are discussed. Issues like women representation, number of research papers indexed in Scopus and Web of Science, data validation were discussed.

### **Resolution:**

- Resolved that necessary initiation for improvements shall be taken with NIRF-AISHE committee.

## **9. Any Other Issues**

### **Discussion:**

- Chairman informed that Incentives may be given based on performance to the department or to the individual faculty,
- Salary is linked to appraisal that is performance-based incentives will be given to the management staff, so following performance by the faculty will be noticed by IQAC Coordinator: - certificate course, paper, patent, project etc.
- Smart classes necessity was discussed,
- Principal informed about allotment of 9 projectors and 60 new computer systems by the management.
- Instructed to give thanks letter from management staffs to the Management and Swamiji for increment in salary to the management staff.
- Feedback format on curriculum and on staff should be updated for Autonomous batch.
- Also discussed about weightage of feedback on teachers by the students 60%, and remaining weightage will be based on the feedback by HOD, IQAC, Principal.

The IQAC Co-coordinator thanked all members for their contributions. The meeting ended with the agreement to follow up on action points in the next IQAC review meeting.