



CANARA COLLEGE

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

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003, D. K. Dist., Karnataka



Email : cnrcollege@yahoo.co.in

Ph. No : 0824 – 2492366

Web : www.canaracollege.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/166/2019-20

07th January 2020

Minutes of the Monthly Meet of IQAC, January 2020

Date : Monday, January 06th, 2020

Time : 3:00 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Monday, January 06th, 2020 at 3:00 PM in 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 January 2020.
2. Discussion on Revised NAAC Manual for SSR & Data Templates w.e.f. 01st January 2020.
3. Submission and Review of PEO's, PO's, PSO's, CO's and GA's by respective Programme Heads.
4. Discussion on proposed timelines for Fourth Cycle NAAC Preparations.
5. Discussion on Staff Appreciation Day 2020.
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. Sandhya A., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Pushpalatha, Head, Criterion VI
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. Archana Kamath, Member, Criterion IV, Special Invitee
14. Mrs. Usha Nayak, Member, Criterion V, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Lavina S. Noronha, Head, Criterion IV
2. Dr. Kalpana J. Prabhu, Head, Criterion V

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Monday, 23rd December 2019. The same were confirmed by the members.

1. Updates on Action Plan for the month of January 2020 :

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 January 2020.

2. Discussion on Revised NAAC Manual for SSR & Data Templates w.e.f. 01st January 2020 :

A detailed discussion on the revised NAAC Manual for SSR & Data Templates w.e.f. 01st January 2020 was undertaken. IQAC Coordinator Mr. Hardik P. Chauhan shared with the members about the changes that have been incorporated in the new manual. Also an overview to criterion-wise metrics too was discussed. Evolving with thorough discussions, the Criterion Heads were urged to study the revised manual and direct their team members accordingly. Further, they were asked to prepare a criterion-wise checklist / to-do-list and report it to the IQAC. Principal Dr. K. V. Malini directed that the Criterion Heads along with their members are required to work in team, discuss, brainstorm and follow-up the tasks assigned accordingly.

3. Submission and Review of PEO's, PO's, PSO's, CO's and GA's by respective Programme Heads :

As resolved earlier, the Programme Heads were informed that they would compile programme-wise Outcomes and then forward it to the IQAC. Further, it was resolved that, in due course as per the time available, IQAC will call upon the respective Programme Heads to present and jointly review the same. Necessary improvements if any will be made and then it will be finalized.

4. Discussion on proposed timelines for Fourth Cycle NAAC Preparations :

The members were informed about the proposed timelines prepared by the IQAC to gear-up for Fourth Cycle NAAC Accreditation process which is due in the year 2021. Principal Dr. K. V. Malini said that compliance to the timelines, continuous follow-up and timely cooperation in this regard is solicited so that we can plan well and complete the accreditation process smoothly on time.

5. Discussion on Staff Appreciation Day 2020 :

In continuation to the unanimous resolution about Staff Appreciation Day that was made in the Monthly IQAC Meet held during the month November 2019, the members were updated about the idea and objective of having this day. IQAC Coordinator Mr. Hardik P. Chauhan shared the proposed categories of award with its criteria, award type, details of nomination process, jury committee and related details. The members unanimously welcomed the idea and gave their consent for the same. Further, Principal Dr. K. V. Malini said that the approval for the same will be sought from the Correspondent and then again it will be open for final discussion. Thereafter on finalizing the same it will be notified to all the staff members.

6. Other Matters :

The following other matters were discussed :

- i. Considering the quantum of tasks to be geared-up and keeping ourselves at pace with the available time to prepare for our Fourth Cycle NAAC Reaccreditation process which will be due in the academic year 2021-22, staff members are expected to work on priority and devote quality time for the same. In this direction, along with your routine schedule of work, all the staff members are hereby expected to devote exclusive time for NAAC preparations every day from 4:00 to 5:00 PM from 20th January 2020 onwards till further notice. A circular notifying the same was read out by the Principal Dr. K. V. Malini.

- ii. With a view to facilitate and aid one-to-one discussion on the follow-up tasks, the members were informed that a schedule for IQAC Meet inclusive of Principal, IQAC Coordinators and NAAC Coordinator with each of the Academic and Administrative Departments and Associations will be held from 20th January 2020. The Heads of the Departments along with their respective Staff members are expected to be present for the same. A circular notifying the same will be forwarded to all the concerned for information.
- iii. The Criterion Heads were directed to record and maintain the minutes of criterion meetings called periodically. They were urged to plan, execute, report and timely follow-up.
- iv. The members were updated to the resolution made in the IQAC Associate Members Meet held on 21st November 2019 that 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.
- v. As reported by the Documentation Committee, the Principal and IQAC Coordinators appealed the members to ensure quality of the report and inputs forwarded. Also bear in mind while titling the programme. Discrepancies in Part-A and Part-B of the Reports to be avoided. Facilitate and cooperate the committee by ensuring timely submission of the reports.
- vi. In response to our proposal seeking financial assistance to organize NAAC sponsored National Conference which was submitted in the month of December 2019, the members were updated that our proposal has not been recommended and considered for the same.
- vii. The members were also updated that the monthly report on the College Affairs for the month ended December 2019 has been forwarded to the Correspondent for his updates and perusal.

In anticipation of commitment, cooperation and coordination from all, Principal Dr. K. V. Malini said “let us all commit to work hand-in-hand and enable the institute to timely accomplish the task”.

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