

IQAC Proceedings

Internal Quality Assurance Cell (IQAC) at Poornaprajna Institute of Management, Udupi is set up on Thursday 17th July 2014. Dr. Naveen Kumar K. R., Assistant Professor is the Coordinator.

First meeting of IQAC is held on **Thursday 17th July 2014**. Members present at the meeting are:

1. Dr. G. S. Chandrashekhar
2. Dr. M. R. Hegde
3. Dr. A. P. Bhat
4. Mr. Harish B.
5. Dr. Bharath V.
6. Dr. Naveen Kumar K. R.
7. Mrs. Bharathi Karanth
8. Mrs. Sujatha G. L.
9. Mr. Santhosh N. Prabhu
10. Mr. Girish Aithal Nagur
11. Ms. Namitha
12. Mr. Santosha

Proceedings and Resolution:

1. Members present discussed the need to replace the existing photocopy machine at the Institute's library

Resolved to install a new photocopy machine at the library

2. Members discussed to initiate Academic Council Meeting for the Academic Year 2014-15

Resolved to have Academic Council Meeting for Academic Year 2014-15

3. Members felt the need to improve the students' communication skill to help them get better placement

Resolved to introduce additional language class by hiring outside expert

4. Director explained and convinced the members present the need to subscribe additional books and journals in the Institute's library for the benefit of students and staff

Resolved to purchase additional books and subscribe journals for the library after consulting the faculties

5. Members discussed the necessity of having additional activity for the students to upgrade their communication skill, public speaking skill, team spirit, or to improve their understanding of the functioning of business units.

Resolved to introduce a new business related activity for the students on a weekly basis with different rounds.

6. Members present felt that a mechanism to deal with the University examination related grievances should be set up at the Institution level.

Resolved to set up 'Examination Grievance Handling Committee' at the Institute. The Director shall appoint a senior office staff as Liaison Officer of the Committee.

7. Members discussed about the feedback on curriculum taken from various stakeholders of the Institute

Resolved to take specific actions owing to the curriculum feedback

Action taken report for the IQAC meeting held on Thursday 17th July, 2014

S No	Resolution	Action Taken
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1	Resolved to have Academic Council Meeting for Academic Year 2014-15	Academic Council Meeting for Academic Year 2014-15 was held on 17 th of July 2014
2	Resolved to install a new and better photocopier machine at the Institute's library	Canon Digital Photocopy Printer and Scanner purchased
3	Resolved to introduce language class	Communication English class introduced by hiring Ms. Amitha Rao on part time basis
4	To buy books and subscribe journal for the Institute's library	Books, journals, e-journal worth more than Rs.2,90,000 purchased/subscribed for the Institute's library
5	To have a new business related activity on a weekly basis	' <i>Prajna Vaibhavam</i> ', an in-house group activity is introduced with different events; a two-hour slot per week is provided in the time table
6	To set up Examination Grievance Handling Committee	Examination Grievance Handling Committee is set up on --- with Mrs Prabhavathi R Puthran, Office Assistant as the Liaison Officer
7	To take specific actions on curriculum feedback	<ul style="list-style-type: none"> i) Introduction of communication English classes ii) Allotted more hours for practical subjects iii) Held more corporate interaction sessions iv) More case analysis and presentations

A meeting was conducted at the Institute on **Thursday 8th January, 2015** to discuss the items of the agenda given. Members present at the meeting are:

1. Dr. G. S. Chandrashekhhar
2. Dr. M. R. Hegde
3. Dr. A. P. Bhat
4. Mr. Harish B.
5. Dr. Bharath V.
6. Dr. Naveen Kumar K. R.
7. Mrs. Bharathi Karanth
8. Mrs. Sujatha G. L.
9. Mr. Santhosh N. Prabhu
10. Mr. Girish Aithal Nagur
11. Ms. Namitha
12. Mr. Santosha

Proceedings and Resolution:

1. The resolutions passed in the previous IQAC meeting held on 17th July, 2014 was presented in the meeting by the IQAC coordinator

Resolved unanimously to approve the resolutions of the previous IQAC meeting held on 17th July, 2014

2. Members discussed the need to have better space for maintaining record and documents at the Institute's office

Resolved to have a new book rack for the Institute's office

3. Members felt the need to have a separate white board for Prajna Hall to be used during special guest lecture sessions

Resolved to purchase one white board to be maintained at Prajna hall

4. Members discussed the need to have better maintenance of Institute's generator and up keep of water cooler

Resolved to have servicing of generator and water cooler

Action taken report for the IQAC meeting held on Thursday 8th January, 2015

S No	Resolution	Action Taken
1.	To have new book rack for the Institute's office	New sliding rack (book rack) at the Institute's office installed in March 2015
2.	To purchase one white board	A new white board with trolley stand with wheel purchased to be maintained at Prajna Hall

3	To service generator and water cooler	New battery has been replaced for the diesel generator and water level sensor has been replaced for the water cooler
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