



Dear Sir/Madam,

03.11.2017

Subject: NAAC progress meeting

It is my pleasure to invite you to attend NAAC related work progress review meeting which is scheduled on 04.11.2017 at 4.00 PM. Make yourself convenient to attend the meeting.

Agenda of the meeting:

1. To review and discuss about NAAC related preparations
2. To discuss about plan for students' placement related initiations
3. To discuss about enhancement of library resources
4. To discuss about plan for effective use of ICT in classrooms
5. Any other matter with the permission of the Chair

G.P Nagesh 03/11/17
IQAC-Coordinator

M.S.R Nagaraja 03/11/17
Principal



SI No	NAME	Designation	Signature
01	Dr. Nagaraja R	CCA, PES Trust®	
02	Mr. Nagaraja S R	Principal	
03	Mr. Rakesh D' Souza	HOD-BBA & B.Com	
04	Mrs. Roopa D S	HOD-BCA	
05	Mr. Mohan D	Asst. Professor	
06	Mrs. Lenita Quadros	Asst. Professor	
07	Mrs. Ashwini E M	Asst. Professor	
08	Mr. Harsha C Mathad	Asst. Professor	
09	Mrs. Kavitha U P	Lecturer	
10	Mr. Darshan	Lecturer	
11	Mr. Vinay Kumar K S	Lecturer	
12	Ms. Swathi J	Lecturer	
13	Mr. Sathish V	Lecturer	
14	Mrs. Anitha C B	Lecturer	
15	Mr. Prashanth Kumar	Lecturer	
16	Mr. Prasad S V	Librarian	



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(ಉನ್ನತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಧೀನದಲ್ಲಿ ಸ್ಥಾಪಿಸಲಾದ ಮತ್ತು ಸರ್ಕಾರದ ಅನುಮೋದನೆ ಪಡೆದಿದೆ)

ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

PES Institute of Advanced Management Studies

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



Date: 04/11/2017

NAAC Progress Meeting - 3

Proceedings of the meeting

A Third meeting with reference to preparation for NAAC was convened on 04/11/2017. The following issues were discussed in the meeting.

1. The faculty members were advised to use fresh sheets while documenting the files for the NAAC purpose.
2. It has been decided to maintain the placement related data after bifurcating the students into four groups viz., students who prefer to try for government jobs, students preferring to continue their family business, students who prefer to pursue higher education and students who wish to try for campus recruitment.
3. It has been decided to enrich the library resources by subscribing to books which help students to prepare themselves for different competitive examinations.
4. The faculty members were informed to follow chronological order of documentation.
5. The Heads of the Departments were informed to review the lesson plans regularly once in a week in the departmental meetings.
6. The Principal briefed the members about the outcome of the visit to the Kumudvati B.Ed College, Shikaripur on 2nd of November 2017 to study their documentation procedure which can be followed by our college during the visit of NAAC Team. He also said that the procedure would be discussed in the ensuing staff meeting.
7. Dr. R Nagaraja, CCA PES Trust® stressed the need of using Technology to improve the quality of education. Since the facilities are available in the campus faculty members should make use of the best of best lectures available in different websites relating to various concepts (relevant to the syllabus) which are recognized by UGC and AICTE and lectures which are available in YOUTUBE and the Principal replied that it has already been decided to make it compulsory for faculty members to deal some important and difficult topics by selecting the best from the said sources.

The meeting was _____ attended by _____
following faculty members of PESIAMS.



Sl No	NAME	Designation	Signature
01	Dr. Nagaraja R	CCA, PES Trust®	
02	Mr. Nagaraja S R	Principal	
03	Mr. Rakesh D' Souza	HOD-BBA & B.Com	
04	Mrs. Roopa D S	HOD-BCA	
05	Mr. Mohan D	Asst. Professor	
06	Mrs. Lenita Quadros	Asst. Professor	
07	Mrs. Ashwini E M	Asst. Professor	
08	Mr. Harsha C Mathad	Asst. Professor	
09	Mrs. Kavitha U P	Lecturer	
10	Mr. Darshan	Lecturer	
11	Mr. Vinay Kumar K S	Lecturer	
12	Ms. Swathi J	Lecturer	
13	Mr. Sathish V	Lecturer	
14	Mrs. Anitha C B	Lecturer	
15	Mr. Prashanth Kumar	Lecturer	
16	Mr. Prasad S V	Librarian	



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 (ಪಿಇಎಸ್‌ಐಎಮ್‌ಸಿ ಪಿಇಎಸ್‌ಐಎಮ್‌ಸಿ ಪಿಇಎಸ್‌ಐಎಮ್‌ಸಿ ಪಿಇಎಸ್‌ಐಎಮ್‌ಸಿ)
 ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



Dear Sir/Madam,


06.10.2017


Subject: NAAC progress meeting

It is my pleasure to invite you to attend NAAC related work progress review meeting which is scheduled on 07.10.2017 at 4.00 PM. Make yourself convenient to attend the meeting.

Agenda of the meeting:

1. To review and discuss about NAAC related preparations
2. To discuss about documentation method as per NAAC requirements
3. To plan for visiting any NAAC accredited institution
4. Any other matter with the permission of the Chair


 G.P Nagesh 06/10/17
 IQAC-Coordinator


 Mr.S.R Nagaraja 06/10/17
 Principal



SI No	NAME	Designation	Signature
01	Dr. Nagaraja R	CCA, PES Trust®	
02	Mr. Nagaraja S R	Principal	
03	Mr. Rakesh D' Souza	HOD-BBA & B.Com	
04	Mr. Nagesh G.P	Asst. Professor	
05	Mrs. Ashwini E M	Asst. Professor	
06	Mr. Harsha C Mathad	Asst. Professor	
07	Mr. Anmol Kiran Uttarkar	Asst. Professor	
08	Mr. Darshan P.R	Lecturer	
09	Ms. Swathi J	Lecturer	
10	Mr. Sathish V	Lecturer	
11	Mr. Prashanth Kumar	Lecturer	
12	Mr. Prasad S V	Librarian	



NAAC Progress Meeting - 2

Proceedings of the Meeting

A second meeting with reference to preparation for NAAC was convened in the presence of Dr. R Nagaraja, Chief Coordinator Administration, PES Trust • on 07/10/2017. The following issues were discussed in the meeting.

1. It has been decided to start the documentation work with respect to apply for NAAC accreditation keeping 2019 as target. The target was fixed in the G C meeting held on 26/09/2017.
2. The Chief Coordinator of Administration, Dr. R Nagaraja guided the faculty members with regard to procedure of documentation. He further directed the faculty members to arrange the documents in chronological order.
3. The faculty members requested CCA to give some time as the Internal Assessment marks are to be finalized by 19th of October (Last date prescribed by the university to upload internal assessment marks to the university IA portal). CCA consented for the same and directed the members to start with the updation of documents after finalizing IA related work.
4. Mr. Nagesh G P coordinator of IQAC explained about the assignment given to the each faculty member with regard to updating the documents.
5. Mr. S.R. Nagaraja Principal has said about the decision to visit Kumudwathi B.Ed College, Shikaripura to study the documentation procedure and format of the documents as they are already accredited by NAAC.



The meeting was
following faculty members of PESIAMS.

SI No	NAME	Designation	Signature
01	Dr. Nagaraja R	CCA, PES Trust®	
02	Mr. Nagaraja S R	Principal	
03	Mr. Rakesh D' Souza	HOD-BBA & B.Com	
04	Mr. Nagesh G.P	Asst. Professor	
✓ 05	Mrs. Ashwini E M	Asst. Professor	
06	Mr. Harsha C Mathad	Asst. Professor	
07	Mr. Anmol Kiran Uttarkar	Asst. Professor	
08	Mr. Darshan P.R	Lecturer	
✓ 09	Ms. Swathi J	Lecturer	
10	Mr. Sathish V	Lecturer	
11	Mr. Prashanth Kumar	Lecturer	
✓ 12	Mr. Prasad S V	Librarian	



Meeting Circular

03.10.2017

IQAC meeting has been convened on 04.10.2017. All are hereby informed to attend the same without fail.

Agenda of the meeting:

1. Formation of various sub-committees for stream line files as per NAAC requirement
2. To assign responsibilities to each committee
3. Any other matter with the permission of the chair


G.P Nagesh 03/10/17
IQAC-Coordinator


Mr.S.R Nagaraja 03/10/17
Principal



Sl No	File Name	Faculty In charge	Signature
01	Faculty Meeting File G.C Meeting file	Mr. S.R Nagaraja, Principal	
02	Research and Publication File Student welfare activities File	Mr. G.P Nagesh Mrs. Sharada. G	
03	All M.Com Files	Dr. Jyothi	
04	Alumni Association File Anti ragging committee file	Mr. Rakesh D'Souza, Mr. Darshan	
05	Result Analysis File	Mrs. Roopa, Ms.Lathashree	
06	Women Grievance Redressal Committee File	Mrs. Sharadha. G	
07	NSS File	Mr. Satish	
08	Youth Red Cross File Sports activities File	Mr. Praveen. B	
09	Placement activities File	Mr. Mohan. D, Mr. Anmol U.K	
10	Students and Faculty attendance File	Mr. Mohan, Mr.Satish and Mr. Prashanth	
11	Website	Mr. Darshan	
12	Students' Feedback File	Mrs. Lenita	
13	Cultural activities File	Mrs. Shruthi Patil and Mrs. Anitha	
14	Kalarava - Management Forum File	Ms. Swathi	
15	Rhythm- Commerce Forum File	Mr. Vinay Kumar K.S	
16	Clusturs- Computer science forum File	Mrs. Ashwini	
17	Library File	Mr. Prasad S.V	
18	Examination File	Mr. Harsha Mathad, Mr. Vinay Kumar, Mr. Darshan	
19	Lesson plan File	Mr. Anmol and Ms. Swathi	
20	Parents meeting File	Mrs. Sharada, Mrs. Kavitha	
21	COE File	Mr. Harsha Mathad, Mr. Vinay Kumar and Mrs. Ashwini	
22	Industrial Visit File	Mr. Rakesh D'Souza, Mrs. Roopa	
23	University Circular and Other Communication File, Uni. Affiliation File etc	Ms. Kavyashree, Mr. Rakesh	
24	Lab documents File	Mr. Prashanth	

04.10.2017

Minutes of the meeting

All faculty meeting under IQAC has been convened on 04.10.2017; the following issues have been resolved,

1. Various Committees have been formed and Faculty members have been attached with it to develop files as per NAAC requirements
2. The following are assigned responsibilities of the faculty, which have to be taken on priority basis,

Sl No	File Name	Faculty In charge	Signature
01	Faculty Meeting File G.C Meeting file	Mr. S.R Nagaraja, Principal	
02	Research and Publication File Student welfare activities File	Mr. G.P Nagesh Mrs. Sharada. G	
03	All M.Com Files	Dr. Jyothi	
04	Alumni Association File Anti ragging committee file	Mr. Rakesh D'Souza, Mr. Darshan	
05	Result Analysis File	Mrs. Roopa, Ms.Lathashree	
06	Women Grievance Redressal Committee File	Mrs. Sharadha. G	
07	NSS File	Mr. Satish	
08	Youth Red Cross File Sports activities File	Mr. Praveen. B	
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13	Cultural activities File	Mrs. Shruthi Patil and Mrs. Anitha	
14	Kalarava - Management Forum File	Ms. Swathi	
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17	Library File	Mr. Prasad S.V	
18	Examination File	Mr. Harsha Mathad, Mr. Vinay Kumar, Mr. Darshan	
19	Lesson plan File	Mr. Anmol and Ms. Swathi	
20	Parents meeting File	Mrs. Sharada, Mrs. Kavitha	
21	COE File	Mr. Harsha Mathad, Mr. Vinay Kumar and Mrs. Ashwini	
22	Industrial Visit File	Mr. Rakesh D'Souza, Mrs. Roopa	
23	University Circular and Other Communication File, Uni. Affiliation File etc	Ms. Kavyashree, Mr. Rakesh	
24	Lab documents File	Mr. Prashanth	



Dear Sir/Madam,

Subject: Meeting of IQAC, PESIAMS

It is my pleasure to invite you to the First meeting of IQAC of PES Institute of Advanced Management Studies, Shivamogga on **23rd of September 2017, Saturday at 1.00 pm in the Principal Chamber, PESIAMS, Shivamogga.** I request you to kindly make it convenient to attend the meeting.

Thanking you

Yours faithfully

G.P Nagesh
G.P Nagesh 23.09.17
Coordinator, IQAC
PESIAMS, Shivamogga

Agenda

1. Formation of Alumni Association.
2. Programmes to be conducted,
 - A. FDP
 - B. Workshop for M.Com students
3. Alumni meet
4. Series of Guest Talk
5. Any other matter with the permission of the Chair Person

List of IQAC Members

Sl. No	Name	Composition in IQAC	Signature
1	Mr. S.R Nagaraj, Principal, PESIAMS	Chair Person	<i>S.R Nagaraj</i>
2	Smt. Arunadevi S.Y, Joint Secretary, PES Trust(R), Shivamogga	Representatives from Management	<i>S-Y Arunadevi</i>
3	Dr. R Nagaraja, CCA, PES Trust(R), Shivamogga	Senior Administrative Officer	<i>R Nagaraja</i>
4	Dr. C.G Mathad, Retired Chief Librarian, Sahyadri College, Shivamogga	Representative from local society	<i>C.G Mathad</i>
5	Mr. G.P Nagesh, Asst. Professor PESIAMS	Coordinator	<i>G.P Nagesh</i>
6	Dr. Jyothi V.S- Coordinator, PG Dept. of Commerce	Representatives from Teaching faculty	<i>Dr. Jyothi V.S</i>
7	Mr. Rakesh D Souza- Asst. Professor & Head, Dept of BBA	Representatives from Teaching faculty	<i>Rakesh</i>
8	Mrs. Roopa D.S- Asst. Professor & Head, Dept of BCA	Representatives from Teaching faculty	<i>Roopa D.S</i>
9	Mrs. Sharada G - Asst. Professor, Dept of English	Representatives from Teaching faculty	<i>Sharada G</i>
10	Mr. Prasad S.V- Librarian	Representatives from Teaching faculty	<i>Prasad S.V</i>
11	Mr. Eshwar, Businessman, Shivamogga	Representatives from Alumni	<i>Eshwar</i>
12	Mr. Gururaj Katti, Entrepreneur, Shivamogga	Representatives from Alumni	<i>Gururaj Katti</i>
13	Ms. Amulya, III year BBA	Students Representatives of the present academic year	<i>Amulya</i>
14	Ms. Meghashree S, III year B.Com	Students Representatives of the present academic year	<i>Meghashree S</i>



Proceedings of IQAC meeting

Date: 23-09-2017

Time: 1.30 pm

Venue: Principal Cabin, PESIAMS

The First meeting of IQAC (Internal Quality Assurance Cell) was convened on 23-09-2017. Mr. G.P Nagesh, Coordinator, IQAC, welcomed the gathering.


Members Present:-


Mrs. Arunadevi, Trustee, PES Trust ® and Representative from Management, Dr. R Nagaraj, Senior Administrative officer, Dr. C.G Mathad, Representative from local Society, Mr. S.R Nagaraj, Principal and Chairman IQAC Cell, Faculty representatives, Alumni representatives and representatives of Student community were present.

Resolutions Passed:-

- 1) It was decided to set 2019 as the target year to apply for NAAC Accreditation.
- 2) It was resolved to streamline all the documents from the academic year 2014-15 as per NAAC norms.
- 3) Important documents were identified as per NAAC requirements and it was resolved to share the responsibility of documentation among the faculty members.
- 4) It was resolved to apply for inclusion of the College under 2(f) and 12 (B) of UGC Act 1956 before 30-11-2017.
- 5) It was resolved to conduct a faculty development Programme for PESIAMS faculty members and also the interested faculty members of colleges that come under Kuvempu University tentatively during the 3rd week of November 2017 (the exact date to be decided taking into consideration the examination dates of UG & PG Courses) and a workshop for M.Com Students of Kuvempu University during the 3rd week of January 2018.
- 6) It was resolved to convene the Second IQAC meeting during the month of January 2018 after making necessary preparations.

At the end of the meeting the Coordinator of IQAC profusely thanked all the members and the suggestions, guidance and opinions put forth by them were sincerely acknowledged.


Mr. G.P Nagesh
Coordinator -IQAC


Mr. S.R Nagaraja
Chairperson-IQAC



Sl. No	Name	IQAC Representation	Signature
1	Mr. S.R Nagaraj, Principal, PESIAMS	Chair Person	
2	Smt. Arunadevi S.Y, Trustee, PES Trust(R), Shivamogga	Representatives from the Management	
3	Dr. R Nagaraja, CCA, PES Trust(R), Shivamogga	Senior Administrative Officer	
4	Dr. C.G Mathad, Retired Chief Librarian, Sahyadri College, Shivamogga	Representative from local society	
5	Mr. G.P Nagesh, Asst. Professor PESIAMS	Coordinator	
6	Dr. Jyothi V.S- Coordinator, PG Dept. of Commerce	Representatives from Teaching faculty	
7	Mr. Rakesh D Souza- Asst. Professor & Head, Dept of BBA	Representatives from Teaching faculty	
8	Mrs. Roopa D.S- Asst. Professor & Head, Dept of BCA	Representatives from Teaching faculty	
9	Mrs. Sharada G - Asst. Professor, Dept of English	Representatives from Teaching faculty	
10	Mr. Prasad S.V- Librarian	Representatives from Teaching faculty	
11	Mr. Eshwar, Businessman, Shivamogga	Representatives from Alumni	
12	Mr. Gururaj Katti, Entrepreneur, Shivamogga	Representatives from Alumni	
13	Ms. Amulya, III year BBA	Students Representatives of the present academic year	
14	Ms. Meghashree S, III year B.Com	Students Representatives of the present academic year	




Circular

Date: 12/9/2017

A faculty meeting has been convened on 14/9/2017 at 4.00 pm to constitute IQA Cell. All are informed to attend the meeting without fail.

Venue: Principal chamber


Principal 12/9/2017

Principal

PES Institute of Advanced Management Studies
NH 206, Sagar Road
SHIVAMOGGA-577 204.



Minutes of the meeting

On 14/9/2017 a meeting was conducted to constitute IQA Cell in Principal Chamber at 4:00pm.

It has been decided to request the Chairperson of the Governing Council of PESIAMS Smt. S. Y. Arunadevi who is also the Trustee, PES Trust (R), Shivamogga to be the representative from the Management.

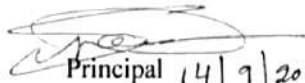
It has been decided to request Dr. R. Nagaraja, CCA, PES Trust (R), Shivamogga to be the Senior Administrative Officer of the Cell as per the requirement of IQAC guidelines.

It has been decided to request Dr. C. G. Mathad, Retired Chief Librarian, Sahyadri Arts and commerce College, Shivamogga to be the representative from the local society and also decided to identify Mr. Gururaj Katti and Mr. Eshwar as representatives from Alumni Association.

As per the guidelines of IQAC it has been decided to nominate all the Heads of the Department viz., Mr. Rakesh D'Souza, Head, Department of Commerce and Management, Mrs. Roopa D.S, Head, Department of Computer Science as members of the IQA Cell to represent their respective Departments. It was also resolved to nominate Senior Faculty Members Mrs. Sharada G., Assistant Professor, Dept. of English and Librarian Mr. Prasad S.V as members.

It has been decided to nominate Ms. Amulya, III Year BBA, and Ms. Meghashree S., III Year B. Com, to be the student representatives.

Mr. Nagesh G.P, Coordinator, IQA Cell explained the objectives of setting IQAC. He informed to the members that even though it was resolved in Governing Council meeting held during 2016 to constitute IQA Cell, the full fledged formation was not possible due to initial preparatory works.


Principal 14/9/2017

Principal

PES Institute of Advanced Management Studies
NH 206, Sagar Road
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