

CANARA COLLEGE

M. G. Road, Mangaluru – 575 003

Internal Quality Assurance Cell (IQAC)

Minutes of the first meeting of IQAC held on 16/04/2018 at 10:00 am in Seminar Hall

Agenda:

1. Regarding Students E- Attendance Monitoring System
2. Regarding Faculty Monitoring System
3. Revised process of installation of Students' Council
4. Maintenance of Visitor's Register at the Campus entrance
5. About organizing Conferences / Seminars / Workshops
6. To undertake MoU's, Linkages and Collaborations

Resolution:

1. With a view to instill discipline and regularity amongst the students', it was resolved to have E-Attendance Monitoring System. Mrs. Jayabharathi K. P., Head, Dept. of Computer Science was asked to draw a proposal and blueprint for the same.
2. In order to bridge the gap between actual hours of class allotted and hours actually engaged by the faculty, also to monitor various leaves availed by them, it was felt to have a separate committee for the same who would periodically monitor and submit report at the end of every semester. Hence, Mrs. Pushpalatha, Head, Dept. of BBA, was asked to come up with the plan and execute the same.
3. It was resolved to go for selection rather election of the office bearers for the students' council. This is in view of reducing excessive groupism and promote healthy ambience in the campus.
4. As a security concern of about 3,000 students comprising of both UG and PU students, it was resolved to maintain a Visitor's Register at the main entrance by the security staff. Every visitor who enters the gate is expected to make an entry in the register maintained at the Security Cabin.
5. It was resolved that departments shall plan for hosting qualitative outcome-based conference / seminars / workshops.
6. In order foster linkages and collaboration with professional bodies, it was resolved to take initiative in this direction.

IQAC Coordinators

Dr. Premalatha V. & Prof. Shanthi Roche

Chairman

Dr. Malini K.V.

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Internal Quality Assurance Cell (IQAC) Minutes of the second meeting of IQAC held on 18/12/2018 at 4:00 pm in Seminar Hall

Agenda:

1. Regarding appointment of co coordinator of IQAC.
2. Discussion of annual events of the college.
3. Revised format of PBAS.
4. Plan for Year-end Academic and Administrative Audit.

Resolution:

1. It was resolved that Mr. Hardik P. Chauhan, faculty, Dept. of Business Administration to replace Prof. Shanti Roche, the former IQAC Co coordinator, who is on re-deputation to her mother institution.
2. Dates for hosting annual events of the college were decided. Also directions were given in this regard.
3. Need was felt to have a comprehensive format for self appraisal of the faculties. Hence, it was resolved to draw a revised format for the same.
4. It was resolved that IQAC will undertake year end academic and administrative audit on the closure of even semester.

IQAC Coordinator

Dr. Premalatha V.

Chairperson

Dr. Malini K.V.

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Internal Quality Assurance Cell (IQAC) Action Report 2018-19

Sl. No.	Decision	Action taken
Resolutions of First IQAC Meet held on 16/04/2018		
1.	Introduction of Student E-Attendance Monitoring System	Student E- Attendance Software has been installed and is monitored by Student E-Attendance Monitoring Committee from the academic year 2018-19.
2.	Introduction of Faculty Teaching Monitoring	A committee has been constituted to monitor the teaching hours of the faculty as prescribed by the University as against the number of classes actually held from the academic year 2018-19.
3.	Maintenance of Visitor's Register at the Campus entrance	To record the details of visitor's to the campus, Visitor's Register has been maintained by the Security Guard at the campus entrance.
4.	Organizing Conferences / Seminars / Workshops	Two conferences and number of Workshops have been organized during the year 2018-19.
5.	MoU's, Linkages and Collaborations	Five MoU's were signed by the Institute and five Linkages with professional bodies and associations were evolved.
Resolutions of Second IQAC Meet held on 18/12/2018		
6.	Appointment of IQAC Coordinator	Mr. Hardik P. Chauhan, Faculty, Dept. of Business Administration has been appointed as IQAC Coordinator in place of the former Coordinator Prof. Shanthi Roche, who is currently re-deputed to her mother institution.
7.	Annual Events of the College	With appropriate planning, the annual flagship events of the College were successfully organized.
8.	Revised format for Faculty Self-Appraisal	Revised comprehensive format has been prepared and circulated to the faculty members for their Performance Based Self-Appraisal for the academic year 2018-19.
9.	Annual Academic and Administrative Audit	Internal Academic and Administrative Audit was held during April / May 2019 and Evaluative Feedback Report has been issued to all the departments concerned.

S/d

Dr. Premalatha V.
IQAC Coordinator

Dr. K. V. Malini
Principal & Chairman