



CANARA COLLEGE

Managed by Canara High School Association, Mangaluru
Reaccredited by NAAC and Affiliated to Mangalore University

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/100/2019-20

07th September 2019

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

Date : Friday, September 06th, 2019

Time : 4:15 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Friday, September 06th, 2019 at 4:15 PM at the Office of IQAC. 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 September 2019.
2. Submission of the task assigned in the previous meet – August 2019 by Criterion Heads.
3. Improvised preparation of Department-wise Basic Profile.
4. Develop and improvise PO's, PSO's and CO's for all programmes.
5. Follow-up with action plan for linkages for Faculty exchange, Student exchange programmes.
6. 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. Jayabharathi K. P., Head, Criterion II
6. Mrs. Lavina S. Noronha, Head, Criterion IV
7. Mrs. Pushpalatha, Head, Criterion VI
8. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
9. Mrs. Radhika Bhat, Administrative Staff
10. Mrs. Babitha S., Member, Criterion III, Special Invitee
11. Mrs. Usha Nayak, Member, Criterion V, Special Invitee

Absentees of the Meet :

The following members were absent for the meet :

1. Mrs. Sandhya A., Head, Criterion I
2. Mrs. Seema Prabhu S., Head, Criterion III
3. Dr. Kalpana J. Prabhu, Head, Criterion V
4. Mrs. Aparna Kamath, Head, Criterion VII
5. Mrs. Prathima V. Baliga, Web Administrator

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Wednesday, 07th August 2019. The same were confirmed by the members.

1. Updates on Action Plan for the month of September 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 September.

2. Submission of the task assigned in the previous meet – August 2019 by Criterion Heads :

Principal and Chairman, Dr. K. V. Malini, called upon the Criterion Heads to submit the task assigned during the previous meet held in the month of August 2019. The members responded that the assigned task could not be followed-up due to paucity of time and other assignments. Further, they said we would follow it up during the semester-end vacation and submit it accordingly.

3. Improvised preparation of Department-wise Basic Profile :

With a view to improvise Department-wise Basic Profile, a proforma for the same has been prepared. The same will be circulated to all the concerned. Principal and Chairman, Dr. K. V. Malini, directed the Heads of the Departments to follow it up and improvise the basic profile of the departments in the proforma circulated by the IQAC.

4. Develop and improvise PO's, PSO's and CO's for all programmes :

Key Metric 2.6.1. requires Programme Outcomes (PO's), Programme Specific Outcomes (PSO's) and Course Outcomes (CO's) for all Programmes offered by the institution to be stated and displayed on website and communicated to teachers and students. Although it is displayed on our college website, the IQAC Coordinators suggested the members that there is a need for improvisation of the same. Principal and Chairman, Dr. K. V. Malini, directed the Heads of all the academic Programmes to coordinate in improvising the same. The IQAC Coordinators also said that the same is to be compiled in the appropriate format and the concerned may refer the NAAC manual that is mailed to them.

5. Follow-up with action plan for linkages for Faculty exchange, Student exchange programmes :

Principal and Chairman, Dr. K. V. Malini directed the Programme Heads of the Departments to further strengthen and follow-up to draw action plan for linkages for faculty exchange, student exchange programmes which can be initiated in the upcoming semester.

6. Other Matters :

The following other matters were discussed :

- i. Mrs. Jayabharathi K. P., Head, Criterion II and Convener of Students' Attendance Monitoring gave a clarification on marking the attendance when students are expected to take part in any programmes during the lecture sessions.
- ii. Principal, Dr. K. V. Malini directed the members to plan for having quality programmes and restrict excessive invited lectures. Further, the conveners of EC / CC Associations and Cells shall plan for the conduct of wide range of skill enhancement activities.
- iii. The members were updated that, a meet with the executive committee of the Alumni Association would be convened within a week or two to follow-up and speed-up with the registration process of the Alumni Association at the very earliest.
- iv. IQAC Coordinator, Mr. Hardik P. Chauhan updated the members that the Calendar of Events for commemorating days of National and International importance, list of activities (Days) aiming the promotion of Universal Values (Truth, Righteous Conduct, Love, Non-Violence and Peace); National Values, Human Values, National Integration, Communal Harmony and Social Cohesion as well as for observance of Fundamental Duties, list of National Festivals and Birth / Death Anniversaries of the Great Indian Personalities has been compiled and is

ready for dissemination. All the concerned need to chalk out their events and activities in tune with the significance accordingly.

- v. IQAC Coordinator, Dr. Premalatha V., urged the Criterion Heads to periodically meet with their team, discuss the updates, follow-up with the task assigned and thus cooperate in timely submissions.
- vi. In response to the same, Principal, Dr. K. V. Malini remarked that Criterion Heads need to understand the quantum of work involved in collecting and compiling the required data. Therefore, as we way ahead in preparation for our upcoming cycle of reaccreditation process, every staff besides their regular work, is expected to devote adequate time in following up with the assigned task.
- vii. 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