



# 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/136/2019-20

22<sup>nd</sup> November 2019

### Minutes of the Monthly Meet of IQAC, November 2019-20

Date : Thursday, November 21<sup>st</sup>, 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 Thursday, November 21<sup>st</sup>, 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. Evaluative and Action Taken Report of the Semester-end Dry Run, Oct. 2019.
2. Schedule the dates for annual flagship events of the College.
3. Schedule and plan for the Advisory Meet of the IQAC in the month of December 2019.
4. Discussion and Criterion-wise follow-up status.
5. 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. Mrs. Lavina S. Noronha, Head, Criterion IV
9. Dr. Kalpana J. Prabhu, Head, Criterion V
10. Mrs. Pushpalatha, Head, Criterion VI
11. Mrs. Prathima V. Baliga, Web Administrator
12. Mrs. Radhika Bhat, Administrative Staff

#### Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Aparna Kamath, Head, Criterion VII
2. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association

#### Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Thursday, October 10<sup>th</sup>, 2019. The same was confirmed by the members.

**1. Evaluative and Action Taken Report of the Semester-end Dry Run, October 2019 :**

Evaluative and Action Taken Report of the Odd Semester-end Dry Run, June – October 2019 was presented before the members by the IQAC Coordinator Mr. Hardik P. Chauhan. In response to the same, Principal and Chairman, Dr. K. V. Malini urged the members to ensure timely compliance and cooperate. The members shared their inputs and confirmed the report.

**2. Schedule the dates for annual flagship events of the College :**

After a thorough discussion amongst the members, the dates of annual flagship events of the College were scheduled as below :

<b>Scheduled Date &amp; Day</b>	<b>Event</b>
04/01/2020   Saturday	Annual Sports and Athletic Meet 2020
13/01/2020   Monday & 14/01/2020   Tuesday	Canfest 2020 Commerce & Management, Science & IT Fest
16/01/2020   Thursday	Srujana 2020 : NSS Fest
17/01/2020   Friday	Variety Entertainment Competition by Fine Arts Association
18/01/2020   Saturday	Union Day & College Day Celebration 2020

Further, it was proposed to have an exclusive evening for the staff to get together. Considering the proposal put forward, the members unanimously agreed to for the same. Having a discussion on the same, it was resolved to schedule Staff Day in the month of February preferably on Saturday, 08<sup>th</sup> February 2019. IQAC Coordinator Mr. Hardik P. Chauhan said that in consultation with the Staff Welfare Secretary, an appropriate plan for the programme will be drawn and updated in the upcoming meet.

**3. Schedule and plan for the Advisory Meet of the IQAC in the month of December 2019 :**

It was resolved that the upcoming Advisory Meet of the IQAC shall be scheduled soon after the commencement of the even semester 2019-20 before 20<sup>th</sup> December 2019. Tentatively it may be scheduled on 18<sup>th</sup> December 2019. The IQAC Coordinator, Mr. Hardik P. Chauhan also informed the members that they will be updated well in advance about the agenda and preparations required (if any) for the same.

**4. Discussion and Criterion-wise follow-up status :**

- The Criterion Heads updated the follow-up status of work done in their respective criterion since last meet.
- The members were also told that Excel file of the Data Templates have been mailed to them long back. They are required share it with their criterion members and direct them in this regard.
- Further, the Criterion Heads were asked to thoroughly study, learn and analyze their respective criterion for those key metrics for which the data is not easily traceable / out of reach / action is not taken so far. Prepare a list of the same and forward it to the IQAC during the subsequent meet to plan for further action and follow-up.

- In addition to this, with a view to speed-up the work of data collection, the IQAC Coordinator Mr. Hardik P. Chauhan requested the Criterion Heads to collect the data for the criterion-wise key metrics assigned to them. Also they were asked to consider this as priority.
- This also led to thorough discussion and interaction between the members and IQAC Coordinators on specific key metrics, nature of data collection, etc...
- Due date for the above submission is expected **on or before 30<sup>th</sup> January 2019**.

## 5. Other Matters :

The following other matters were discussed :

### i. Plan for AAA & Mock NAAC Visit :

As directed by the Principal and Chairman Dr. K. V. Malini, the IQAC Coordinator Mr. Hardik P. Chauhan informed the members that AAA process and Mock NAAC Visit is tentatively planned to take place in the upcoming June 2020. Therefore, all the necessary preparations for the same needs to be followed-up. Further updates in this regard will be timely notified.

### ii. Proposal for two quality enhancement initiatives :

IQAC proposed the members for two quality enhancement initiatives by means of encouraging the staff to contribute towards research and writing articles. It was proposed that each faculty shall strive to contribute –

- a. At least one subject oriented article
- b. At least one article on Values.

On its review process, the same shall be compiled and efforts may be made to publish it with an ISSN. The members unanimously agreed for the same. The IQAC Coordinator Mr. Hardik P. Chauhan said it will be followed up and timely notified. Further, an editorial board shall be constituted for the same at the later stage.

### iii. Forward a proposal for NAAC Sponsored Conference :

In consultation with the Principal and Chairman, the IQAC Coordinator Mr. Hardik P. Chauhan shared that the IQAC has proposed to organize a one day National Conference on quality related themes preferably in the month of July 2020. In this regard a proposal for the same has to be forwarded to the NAAC by December 2019. The members unanimously agreed for the same. Subsequently, the members will be timely updated with the further developments. Also any assistance may be sought in this in this regard from the members as and when required.

### iv. Plan and Proposal for the conduct of Departmental Seminars / Conferences :

- In order to ensure proper planning and timely approval process, the members were informed to forward their proposals to the IQAC for the conduct of such programmes (if any).
- The members were updated that IQAC in association with Department of Kannada has proposed to organize one day University Level Conference on the theme pertaining to “Transgender” in collaboration with Karavali Writers Association.
- It is scheduled on 03<sup>rd</sup> January 2020 at Sudheendra Auditorium, Canara High School Campus, Dongerkery, Mangaluru.

**v. Encouragement to ISRP :**

The IQAC Coordinator Mr. Hardik P. Chauhan appealed the members that the Academic Departments / Associations through R&D Centres are required to follow-up with promoting research culture amongst the students by encouraging them to take up Institution Sponsored Research Projects (ISRP) as per the stipulated guidelines.

**vi. Tasks due for submission that was assigned during the previous meets and its timeline for submission :**

Sl. No.	Tasks due	Submission due from
1.	Basic Profile of all the Departments	Respective Heads of the Departments
2.	Programme-wise list of prominent Alumni	Respective Heads of the Programme Departments
3.	Improvise Programme Outcomes (PO's), Programme Specific Outcomes (PSO's) and Course Outcomes (CO's) for all the programmes	Respective Heads of the Programme Departments.
4.	Institutional Healthy and Best Practices	Mrs. Jayabharathi K. P. Mrs. Pushpalatha
5.	Year-wise List of MoU's signed till date with its originals	Mrs. Seema Prabhu S.
<b>Due date for the above submissions : On or before 24<sup>th</sup> December 2019</b>		

**vii. Regular and Periodic updates on the status of work planned and accomplished by the Criterion Heads :**

It has been resolved that from the fore coming even semester, the Criterion Heads will regularly and periodically update in writing (i.e., Weekly) to IQAC Coordinator(s) / NAAC Coordinator on the status of their work planned and accomplished.

**viii. Updates of Information :**

The IQAC Coordinator updated the members on following aspects :

**1. PTA Advisory Meet – Nov. 2019 :**

The PTA Advisory Meet was held on 11<sup>th</sup> November 2019 at 4:00 PM in the College Seminar Hall. Office Bearers and Executive Members have been nominated. Constructive feedback and suggestions too were shared by the members. Thus PTA is into place and is operational.

**2. Action plans for digitization of our internal submission of documents and processes :**

Mrs. Prathima V. Baliga, Web Administrator as stated above, updated the members that along with the IQAC Coordinators we have jointly worked upon the preliminary part of it. Also it has been discussed with the vendor about the processes and our requirements. Waiting for the quotation; then forward and discussion with the Correspondent for its further follow-up.

**3. Approval of Fish Pond – An initiative of the Department of Zoology :**

The members were updated that the proposal for evolving Fish Pond as an initiative by the Department of Zoology has been approved by the Correspondent. The Department has started working upon its set-up and execution.

**ix. Forward of Monthly Reports on College Affairs – October 2019 :**

The members were also updated that the monthly report on the College Affairs for the month ended October 2019 has been forwarded to the Correspondent for his updates and perusal.

The Principal and Chairman, Dr. K. V. Malini appreciated the members for their involvement and participation in discussion and expected them to emulate the work in a coordinated manner in sync with IQAC.

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