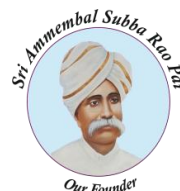




CANARA COLLEGE

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/81/2019-20

08th August 2019

Minutes of the Monthly Meet of IQAC, August 2019-20

Date : Wednesday, August 07th, 2019

Time : 10:00 AM

Venue : College Seminar Hall

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Wednesday, August 07th, 2019 at 10:00 AM at the College Seminar Hall. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on Action Plan for the month of August 2019.
2. Submission and Review of Department-wise Bridge Course Syllabus.
3. Identification and Suggestions for Institutional SWOC Analysis, Healthy and Best Practices.
4. Plan for the conduct of class-wise Parent Teacher's Meet and nomination of members to PTA Executive Committee.
5. Updates on the upcoming Workshop on MOOC.
6. Follow-up with undertaking of MoU's and Exchange initiatives.
7. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya A., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Dr. Kalpana J. Prabhu, Head, Criterion V
9. Mrs. Aparna Kamath, Head, Criterion VII
10. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
11. Mrs. Prathima V. Baliga, Web Administrator
12. Mrs. Radhika Bhat, Administrative Staff
13. Mrs. Laxmi Hegde, Member, Criterion VI, Special Invitee

Absentees of the Meet :

The following members were absent for the meet :

1. Mrs. Lavina S. Noronha, Head, Criterion IV
2. Mrs. Pushpalatha, Head, Criterion VI

Proceedings of the Meet :

- The meet commenced with expressing condolences and observing a minute of silence in respect of sad demise of the Former Union Minister of External Affairs, Smt. Sushma Swaraj.
- Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Friday, 05th July 2019. The same were confirmed by the members.

1. Updates on Action Plan for the month of August 2019 :

On analysis of monthly plan of actions submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the events / programmes proposed to be held in the month of August.

2. Submission and Review of Department-wise Bridge Course Syllabus :

The Deans of the Departments submitted the course-wise Bridge Course syllabus. Considering the views, Principal and Chairman, Dr. K. V. Malini, directed to have a total of four hours to be allotted for each course followed by an hour for Post Bridge Course Test. Further it was resolved that the IQAC Coordinators and respective Deans would jointly review it and make necessary modifications if any and finalize the consolidated Programme-wise syllabus by the upcoming month.

3. Identification and Suggestions for Institutional SWOC Analysis, Healthy and Best Practices :

With a view to come up with qualitative inputs on strategic aspects, it was resolved to work upon identifying and suggesting Institutional SWOC Analysis, Healthy and Best Practices and other initiatives as stated below :

Sl. No.	Follow-up task assigned	Name of the Criterion Heads
1.	Institutional Healthy and Best Practices	Mrs. Jayabharathi K. P. Mrs. Pushpalatha
2.	Institutional SWOC Analysis	Mrs. Lavina S. Noronha Mrs. Aparna Kamath
3.	Plan and Proposal for Green Initiatives	Mrs. Sandhya B. Dr. Kalpana J. Prabhu
4.	MoU's, Linkages and Exchange Initiatives	Mrs. Seema S. Prabhu Mrs. Dejjamma A.
5.	Plan and Proposal for Online Self-Appraisal (PBAS)	Mrs. Prathima V. Baliga
6.	Plan for the conduct of Extension Programme by the Staff Members	Dr. Ganesh Shetty U. Student Welfare Mentors

The Chairman directed the members to work upon the task assigned and come up with qualitative inputs within the stipulated timeframe i.e., due in the next month.

4. Plan for the conduct of class-wise Parent Teacher's Meet and nomination of members to PTA Executive Committee :

It was resolved that class-wise Parent Teacher's Meet of all the years shall be scheduled during the third and fourth week of the August. The Chairman directed the Deans to instruct the respective Academic Class Mentors to nominate two parents from each class as members to the PTA Executive Committee. The meeting of the PTA Executive Member will be scheduled in the month of September.

5. Updates on the upcoming Workshop on MOOC :

As a quality enhancement initiative, IQAC has proposed to organize an Orientation Workshop for Staff and Students' on "Innovative and Impactful Digital Learning with Massive Open Online Courses (MOOC)" on Saturday, 17th August 2019, at T. V. Raman Pai Convention Centre, Mangaluru. Mrs. Dejjamma A., Convever of the Workshop, while giving an outline of the event to the members said that the Hon. Vice-Chancellor of Mangalore University has kindly consented to be the Chief Guest and Inaugurator of the Workshop, Prof. T. Mallikarjunappa, Retd. Professor, Dept. of Business Administration and Former Dean, Faculty of Commerce, Mangalagangothri, Mangalore University, will be the chief Workshop Facilitator. Mr. Mithun Bhat Kakunje, Director, Kakunje Group of Indutsries, has accepted our invite and will be grace the occasion as Alumni Invitee. Further, the roles and responsibilities, expected number of participation, etc., were discussed and finalized.

6. Follow-up with undertaking of MoU's and Exchange initiatives :

The Principal and Chairman, Dr. K. V. Malini directd the members to follow-up with undertaking functional MoU's and Exchange initiatives. Mrs. Seema S. Prabhu, Head, Criterion III shared that a couple of MoU's have already been followed-up and are in the due process of execution. Also she urged that each department needs to make an effort to have at least one MoU and few linkages. Further, she also updated the members that an institutional page has been created on Facebook, and regular updates of the events are being posted. Therefore, she requested the members to forward a photograph with title of the event whenever events are organized by any associations / departments.

7. Other Matters :

The following other matters were discussed :

- i. The Deans of the Departments were asked to collect the details and prepare a list of prominent Alumni holding key position or have excelled in any field or well-known in the society. However, it was not collected and hence it is expected to be submitted by next month.
- ii. The Criterion Heads were expected to submit Key Indicator-wise members list of their respective criterion. Mrs. Seema S. Prabhu, Head, Criterion III, submitted the same. The other Heads were expected to submit the same by the next meeting.
- iii. Discussion pertaining to marking of attendance for the concerned hour when the entire class is expected to attend any inter-departmental or association organized talk, special lectures, programmes, etc. However, the outcome of the discussion called upon for eliciting more clarity about the same.
- iv. The members were also updated that the monthly report on the College Affairs for the month ended July 2019 has been forwarded to the Correspondent for his updates and perusal.

Assuring the best, the meet concluded with a vote of thanks.

Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators

Dr. K. V. Malini
Principal & Chairman