

The first meeting of IQAC for the Academic Year 2019-20 is scheduled on Monday the **8th of July 2019**. Members present at the meeting are:

1. Dr. G. S. Chandrashekhara
2. Dr. Bharath V.
3. Dr. Sureshramana Mayya
4. Dr. Naveen Kumar K. R.
5. Dr. Bharathi Karanth
6. Mrs. Sujatha G. L.
7. Mr. Subhash Bangera
8. Ms. Shilpa
9. Mr. Rajath Krishna Kini
10. Mr. Varun Devadiga

Agenda of the Meeting:

1. To present before the members ATR of the previous meeting held on 11th January 2019.
2. To initiate Academic Council Meeting
3. To discuss about certificate course by ICT club
4. To discuss about hosting University level sport event
5. To discuss about holding 'Graduation Day'
6. To discuss about commencement of first MBA classes
7. To take up any other issue with the permission of the Chair

Proceedings and Resolutions:

1. The resolutions passed in the previous IQAC meeting held on 11th January 2019 and the Action Taken Report of the meeting are presented before the members present
Resolved unanimously to approve the resolutions and Action Taken Report of the meeting held on 11th January 2019
2. Members discussed about having Academic Council meeting for the academic year 2019-20
Resolved to hold the Academic Council meeting for 2019-20 academic year in the last week of July 2019
3. Members discussed about conducting a certificate course on advanced excel for the second year students to enhance their computer skill
Resolved to conduct a certificate course by ICT club in association with IQAC on Advanced Excel with 30 contact hours for the second MBA students
4. Members discussed about Institute approaching the University through Sports Club to host inter-collegiate sports event
Resolved to apply for University level inter-collegiate chess competition through the Sports Club
5. Members discussed about starting 'Graduation Day' tradition
Resolved to hold first 'Graduation Day' in the first week of October for the batch passed out in 2019
6. Members discussed about the commencement of classes of the 2019 batch.
Resolved to conduct 'Induction Programme' for the students of new batch and also to hold PTA meeting with the parents of first MBA students

7. Members discussed about introducing new dual specialisation
Resolved to introduce Dual Specialisation in Hospital Administration during Academic Year 2019-20
8. Members present urged the need to have more activities
Resolved that clubs of the Institute should organise more extension and/or outreach activities

Action Taken Report of the IQAC Meeting held on 8th July 2019

S No	Resolution	Action Taken
1.	To hold Academic Council meeting for the Academic Year 2019-20 during last week of July	The Academic Council meeting for the Academic Year 2019-20 was held on Monday, 29 th of July 2019
2.	To conduct a Certificate Course on Advanced Excel by ICT Club	Certificate course in ' <i>Data Analysis using Advanced Excel and VBA Macros</i> ' is initiated by ICT club during 2019-20 Academic Year In addition to the above, a Two-days workshop on ' <i>Data Analysis using Advanced Excel</i> ' was organised by ICT Club in association with IQAC on 11 th and 12 th September, 2019 for the second year students of the Institute
3.	To apply for University level inter-collegiate chess competition	University Level Inter-collegiate chess competition was organised by the Sports Club of the Institute on 20 th and 21 st of September, 2019
4.	To hold first ever 'Graduation Day' at the Institute during the first week of October	Due to the non-availability of date from the students of the passed out batch, the 'Graduation Day' could not be held; However, the event is planned to be held next year soon after the completion of Academic year
5.	To conduct 'Induction Programme' for the students of new batch 2019-21 and to hold PTA meeting with the parents of first year students	The 'Induction Programme' for the first year students was held at Prajna Hall of the Institute on 3 rd of October, 2019. This was followed by PTA meeting with the parents of first year students
6.	To introduce new Dual Specialisation in Hospital Management in Academic Year 2019-20	<i>Dual Specialisation in Hospital Administration</i> has been introduced; Faculty Mr. Santhosh N Prabhu designed the syllabus
7	To have extension/outreach activities	Human Resource club – ETICA of the Institute arranged an outreach activity where second year HR specialisation students of the Institute visited old age home ' <i>Jeevan Asha Trust</i> ' at Shirva on September 10, 2019

An IQAC meeting is held on Saturday, the **12th of October, 2019**. The following members are present at the meeting:

1. Dr. G. S. Chandrashekhar
2. Dr. Bharath V.
3. Dr. Sureshramana Mayya
4. Dr. Naveen Kumar K. R.
5. Dr. Bharathi Karanth
6. Mrs. Sujatha G. L.
7. Mr. Subhash Bangera
8. Ms. Shilpa
9. Mr. Rajath Krishna Kini
10. Mr. Varun Devadiga

Agenda of the Meeting:

1. To present Resolutions and ATR of the previous meeting held on 8th July 2019.
2. Arranging 'Mock Interview' for second year students
3. Taking second year students for field survey
4. To host Quiz competition for the students
5. Organising factory visit
6. To hold CSR activities by the students
7. Conducting marketing competition
8. Conducting one-day EDP
9. Any other issue with the permission of the chair

Proceedings and Resolutions:

1. The Resolutions and Action Taken Report of the previous IQAC meeting held on July 8th, 2019 are presented before the members present
Resolved unanimously to approve the Resolutions and Action Taken Report of the previous IQAC meeting held on 8th of July, 2019
2. Members felt the need to conduct Mock Interview for second year students for better placement activities
Resolved to conduct Mock Interview by the Placement Cell inviting some industrialist as interviewer
3. Members explored the possibility of taking second year students for some field survey
Resolved to take second year students for field survey under Unnat Bharath Abhiyan through PCRDR
4. Members discussed about conducting quiz competition for the students of the Institute
Resolved to conduct Quiz Competition for the students of the Institute through Literary Club by inviting a professional Quiz Master
5. Members discussed about arranging factory visit for the second year students
Resolved to hold one-day factory visit for the second year students soon after the completion of semester classes
6. The marketing club of the Institute proposed to conduct competition on marketing events for the students of the Institute

Resolved that MAVERIC – the marketing club to conduct competitions for the students of the Institute

7. Members discussed about involving the students of the Institute in various CSR activities

Resolved that the CSR Club of the Institute to join Adarsha Hospital in the ‘Diabetic Awareness Rally’

8. Members discussed about conducting EDP for the benefit of the students of the Institute

Resolved that one-day EDP to be organised by PCRD in association with EDP cell of the Institute

9. The HR Club of the Institute proposed to arrange for Disaster Management Programme

Resolved that the HR Club of the Institute to arrange for Mock Drill on Fire Fighting and Disaster Management in association with Fire Fighting Department

10. Members discussed about applying for National Institutional Ranking Framework (NIRF)

Resolved that the Institute to apply for NIRF

11. Members discussed the need to have more extension/outreach activities

Resolved that various Clubs/Associations of the Institute to organise extension/outreach activities

Action Taken Report of the IQAC meeting held on 12th October, 2019

S No	Resolution	Action Taken
1.	To conduct Mock Interview for second year students	<i>Poornakash-Placement Cell</i> of the Institute organised a <i>Mock Interview</i> session for second year students on <i>30th October, 2019</i> ; <i>Mr Subhash Bangera</i> , promoter Shlokaa Group interviewed the students
2.	To take second year students for field survey through PCRDR	Second year students are taken to <i>Shankaranarayana, Halady (76), Ulloor (74), Molahalli</i> , and <i>Kulanje</i> villages on <i>22nd and 23rd October, 2019</i> under <i>Unnat Bharath Abhiyan</i> to conduct <i>household survey</i> on the <i>development needs and technical solutions</i>
3.	To conduct quiz competition through Literary Club	The <i>Literary Club</i> of the Institute conducted <i>Quiz Competition</i> for the students of both classes in three sessions - <i>October 31, November 07</i> and <i>November 21</i> ; <i>Mr. Jaikishan Bhat</i> was the <i>Quiz Master</i>
4.	To hold one-day factory visit for the second year students	The second year students are taken to <i>DK Co-operative Milk Producers Union Ltd, Havanje, RUDSET, Brahmavar, Mookambika Cement Moulding Factory, Barkur, Annapoorna Nursery, Pethri, Vinayak Cashew Industries, Karje</i> on <i>December 7th, 2019</i>
5.	MAVERIC-Marketing Club to conduct competitions	<i>MAVERIC-the Marketing Club</i> of the Institute conducted various <i>marketing competitions</i> for the students of the Institute on afternoon of <i>8th November, 2019</i> at Prajna Hall
6.	To conduct CSR activity with Adarsha Hospital	<i>CSR Club</i> of the Institute joined <i>Adarsha Hospital, Udupi</i> in conducting a <i>rally to promote Diabetes Awareness</i> at Ajjarakadu, Udupi on <i>12th November, 2019</i>
7.	To conduct one-day EDP for the students of the Institute	<i>PCRDR</i> in association with <i>EDP cell</i> of the Institute organised <i>one-day Entrepreneurship Awareness Programme</i> at the Institute on <i>28th of November, 2019</i> . <i>Mr. Karunakar Jain, RUDSET, Brahmavar</i> was the <i>Resource Person</i> .
8.	To conduct Mock Drill on Fire Fighting and Disaster Management	<i>HR Club</i> of the Institute <i>ETICA</i> organised a <i>Training session and Mock Drill on Fire Safety and Awareness</i> on <i>30th November, 2019</i> in front of the premise of the Institute
9.	To apply for NIRF	Institute has <i>participated</i> in <i>NIRF</i>
10.	To have extension/outreach activities	Following extension/outreach activities are conducted by the Clubs of the Institute in association with <i>Udupi Zilla Kanakadasa Seva Samaja</i> for the <i>Kuruba Community (underprivileged) students of Volakadu School, Udupi</i> : <i>Finance Club</i> conducted ' <i>Promotion of Good Money Habit for Kids</i> ' on <i>02-12-2019</i> <i>Human Resource Club</i> conducted ' <i>Stress Management Skills for Kids</i> ' on <i>06-12-2019</i>

An IQAC meeting is held on **Friday, December 13, 2019**. Following members are present:

1. Dr. G. S. Chandrashekhara
2. Dr. Bharath V.
3. Dr. Sureshramana Mayya
4. Dr. Naveen Kumar K. R.
5. Dr. Bharathi Karanth
6. Mrs. Sujatha G. L.
7. Mr. Subhash Bangera
8. Ms. Shilpa
9. Mr. Rajath Krishna Kini
10. Mr. Varun Devadiga

Agenda of the Meeting:

1. To present before the members Resolutions and Action Taken Report of the previous IQAC meeting held on October, 12, 2019
2. To discuss about Permanent Affiliation
3. To discuss about Women Entrepreneurship Programme through PCRDR

Proceedings and Resolutions:

1. The Resolutions and Action Taken Report of the previous IQAC meeting held on October 12, 2019 was presented before the members present.
Resolved unanimously to approve the Resolutions and Action Taken Report of the previous IQAC meeting held on 12th of October, 2019
2. Members discussed about the possibility of going for permanent affiliation from Mangalore University
Resolved to apply for Permanent Affiliation for the MBA Programme of the Institute
3. Members present at the meeting discussed about conducting outreach activities through PCRDR
Resolved to conduct an interactive session on 'Women Entrepreneurship' through PCRDR

Action Taken Report of the IQAC Meeting held on December 13, 2019

S No	Resolution	Action Taken
1	To go for permanent affiliation for the MBA programme offered by the Institute	<i>Application</i> has been made to the Mangalore University along with necessary documents <i>for Permanent Affiliation</i> . Further developments awaited.
2	To conduct interactive session on 'Women Entrepreneurship' through PCR D	<i>PCR D</i> has organised an <i>interactive session</i> on ' <i>Women Entrepreneurship</i> ' at the <i>Shankarnarayana Milk Producer's Co-operative Society</i> , Shankarnarayana on <i>December 24, 2019</i> .

An IQAC meeting is held on **2nd January, 2020**. Members present at the meeting are:

1. Dr. G. S. Chandrashekhara
2. Dr. Bharath V.
3. Dr. Sureshramana Mayya
4. Dr. Naveen Kumar K. R.
5. Dr. Bharathi Karanth
6. Mrs. Sujatha G. L.
7. Mr. Subhash Bangera
8. Ms. Shilpa
9. Mr. Rajath Krishna Kini
10. Mr. Varun Devadiga

Agenda of the Meeting:

1. To present before the members Resolutions and ATR of the previous IQAC meeting held on 13th of December, 2019
2. Corporate Training
3. Placement Activities
4. Union Budget Analysis
5. Project viva for second year students
6. Meeting with Management
7. CSR Activities
8. Observing special day/s
9. Any other matter

Proceedings and Resolutions of the Meeting:

1. The Resolutions and Action Taken Report of the previous IQAC meeting held on 13th December, 2019 are presented before the members present Resolved unanimously to approve the Resolutions and Action Taken Report of the previous IQAC meeting held on 13th December, 2019

2. Members present at the meeting felt the need to enhance the employability of second year students
Resolved that Corporate Training be conducted for the second year students to help them in their future corporate career
3. Members present felt the need to have 'Budget Analysis' after the presentation of Union Budget-20
Resolved that Finance Club of the Institute to arrange Budget Analysis for the benefit of students of the Institute as well as general public
4. Members discussed about the need to have more extension/outreach activities by the Institute
Resolved that different Clubs of the Institute to organise extension/outreach activities involving students of the Institute and general public
5. Members discussed about the need to celebrate various national/international day/s at the Institute
Resolved that respective Clubs to celebrate national/international days at the Institute
6. Members present urged the need to have a meeting with the Management of the Institute
Resolved to have a detailed discussion with the representative of the Management to improve overall functioning of the Institute
7. Members present at the meeting discussed about holding various annual events
Resolved that various annual events like Indoor Games, Annual Sports Meet, Sharada Pooja, Cultural Day be conducted
8. Members discussed about the benefits of introducing Project Viva for IV semester students
Resolved that Project Viva be introduced for IV semester students on the Project Report prepared by them
9. Members discussed the need to improve communication skill of the students, especially of slow learners, from both the classes
Resolved that spoken English classes be started; one of the internal faculty members to be made in charge of it
10. Members present at the meeting discussed about having training activity for the staff of the Institute

Resolved that FDP be conducted for the teaching staff; training activity for the non-teaching staff of the Institute

Action Taken Report of the IQAC Meeting held on 2nd January, 2020

S No	Resolution	Action Taken
1	To conduct corporate training for the second year students	Corporate training on ' <i>Data Analytics</i> ' was arranged by <i>ICT Club</i> on <i>2nd March, 2020</i> ; <i>Mr. Shashiprasad R</i> , data analyst was the <i>resource person</i> .
2	To hold budget analysis after the presentation of Union Budget 2020	Public Lecture on ' <i>Analysis of Union Budget 2020</i> ' was organised by <i>Finance Club</i> of the Institute in association with <i>Udupi Branch of Southern India Regional Council (The ICAI)</i> on <i>15th February, 2020</i>
3	To organise extension/outreach activities by different clubs	<p><i>Human Right cell</i> in association with <i>Udupi Zilla Kanakadasa Seva Samaja</i> organised '<i>Prevention of Exploitation and Being Empowered</i>' for the <i>Volakadu School children</i> belonging to <i>Kuruba Community</i> on <i>10-01-2020</i></p> <p><i>ICT Club</i> in association with <i>Udupi Zilla Kanakadasa Seva Samaja</i> conducted '<i>Computer Skills for Kids</i>' for the <i>Volakadu School children</i> belonging to <i>Kuruba Community</i> on <i>18-02-2020</i></p> <p><i>CSR Club</i> of the Institute organised a <i>Blood Donation Camp</i> in association with <i>Poorna Prajna Evening College</i> on <i>1st of March, 2020</i> at <i>PPC campus, Udupi</i>. Faculty members and students of the Institute have donated blood on this occasion</p> <p><i>Human Resource Club</i> of the Institute and <i>PCRD</i> in association with <i>Prasad Netralaya</i> had proposed to conduct <i>Eye Camp</i> for the residents of <i>Shankarnarayana</i> in the third week of <i>March</i>; however, due to <i>lockdown</i> could not be conducted</p>
4	To celebrate national/international day/s at the Institute	<p><i>Literary Club</i> of the Institute conducted <i>Elocution competition</i> on the topic '<i>My Home Town</i>' in the mother tongue of contestants on the occasion of '<i>Matribhasha Diwas</i>' on <i>20th February, 2020</i></p> <p><i>Women Empowerment Cell</i> in collaboration with <i>PCRD</i> has arranged for an <i>interactive</i></p>

		<i>session</i> with the students of the Institute <i>by Mrs. Renu Jayaram, founder President, POWER, Udupi on March 12, 2020</i>
5	To have a meeting with the Management Representative	A <i>meeting</i> by all the <i>staff</i> , both teaching and non-teaching, along with <i>Mr. Pradeep Kumar, Treasurer, Governing Council</i> was held on <i>1st March, 2020</i>
6	To hold various annual events like Indoor Games, Annual Sports Meet, Sharada Pooja, Cultural Day etc.	Due to <i>lockdown</i> announced in March, <i>none of these activities</i> could be <i>conducted</i>
7	To conduct Project viva for IV semester students on the Project Report prepared by them	Due to <i>lockdown</i> announced in the month of March and the <i>eventual upset</i> of the <i>academic year</i> , project viva <i>could not be conducted</i>
8	Commencement of spoken English classes from February 2020 onwards	Spoken English class – ' <i>challENGe</i> ' started <i>February 2020</i> onwards; <i>Prof Joe Ashwin Correa</i> made in charge of ' <i>challENGe</i> '
9	To have FDP for teaching staff and training activity for non-teaching staff of the Institute	Three sessions of training activity for non-teaching staff of the Institute conducted: <ol style="list-style-type: none"> 1. '<i>Office Skills – Part I</i>' and '<i>Office Skills - Part II</i>' was conducted <i>by Mr. Balachandra Samaga B</i> on <i>January 31, 2020</i> and <i>February 6, 2020</i>, respectively 2. '<i>Basics of Oral Communication</i>' was conducted by <i>Prof. Sumana R</i> on <i>March 2, 2020</i> One <i>FDP</i> for <i>teaching staff</i> of the Institute is conducted: <ol style="list-style-type: none"> 3. '<i>Technology in Education</i>' conducted by <i>Prof Srikanth M</i> on <i>February 17, 2020</i>

An IQAC meeting is held on **5th May, 2020**. Following members are present at the meeting:

1. Dr. Bharath V.
2. Dr. Sureshramana Mayya
3. Dr. Naveen Kumar K. R.
4. Dr. Bharathi Karanth
5. Mrs. Sujatha G. L.

Agenda of the Meeting:

1. To present before the members present Resolutions and ATR of the previous IQAC meeting held on 2nd January, 2020
2. To arrange for online classes
3. Any other issue

Proceedings and Resolutions of the Meeting:

1. Resolutions and Action Taken Report of the previous IQAC meeting held on 2nd January, 2020 are presented before the members present
Resolved unanimously to approve the Resolutions and Action Taken Report of the previous IQAC meeting held on 2nd January, 2020
2. Members discussed about the need to arrange for online classes at the Institute
Resolved that necessary arrangement be made for conducting online classes from the Institute
3. Members discussed the possibility of extending the service of PCRDR towards the society
Resolved that PCRDR to utilise balance amount sanctioned under the Research Project 'Village Health Nutrition Sanitation Committee'

Action Taken Report of the IQAC Meeting held on 5th May, 2020

S No	Resolution	Action Taken
1	To make necessary arrangement for online classes at the Institute	Necessary <i>arrangements</i> have been <i>made</i> for the conduct of <i>online classes from</i> the Institute. <i>Two venues</i> have been set up; one in the <i>ground floor</i> and the other in the <i>second floor (placement cell)</i> . <i>Additional web camera</i> has been <i>purchased</i> to facilitate online class from the Institute
2.	PCRD to utilise balance amount sanctioned under the Research Project on 'Village Health Nutrition Sanitation Committee'	A new <i>MOU</i> was signed on <i>May 22, 2020</i> between <i>PCRD</i> and <i>Azim Premji Foundation</i> to carry out a research project titled ' <i>COVID-19 Research Study; Performance of Frontline Workers in Handling COVID Pandemic in six Gram Panchayats of Udupi District</i> '