



# 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**

E-mail : cnrcollege@yahoo.co.in

Ph. No : 0824 - 2492366

Web : www.canaracollege.com



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

May 26, 2015

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – June 2015.**

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With reference to the subject cited above, a meeting of the IQAC will be convened on Tuesday, June 02, 2015 at 4:00 PM in the Office of IQAC. Kindly make it convenient to attend the same. Agenda for the meet is herewith stated below.

Looking forward to your presence and participation.

Thank you!

With Regards,

**Dr. Manohar S. Jojshi Kumble**

**IQAC Coordinator  
Co-ordinator**

**Internal Quality Assurance Cell  
CANARA COLLEGE  
Mangaluru - 575 003**



*Malini*

**Dr. K. V. Malini**

**Principal and Chairman  
Principal  
Canara College  
Mangaluru**

### **P. S. : Meeting Agenda**

1. Read and confirm the minutes of last meeting held on March 16, 2015 and review the ATR.
2. Ratify the Reconstitution of IQAC for the AY 2015-16.
3. Ratify the academic and administrative responsibilities of the staff for the AY 2015-16.
4. Confirm Institutional Academic Calendar for the AY 2015-16.
5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2015-16.
6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2015-16.
7. Preparation of Handbook for College Teachers – An initiative of the IQAC.
8. Proposal for publishing regular volumes of IQAC Bulletin.
9. Schedule of Orientation Programme for the first year students.
10. Proposal for organizing UGC Sponsored National Conference by Dept. of Business Management.
11. Review the status of Self-Study Report (SSR) of III Cycle NAAC A & A.
12. Plan for further follow-up with the preparations for A & A post submission of SSR.
13. Plan for Mock Visit in view of the fore coming Peer Team Visit by NAAC.
14. Any other matter with the permission of the Chair.

### **Copy to :**

1. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
2. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
3. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer

4. Mrs. Dejamma A., Asst. Professor, Dept. of Commerce, Member
5. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
6. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
7. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
8. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member

Principal  
Canara College  
Mangaluru



Co-ordinator  
Internal Quality Assurance Cell  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2015-16

Record of Attendees of the Meet

Date of the Meeting	June 02, 2015
Time of the Meeting	4:00 PM
Venue of the Meeting	Office of IQAC

Sl. No.	Name of the Member	Designation	Signature
1.	<b>Dr. K. V. Malini</b> Principal	Chairman	<i>Malini</i>
2.	<b>Dr. Manohar S. Joishi Kumble</b> Assoc. Professor & Head, Dept. of Botany	IQAC Coordinator	<i>Manohar S. Joishi Kumble</i>
3.	<b>Dr. Bhuvana Ramachandran</b> Asst. Professor & Head, Dept. of English	Secretary Staff Welfare Association	<i>R. Bhuvana</i>
4.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Student Welfare Officer	<i>Ignatius Navil Noronha</i>
5.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Student Welfare Officer	<i>Asha Kiran Pakkala</i>
6.	<b>Mrs. Dejamma A.</b> Asst. Professor, Dept. of Commerce	Member	<i>Dejamma A.</i>
7.	<b>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	Member	<i>Premalatha V.</i>
8.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Member	<i>Seema Prabhu S.</i>
9.	<b>Mr. C. A. Jayanna</b> Sec. Div. Clerk	Administrative Staff	<i>C. A. Jayanna</i>
10.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>

**Dr. Manohar S. Joishi Kumble**

IQAC Coordinator  
**Co-ordinator**

Quality Assurance Cell

CANARA COLLEGE

Mangaluru - 575 003



**Dr. K. V. Malini**  
Principal & Chairman

**Principal**

Canara College

Mangaluru





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting of IQAC, June 2015

Date : Tuesday, June 02, 2015

Time : 4:00 PM

Venue : Office of IQAC

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Tuesday, June 02, 2015 at 4:00 PM in the Office of IQAC. The Principal and Chairman Dr. K. V. Malini chaired the meeting.

#### Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on March 16, 2015 and review the ATR.
2. Ratify the Reconstitution of IQAC for the AY 2015-16.
3. Ratify the academic and administrative responsibilities of the staff for the AY 2015-16.
4. Confirm Institutional Academic Calendar for the AY 2015-16.
5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2015-16.
6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2015-16.
7. Preparation of Handbook for College Teachers – An initiative of the IQAC.
8. Proposal for publishing regular volumes of IQAC Bulletin.
9. Schedule of Orientation Programme for the first year students.
10. Proposal for organizing UGC Sponsored National Conference by Dept. of Business Management.
11. Review the status of Self-Study Report (SSR) of III Cycle NAAC A & A.
12. Plan for further follow-up with the preparations for A & A post submission of SSR.
13. Plan for Mock Visit in view of the fore coming Peer Team Visit by NAAC.
14. Any other matter with the permission of the Chair.

#### Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Manohar S. Joishi Kumble, Head, Dept. of Botany & IQAC Coordinator
3. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
4. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
5. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
6. Mrs. Dejjamma A., Asst. Professor, Dept. of Commerce, Member
7. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
8. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
9. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
10. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member

#### Absentees for the Meet :

---Nil---

#### Proceedings of the Meet :

At the outset, IQAC Coordinator Dr. Manohar S. Joishi Kumble extended greetings for the new

academic year and welcomed all the members. The business of the meeting then started, by taking each agenda for consideration.

**1. Read and confirm the minutes of last meeting held on March 16, 2015 and review the ATR :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble read the minutes of last meeting held on Monday, March 16, 2015. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

**2. Ratify the Reconstitution of IQAC for the AY 2015-16 :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble placed the reconstituted composition of IQAC for the academic year 2015-16 evolving change in the co-opted members. The members noted and ratified the same.

**3. Ratify the academic and administrative responsibilities of the staff for the AY 2015-16 :**

Principal Dr. K. V. Malini read the proposed list of academic and administrative responsibilities assigned to the staff members for the academic year 2015-16. Necessary changes were suggested by the members. The same were considered and the list was ratified.

**4. Confirm Institutional Academic Calendar for the AY 2015-16 :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble updated the members that the draft of Institutional Academic Calendar for the academic year 2015-16 has been prepared considering the inputs received from all the Departments, EC / CC Associations and other committees. The same was placed before the members for suggestions. On its review, the same was confirmed by the members. Accordingly it was resolved to forward the same to the Handbook and Calendar Committee to incorporate the same and do the needful. Further, the Principal Dr. K. V. Malini directed the Heads of Departments to prepare Departmental Calendar in line with the Institutional Academic Calendar and chalk their action plans for the academic year.

**5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2015-16 :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble placed the proposed Action Plan and Quality enhancement initiatives proposed for the academic year 2015-16. Suggestions from the members were sought and considered. It was resolved to confirm the same and directed to work in tune towards the accomplishment of the same.

**6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2015-16 :**

The members were called upon to propose Add-on / Certificate Courses that can be offered to the students during the said year. Various suggestions were received in this regard and the list was prepared. Further, upon finalizing the list, Principal Dr. K. V. Malini directed the concerned to plan and submit its complete proposal to the IQAC by the end of the month.

**7. Preparation of Handbook for College Teachers – An initiative of the IQAC :**

Principal Dr. K. V. Malini expressed the need for developing a Handbook for the Teachers as a quality enhancement initiative. This handbook will enable us in meeting the necessity of documenting the progress of the college by having a standard compliance and professional approach to suffice the need of documentary requirements. Hence, it was resolved to make committees for developing the same as per the directions of the IQAC.

**8. Proposal for publishing regular volumes of IQAC Bulletin :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble placed the proposal of publishing regular volumes of half-yearly (i.e., Semester-wise) Bulletin of the IQAC. Principal Dr. K. V. Malini said



that this is with a view to present the quality initiatives undertaken by a giving a professional approach and ensuring proper documentation of the same. Moreover, it will prove to be the ready reckoner for all the stakeholders of the institute and also enable them to cherish their own deeds and accomplishments. With having further discussion, the members unanimously agreed for the same. It was resolved that the IQAC Bulletin will be named as "KAMADHENU" and shall be published semester-wise. The Documentation Committee shall coordinate in compiling the same.

**9. Schedule of Orientation Programme for the first year students :**

It was resolved that the Institutional Orientation Programme for the first year students will be held on June 13, 2015 at T. V. Raman Pai Convention Centre, Mangaluru at 9:30 AM. Further, the Student Welfare Officers shall coordinate with all the necessary arrangements. Academic Class Advisors shall assist and other staff members shall be present for the same.

**10. Proposal for organizing UGC Sponsored National Conference by Dept. of Business Management :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble placed the proposal received from the Dept. of Business Management for organizing Two-day UGC Sponsored National Conference on "E-Waste Management" on September 02 & 03, 2015. Considering the relevancy of theme and initiative of the Department it was resolved to organize the same.

**11. Review the status of Self-Study Report (SSR) of III Cycle NAAC A & A :**

IQAC and NAAC Steering Coordinator Dr. Manohar S. Joishi Kumble updated the members that the Self-Study Report (SSR) for the III Cycle NAAC A & A has been compiled and duly submitted to NAAC in May 2015. Further, we are awaiting for further information and the scheduled dates of Peer Team Visit.

**12. Plan for further follow-up with the preparations for A & A post submission of SSR :**

IQAC and NAAC Steering Coordinator Dr. Manohar S. Joishi Kumble outlined the need for follow-up preparations to be undertaken in connection with post submission of Self-Study Report (SSR).

- Need for arranging the documents as per the checklist so as to facilitate smooth document verification by the Peer Team.
- Convene regular meetings of the staff so as to ensure that work is timely followed-up and accomplished.
- Schedule meetings with the stakeholders in view of their interaction with the Peer Team members.
- Follow-up with updating of College Website.
- Gear-up with compiling of Supplementary Report to NAAC.
- Focus on preparing Presentations by the concerned.
- Evolve a training session on "Preparations for Onsite NAAC Peer Team Visit".
- Ensure that all the physical facilities related aspects are taken care
- Prepare budget towards logistics and local hospitality of NAAC Peer Team members.

**13. Plan for Mock Visit in view of the fore coming Peer Team Visit by NAAC :**


It was resolved to plan for a Mock Visit in view of fore coming NAAC Peer Team Visit. Principal Dr. K. V. Malini informed the members that it will be planned and scheduled accordingly on fulfilling necessary preparations for the same.

#### 14. Any other matter with the permission of the Chair :

Principal Dr. K. V. Malini updated the members about the timelines for applying proposals for Minor Research Projects. She also encouraged the members to take-up the same.

On a concluding note, Principal Dr. K. V. Malini called upon the members to timely follow-up with all the necessary compliance and play an active role in smoothly coordinating the A & A process. Further she remarked that "Great things are never done individually. Instead they are collectively done by a team of people. This is why teamwork is the fuel that allows common people to attain uncommon results. Let us all synergize our individual efforts with the collective goals of the institution."

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

  
**Dr. Manohar S. Joishi Kumble**

**IQAC Coordinator**

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**





**Dr. K. V. Malini**

**Principal & Chairman**

**Principal**

**Canara College**

**Mangaluru**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

August 24, 2015

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – September 2015.**

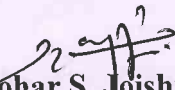
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With reference to the subject cited above, a meeting of the IQAC will be convened on Tuesday, September 01, 2015 at 4:00 PM in the College Seminar Hall. Kindly make it convenient to attend the same. Agenda for the meet is herewith stated below.

Looking forward to your presence and participation.

Thank you!

With Regards,

  
**Dr. Manohar S. Joishi Kumble**

**IQAC Coordinator  
Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE  
Mangaluru - 575 003**

**P. S. : Meeting Agenda**





**Dr. K. V. Malini**  
Principal and Chairman  
**Principal**  
**Canara College**  
**Mangaluru**

1. Read and confirm the minutes of last meeting held on June 02, 2015 and review the ATR.
2. Report on college development activities for the period June-August 2015.
3. Apprise the Action Plan and Quality enhancement initiatives of the IQAC.
4. Updates on Handbook for College Teachers – An initiative of the IQAC
5. Updates on the status of Self-Study Report (SSR) submitted to NAAC for III Cycle A & A.
6. Review of the status of preparations for onsite Peer Team Visit by NAAC.
7. Evaluative Feedback on Internal Mock Visit held in August 2015.
8. Feedback and suggestions by the members for quality improvement.
9. Any other matter with the permission of the Chair.

### **Copy to :**

1. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
2. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
3. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
4. Mrs. Dejjamma A., Asst. Professor, Dept. of Commerce, Member
5. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
6. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
7. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
8. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member



9. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
10. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
11. Mr. Gururaj Shet, President, Canara College Alumni Association, Member
12. Mrs. Gayathri Acharya, President, Parent Teachers' Association, Member
13. Mr. Suman, President, Students' Council

Principal  
Canara College  
Mangaluru



Co-ordinator  
Quality Assurance Cell  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2015-16

Record of Attendees of the Meet

Date of the Meeting	September 01, 2015
Time of the Meeting	4:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	<b>Dr. K. V. Malini</b> Principal	Chairman	<i>Malini</i>
2.	<b>Dr. Manohar S. Joishi Kumble</b> Assoc. Professor & Head, Dept. of Botany	IQAC Coordinator	<i>Manohar S. Joishi Kumble</i>
3.	<b>Dr. Bhuvana Ramachandran</b> Asst. Professor & Head, Dept. of English	Secretary Staff Welfare Association	<i>R. Bhuvana</i>
4.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Student Welfare Officer	<i>Ignatius Navil Noronha</i>
5.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Student Welfare Officer	<i>Asha Kiran</i>
6.	<b>Mrs. Dejamma A.</b> Asst. Professor, Dept. of Commerce	Member	<i>Dejamma A.</i>
7.	<b>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	Member	<i>Premalatha V.</i>
8.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Member	<i>Seema Prabhu S.</i>
9.	<b>Mr. C. A. Jayanna</b> Sec. Div. Clerk	Administrative Staff	<i>C. A. Jayanna</i>
10.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>
11.	<b>Mr. M. Ranganath Bhat</b> Hon. Secretary, C.H.S. Association	Management Nominee	<i>M. Ranganath Bhat</i>
12.	<b>Mr. Maroor Sudhir Pai</b> Correspondent, Canara College	Management Nominee	<i>Maroor Sudhir Pai</i>
13.	<b>Mr. Gururaj Shet</b> President, Canara College Alumni Association	Alumni Member	<i>Gururaj Shet</i>
14.	<b>Mrs. Gayathri Acharya</b> President, Parent Teachers' Association	Parent Representative	<i>Gayathri Acharya</i>
15.	<b>Mr. Suman - III BCA</b> President, Students' Council	Student Representative	<i>Suman</i>

*Manohar S. Joishi Kumble*  
**Dr. Manohar S. Joishi Kumble**

**IQAC Coordinator**  
**Co-ordinator**

**Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**

*Malini*

**Dr. K. V. Malini**

**Principal & Chairman**

**Principal**

**Canara College**

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting of IQAC, September 2015

**Date : Tuesday, September 01, 2015**

**Time : 4:00 PM**

**Venue : College Seminar Hall**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Tuesday, September 01, 2015 at 4:00 PM in the College Seminar Hall. The Hon. Secretary Mr. M. Ranganath Bhat chaired the meeting.

#### Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on June 02, 2015 and review the ATR.
2. Report on college development activities for the period June-August 2015.
3. Apprise the Action Plan and Quality enhancement initiatives of the IQAC.
4. Updates on Handbook for College Teachers – An initiative of the IQAC
5. Updates on the status of Self-Study Report (SSR) submitted to NAAC for III Cycle A & A.
6. Review of the status of preparations for onsite Peer Team Visit by NAAC.
7. Evaluative Feedback on Internal Mock Visit held in August 2015.
8. Feedback and suggestions by the members for quality improvement.
9. Any other matter with the permission of the Chair.

#### Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Manohar S. Joishi Kumble, Head, Dept. of Botany & IQAC Coordinator
3. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
4. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
5. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
6. Mrs. Dejamma A., Asst. Professor, Dept. of Commerce, Member
7. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
8. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
9. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
10. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
11. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
12. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
13. Mr. Gururaj Shet, President, Canara College Alumni Association, Member
14. Mrs. Gayathri Acharya, President, Parent Teachers' Association, Member
15. Mr. Suman, President, Students' Council

#### Absentees for the Meet :

---Nil---

#### Proceedings of the Meet :

At the outset, Principal Dr. K. V. Malini extended warm greetings and a cheerful welcome to all the



members. The business of the meeting then started, by taking each agenda for consideration.

**1. Read and confirm the minutes of last meeting held on June 02, 2015 and review the ATR :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble read the minutes of last meeting held on Tuesday, June 02, 2015. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

**2. Report on college development activities for the period June-August 2015 :**

Student Welfare Officer Mr. Ignatius Navil Noronha presented a report on college development activities for the period June-August 2015. The members noted and appreciated the initiatives undertaken during the said period.

**3. Apprise the Action Plan and Quality enhancement initiatives of the IQAC :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble apprised the Action Plan for the academic year 2015-16 and Quality enhancement initiatives undertaken by the IQAC during the said period. The members took note of the same and appreciated for the same.

**4. Updates on Handbook for College Teachers – An initiative of the IQAC :**

Principal Dr. K. V. Malini updated the members about the proposed initiative of developing and publishing a Handbook for College Teachers. She explained the very purpose of this Handbook, its contents and use. The thought for this initiative was well regarded by the members. Further she said that a committee under the directions of IQAC has been already framed and its task is being followed-up. The draft of the same is expected to be prepared by December 2015 and will be ready for release in January 2016.

**5. Updates on the status of Self-Study Report (SSR) submitted to NAAC for III Cycle A & A :**

IQAC Coordinator and NAAC Coordinator Dr. Manohar S. Joishi Kumble updated the members that the Self-Study Report (SSR) of the college comprising the data of last five years has been submitted to NAAC in the month of May 2015. Thereafter, we have been working on preparing Supplementary Report to account the data that include the inputs after the submission of SSR and prior the Peer Team visit.

**6. Review of the status of preparations for onsite Peer Team Visit by NAAC :**

IQAC Coordinator and NAAC Coordinator Dr. Manohar S. Joishi Kumble updated the members about the follow-up initiatives taken in aid of the preparations for ensuing onsite NAAC Peer Team visit. He also informed the members that a training session on “Preparations for Onsite Peer Team Visit” was held recently in the month of August 2015.

**7. Evaluative Report and Feedback on Internal Mock Visit held in August 2015 :**

IQAC and NAAC Coordinator Dr. Manohar S. Joishi Kumble shared the Evaluative Report on the Internal Mock Visit held in the month of August. He also shared the observations made and suggestions for further follow-up wherever necessary. The members took note of the same.

**8. Feedback and suggestions by the members for quality improvement :**

- Mr. Gururaj Shet, President, Canara College Alumni Association appreciating the progress and growth made by the institute, he suggested to evolve more of skill enhancement activities for the holistic development of the students.
- Mrs. Gayathri Acharya, President, Parent Teachers' Association, expressed the need of developing personality of the students so as to prepare them well and make them ready for

their future endeavors.

**9. Any other matter with the permission of the Chair :**

There was no other matter to discuss.

Correspondent Mr. Maroor Sudhir Pai remarked that the college has always been in the fore front of aiming at the integral development of human blended with moral values, right attitude, good character and vibrant culture. However, the emerging system of Higher Education demands increased importance to skill development in order to make the graduates more employable by acquiring necessary analytical and soft skills. Therefore, the growing need of the changing age shall certainly be addressed.

Hon. Secretary Mr. M. Ranganath Bhat said – “As the institute prepares to undergo for its third cycle of NAAC A & A process it is very thoughtful for all of us as stakeholders to understand our collective responsibility towards sustaining quality, betterment of the system, and development of the institution as a whole. This will certainly enable the institution to grow by leaps and bounce. Let us hope for the best and continue to march in the journey of sustaining and developing quality.”

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

  
**Dr. Manohar S. Joishi Kumble**  
IOAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



  
**Dr. K. V. Malini**  
Principal & Chairman  
**Principal**  
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Web : www.canaracollege.com

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

October 01, 2015

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – October 2015.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Thursday, October 08, 2015 at 4:00 PM in the Office of IQAC. Kindly make it convenient to attend the same. Agenda for the meet is herewith stated below.

Looking forward to your presence and participation.

Thank you!

With Regards,

  
**Dr. Manohar S. Joishi Kumble**  
IQAC Co-ordinator  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



  
**Dr. K. V. Malini**  
Principal and Chairman  
**Principal**  
**Canara College**  
**Mangaluru**

### **P. S. : Meeting Agenda**

1. Read and confirm the minutes of last meeting held on September 01, 2015 and review the ATR.
2. Review the follow-up and preparations for the upcoming NAAC peer Team Visit.
3. Brainstorm on themes for framing New Education Policy and submission of inputs to UGC.
4. Plan and prepare for University directed two-day Inter-collegiate Classical and Folk Dance Competition.
5. Any other matter with the permission of the Chair.

### **Copy to :**

1. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
2. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
3. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
4. Mrs. Dejjamma A., Asst. Professor, Dept. of Commerce, Member
5. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
6. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
7. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
8. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
9. Mrs. Pushpalatha, Head, Dept. of Business Administration & Convener, Fine Arts Association, Special Invitee





# CANARA COLLEGE

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



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Ph. No : 0824 – 2492366

Web : www.canaracollege.com

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2015-16

Record of Attendees of the Meet

Date of the Meeting	October 08, 2015
Time of the Meeting	4:00 PM
Venue of the Meeting	Office of IQAC

Sl. No.	Name of the Member	Designation	Signature
1.	<b>Dr. K. V. Malini</b> Principal	Chairman	<i>Malini</i>
2.	<b>Dr. Manohar S. Joishi Kumble</b> Assoc. Professor & Head, Dept. of Botany	IQAC Coordinator	<i>Manohar S. Joishi Kumble</i>
3.	<b>Dr. Bhuvana Ramachandran</b> Asst. Professor & Head, Dept. of English	Secretary Staff Welfare Association	<i>R. Bhuvana</i>
4.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Student Welfare Officer	<i>Ignatius Navil Noronha</i>
5.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Student Welfare Officer	<i>Asha Kiran Pakkala</i>
6.	<b>Mrs. Dejamma A.</b> Asst. Professor, Dept. of Commerce	Member	<i>Dejamma A.</i>
7.	<b>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	Member	<i>Premalatha V.</i>
8.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Member	<i>Seema Prabhu S.</i>
9.	<b>Mr. C. A. Jayanna</b> Sec. Div. Clerk	Administrative Staff	<i>C. A. Jayanna</i>
10.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>
11.	<b>Mrs. Pushpalatha</b> Head, Dept. of Business Administration & Convener, Fine Arts Association	Special Invitee	<i>Pushpalatha</i>

*Manohar S. Joishi Kumble*  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



*Malini*  
**Dr. K. V. Malini**  
Principal & Chairman  
**Principal**  
**Canara College**  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting of IQAC, October 2015

**Date : Thursday, October 08, 2015**

**Time : 4:00 PM**

**Venue : Office of IQAC**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Thursday, October 08, 2015 at 4:00 PM in the Office of IQAC. The Principal and Chairman Dr. K. V. Malini chaired the meeting.

#### **Agenda of the Meeting :**

1. Read and confirm the minutes of last meeting held on September 01, 2015 and review the ATR.
2. Review the follow-up and preparations for the upcoming NAAC peer Team Visit.
3. Brainstorm on themes for framing New Education Policy and submission of inputs to UGC.
4. Plan and prepare for University directed two-day Inter-collegiate Classical and Folk Dance Competition.
5. Any other matter with the permission of the Chair.

#### **Attendees of the Meet :**

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Manohar S. Joishi Kumble, Head, Dept. of Botany & IQAC Coordinator
3. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
4. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
5. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
6. Mrs. Dejjamma A., Asst. Professor, Dept. of Commerce, Member
7. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
8. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
9. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
10. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
11. Mrs. Pushpalatha, Head, Dept. of Business Administration & Convener, Fine Arts Association, Special Invitee

#### **Absentees for the Meet :**

---Nil---

#### **Proceedings of the Meet :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble welcomed all the members. The business of the meeting then started, by taking each agenda for consideration.

1. **Read and confirm the minutes of last meeting held on September 01, 2015 and review the ATR :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble read the minutes of last meeting held on Tuesday, September 01, 2015. The same were confirmed and ratified by the members. Action



Taken for the same was also shared with the members.

**2. Review the follow-up and preparations for the upcoming NAAC peer Team Visit :**

Principal Dr. K. V. Malini reviewed the status of the follow-up undertaken in connection with the upcoming NAAC Peer Team Visit. Further, a checklist was prepared for the tasks that needs further follow-up. It was resolved that the respective committees shall follow-up with criterion-wise documentation.

**3. Brainstorm on themes for framing New Education Policy and submission of inputs to UGC :**

Principal Dr. K. V. Malini informed the members about the circular received from the UGC directing us to submit our inputs on themes for framing New Education Policy. The circular stated that the Government of India has embarked on the exercise of framing a New Education Policy to meet the changing dynamics of the populations' requirement and with the purpose of providing quality education, innovation and research in the field of higher education. In this regard the Ministry of Human Resource Development has identified 20 themes as mentioned below which are considered as immense importance for development of higher education.

- i. Governance reforms for Quality
- ii. Ranking of Institutions and Accreditations
- iii. Improving the quality of Regulation
- iv. Pace setting roles of Central Institutions
- v. Improving State Public Universities
- vi. Integrating skill development in higher education
- vii. Promoting Open and Distance Learning and Online Courses
- viii. Opportunities for Technology-enabled Learning
- ix. Addressing regional disparity
- x. Bridging gender and social gaps
- xi. Linking higher education to society
- xii. Developing the best teachers
- xiii. Sustaining student support systems
- xiv. Promote cultural integration through language
- xv. Meaningful partnership with the private sector
- xvi. Financing higher education
- xvii. Internationalization of higher education
- xviii. Engagement with industry to link education to employability
- xix. Promoting research and innovation
- xx. New knowledge

A detailed discussion on the above said themes was undertaken. Further, it was resolved that the above circular would be forwarded to all the departments for contributing their inputs for the same. Further, on compiling the same it will be discussed in the general staff meeting to finalize the same. Thereafter the report will be forwarded to the UGC.

**4. Plan and prepare for University directed two-day Inter-collegiate Classical and Folk Dance Competition :**

Principal Dr. K. V. Malini placed the circular received from the University directing our college to organize an Inter-collegiate Classical and Folk Dance Competition. In this regard it was resolved that two-day Inter-collegiate Classical and Folk Dance Competition named "Nrityotsava" will be organized on October 28 and 29, 2015. This event will be organized by the college through Fine



Arts Association in collaboration with the Directorate of Student Welfare, Mangalore University. Necessary plans were drawn for ensuring effective organizing of the same. Principal directed the Fine Arts Association Convener Mrs. Pushpalatha to form committees and delegate the responsibilities for the same. It was resolved that appropriate guidelines for each event shall be prepared by the committees concerned.

**5. Any other matter with the permission of the Chair :**

There was no other matter to discuss.

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

  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



  
**Dr. K. V. Malini**  
Principal & Chairman  
**Principal**  
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**Mangaluru**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

December 22, 2015

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – December 2015.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Monday, December 28, 2015 at 4:00 PM in the Office of IQAC. Kindly make it convenient to attend the same. Agenda for the meet is herewith stated below.

Looking forward to your presence and participation.

Thank you!

With Regards,

  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



  
**Dr. K. V. Malini**  
Principal and Chairman  
**Principal**  
**Canara College**  
**Mangaluru**

### **P. S. : Meeting Agenda**

1. Read and confirm the minutes of last meeting held on October 08, 2015 and review the ATR.
2. Schedule the dates of Annual Flagship Events 2016.
3. Proposal for organizing UGC Sponsored National Conference by CASCMA.
4. Review and publication of Handbook for College Teachers.
5. Follow-up with the compilation of Supplementary Report.
6. Follow-up with the preparation of Presentations before the NAAC Peer Team by the concerned.
7. Any other matter with the permission of the Chair.

### **Copy to :**

1. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
2. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
3. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
4. Mrs. Dejjamma A., Asst. Professor, Dept. of Commerce, Member
5. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
6. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
7. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
8. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2015-16

Record of Attendees of the Meet

Date of the Meeting	December 28, 2015
Time of the Meeting	4:00 PM
Venue of the Meeting	Office of IQAC

Sl. No.	Name of the Member	Designation	Signature
1.	<b>Dr. K. V. Malini</b> Principal	Chairman	<i>Malini</i>
2.	<b>Dr. Manohar S. Joishi Kumble</b> Assoc. Professor & Head, Dept. of Botany	IQAC Coordinator	<i>Manohar S. Joishi Kumble</i>
3.	<b>Dr. Bhuvana Ramachandran</b> Asst. Professor & Head, Dept. of English	Secretary Staff Welfare Association	<i>R. Bhuvana</i>
4.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Student Welfare Officer	<i>Ignatius Navil Noronha</i>
5.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Student Welfare Officer	<i>Asha Kiran</i>
6.	<b>Mrs. Dejamma A.</b> Asst. Professor, Dept. of Commerce	Member	<i>Dejamma A.</i>
7.	<b>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	Member	<i>Premalatha V.</i>
8.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Member	<i>Seema</i>
9.	<b>Mr. C. A. Jayanna</b> Sec. Div. Clerk	Administrative Staff	<i>C. A. Jayanna</i>
10.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>

*Manohar S. Joishi Kumble*  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



*Malini*  
**Dr. K. V. Malini**  
Principal & Chairman  
**Principal**  
**Canara College**  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting of IQAC, December 2015

**Date : Monday, December 28, 2015**

**Time : 4:00 PM**

**Venue : Office of IQAC**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Monday, December 28, 2015 at 4:00 PM in the Office of IQAC. The Principal and Chairman Dr. K. V. Malini chaired the meeting.

#### **Agenda of the Meeting :**

1. Read and confirm the minutes of last meeting held on October 08, 2015 and review the ATR.
2. Schedule the dates of Annual Flagship Events 2016.
3. Proposal for organizing UGC Sponsored National Conference by CASCMA.
4. Review and publication of Handbook for College Teachers.
5. Follow-up with the compilation of Supplementary Report.
6. Follow-up with the preparation of Presentations before the NAAC Peer Team by the concerned.
7. Any other matter with the permission of the Chair.

#### **Attendees of the Meet :**

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Manohar S. Joishi Kumble, Head, Dept. of Botany & IQAC Coordinator
3. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
4. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
5. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
6. Mrs. Dejjamma A., Asst. Professor, Dept. of Commerce, Member
7. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
8. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
9. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
10. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member

#### **Absentees for the Meet :**

---Nil---

#### **Proceedings of the Meet :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble welcomed all the members. The business of the meeting then started, by taking each agenda for consideration.

1. **Read and confirm the minutes of last meeting held on October 08, 2015 and review the ATR:**  
IQAC Coordinator Dr. Manohar S. Joishi Kumble read the minutes of last meeting held on Thursday, October 08, 2015. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

## 2. Schedule the dates of Annual Flagship Events 2016 :

After evolving discussion with the members, the dates of annual flagship events of the college were scheduled as below.

Sl. No.	Events / Competitions	Date
1.	Annual Sports and Athletic Meet 2016	January 19, 2016
2.	CANFEST 2016 : Two-day National Level Inter-collegiate Commerce & Management and Science & IT Fest	February 01 & 02, 2016
3.	Inter-class Variety Competitions 2016	February 04, 2016
4.	SRUJANA 2016 : One-day University Level Inter-collegiate NSS Fest	February 05, 2016
5.	Union Day and College Day Celebrations 2016	February 06, 2016

## 3. Proposal for organizing UGC Sponsored National Conference by CASCMA :

IQAC Coordinator Dr. Manohar S. Joishi Kumble placed the proposal received from the Centre for Advanced Studies in Commerce and Management (CASCMA) for organizing Two-day UGC Sponsored National Conference on the theme "Micro Finance – Growth Engine for Rural Economy" on January 29 & 30, 2016. Considering the relevancy of theme and initiative of the Centre it was resolved to organize the same.

## 4. Review and publication of Handbook for College Teachers :

IQAC Coordinator Dr. Manohar S. Joishi Kumble updated the members about the status of Handbook for College Teachers. Reviewing the same, he said that the draft copy of the Handbook is ready and is available for the final review. Necessary follow-up will be undertaken for the publication of same. Principal Dr. K. V. Malini informed that approval for the same will be taken from the Governing Council. It was resolved that the Handbook shall be printed and ready by second week of January.

## 5. Follow-up with the compilation of Supplementary Report :

Principal Dr. K. V. Malini reviewed the progress of Supplementary Report. It was learned that the task of compiling the same has been in due process. She directed the members to do the needful in this regard. Further, it was resolved that all the reports and inputs up till the period of March 15, 2016 shall be considered. All the concerned shall take note of the same and are expected to timely comply with the same.

## 6. Follow-up with the preparation of Presentations before the NAAC Peer Team by the concerned :

It was resolved to follow-up with working on the preparing Presentations to be presented by all the concerned before the NAAC Peer Team during the ensuing NAAC visit. In this regard, Principal Dr. K. V. Malini issued necessary directions and informed them that date for its review and presentation will be notified.

## 7. Any other matter with the permission of the Chair :

- It was resolved that the conveners of Annual Flagship / Special events shall forward their budget at the earliest for the approval.
- It was resolved that the respective committees shall gear-up with criterion-wise documentation of the records for the Peer Team Visit.

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

  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



  
**Dr. K. V. Malini**  
Principal & Chairman  
**Principal**  
**Canara College**  
**Mangaluru**





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

February 19, 2016

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – February 2016.**

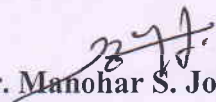
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With reference to the subject cited above, a meeting of the IQAC will be convened on Thursday, February 25, 2016 at 4:00 PM in the College Seminar Hall. Kindly make it convenient to attend the same. Agenda for the meet is herewith stated below.

Looking forward to your presence and participation.

Thank you!

With Regards,

  
**Dr. Manohar S. Joishi Kumble**

**IQAC Coordinator**

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**

**P. S. : Meeting Agenda**



  
**Dr. K. V. Malini**

**Principal and Chairman**

**Principal**  
**Canara College**  
**Mangaluru**

1. Read and confirm the minutes of last meeting held on December 28, 2015 and review the ATR.
2. Report on college development activities for the period September-January 2015-16.
3. Release of Handbook for College Teachers.
4. Updates on the dates and schedule of ensuing NAAC Peer Team Visit.
5. Updates on the status of preparations for onsite Peer Team Visit by NAAC.
6. Updates on schedule of interaction with IQAC and Stakeholders in connection with the ensuing NAAC Peer Team Visit.
7. Mock Presentation of the IQAC in connection with NAAC Peer Team Visit.
8. Feedback and suggestions by the members.
9. Any other matter with the permission of the Chair.

### **Copy to :**

1. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
2. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
3. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
4. Mrs. Dejamma A., Asst. Professor, Dept. of Commerce, Member
5. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
6. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
7. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member

8. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
9. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
10. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
11. Mr. Gururaj Shet, President, Canara College Alumni Association, Member
12. Mrs. Gayathri Acharya, President, Parent Teachers' Association, Member
13. Mr. Suman, President, Students' Council

Principal  
Canara College  
Mangalore



Co-ordinator  
Quality Assurance Cell  
CANARA COLLEGE  
Mangalore - 575 003



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2015-16

Record of Attendees of the Meet

Date of the Meeting	February 25, 2016
Time of the Meeting	4:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	<b>Dr. K. V. Malini</b> Principal	Chairman	<i>Malini</i>
2.	<b>Dr. Manohar S. Joishi Kumble</b> Assoc. Professor & Head, Dept. of Botany	IQAC Coordinator	<i>Manohar S. Joishi Kumble</i>
3.	<b>Dr. Bhuvana Ramachandran</b> Asst. Professor & Head, Dept. of English	Secretary Staff Welfare Association	<i>R. Bhuvana</i>
4.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Student Welfare Officer	<i>Ignatius Navil Noronha</i>
5.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Student Welfare Officer	<i>Asha Kiran</i>
6.	<b>Mrs. Dejjamma A.</b> Asst. Professor, Dept. of Commerce	Member	<i>Dejjamma A.</i>
7.	<b>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	Member	<i>Premalatha V.</i>
8.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Member	<i>Seema</i>
9.	<b>Mr. C. A. Jayanna</b> Sec. Div. Clerk	Administrative Staff	<i>C. A. Jayanna</i>
10.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>
11.	<b>Mr. M. Ranganath Bhat</b> Hon. Secretary, C.H.S. Association	Management Nominee	<i>M. Ranganath Bhat</i>
12.	<b>Mr. Maroor Sudhir Pai</b> Correspondent, Canara College	Management Nominee	<i>Maroor Sudhir Pai</i>
13.	<b>Mr. Gururaj Shet</b> President, Canara College Alumni Association	Alumni Member	<i>Gururaj Shet</i>
14.	<b>Mrs. Gayathri Acharya</b> President, Parent Teachers' Association	Parent Representative	<i>Gayathri Acharya</i>
15.	<b>Mr. Suman - III BCA</b> President, Students' Council	Student Representative	<i>Suman</i>

*Manohar S. Joishi Kumble*  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator



*Malini*  
**Dr. K. V. Malini**  
Principal & Chairman





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting of IQAC, February 2016

**Date : Thursday, February 25, 2016**

**Time : 4:00 PM**

**Venue : College Seminar Hall**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Thursday, February 25, 2016 at 4:00 PM in the College Seminar Hall. The Hon. Secretary Mr. M. Ranganath Bhat chaired the meeting.

#### **Agenda of the Meeting :**

1. Read and confirm the minutes of last meeting held on September 01, 2015 and review the ATR.
2. Report on college development activities for the period September-January 2015-16.
3. Release of Handbook for College Teachers.
4. Updates on the dates and schedule of ensuing NAAC Peer Team Visit.
5. Updates on the status of preparations for onsite Peer Team Visit by NAAC.
6. Updates on schedule of interaction with IQAC and Stakeholders in connection with the ensuing NAAC Peer Team Visit.
7. Mock Presentation of the IQAC in connection with NAAC Peer Team Visit.
8. Feedback and suggestions by the members.
9. Any other matter with the permission of the Chair.

#### **Attendees of the Meet :**

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Manohar S. Joishi Kumble, Head, Dept. of Botany & IQAC Coordinator
3. Dr. Bhuvana Ramachandran, Head, Dept. of English & Secretary, Staff Welfare Association
4. Mr. Ignatius Navil Noronha, Head, Dept. of Commerce & Student Welfare Officer
5. Dr. Asha Kiran Pakkala, Head, Dept. of Physics & Student Welfare Officer
6. Mrs. Dejamma A., Asst. Professor, Dept. of Commerce, Member
7. Mrs. Premalatha V., Head, Dept. of Mathematics, Member
8. Mrs. Seema Prabhu S., Asst. Professor, Dept. of Commerce, Member
9. Mr. C. A. Jayanna, Sec. Div. Clerk, Administrative Staff, Member
10. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
11. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
12. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
13. Mr. Gururaj Shet, President, Canara College Alumni Association, Member
14. Mrs. Gayathri Acharya, President, Parent Teachers' Association, Member
15. Mr. Suman, President, Students' Council

#### **Absentees for the Meet :**

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### **Proceedings of the Meet :**

At the outset, Principal Dr. K. V. Malini extended warm greetings and a cheerful welcome to all the members. The business of the meeting then started, by taking each agenda for consideration.

**1. Read and confirm the minutes of last meeting held on September 01, 2015 and review the ATR :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble read the minutes of last meeting held on Tuesday, September 01, 2015 (i.e., meeting of IQAC with the all the stakeholders). The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

**2. Report on college development activities for the period September-February 2015-16 :**

Student Welfare Officer Dr. Asha Kiran Pakkala presented a report on college development activities for the period September 2015 – February 2016. The members noted and appreciated the progress recorded during the said period.

**3. Release of Handbook for College Teachers :**

Hon. Secretary Mr. M. Ranganath Bhat released the “Handbook for College Teachers” developed under the quality initiative of the IQAC. A copy of the same was made available to all the staff members.

**4. Updates on the dates and schedule of ensuing NAAC Peer Team Visit :**

Principal Dr. K. V. Malini updated the members that the upcoming III Cycle NAAC Peer Team Visit to our Institution is scheduled on March 17, 18 & 19, 2016. IQAC and NAAC Steering Coordinator Dr. Manohar S. Joishi Kumble updated them with the draft itinerary of the Peer Team Visit.

**5. Updates on the status of preparations for onsite Peer Team Visit by NAAC :**

IQAC Coordinator and NAAC Coordinator Dr. Manohar S. Joishi Kumble apprised the members on the follow-up status towards the preparations for the scheduled onsite Peer Team Visit. He also added that all the necessary arrangements pertaining to physical facilities, display of documentation, preparations for cultural entertainment programme by the students, finalization of Supplementary Report is duly followed-up and is in progress.

**6. Updates on schedule of interaction with IQAC and Stakeholders in connection with the ensuing NAAC Peer Team Visit :**

Principal Dr. K. V. Malini informed the members about the Stakeholders interaction with the NAAC Peer team Members viz., interaction of the Peer Team with the IQAC Members, Luncheon Interaction of the Members of Governing Council, interaction with the Students, Alumni and Parents. As per the draft schedule, the presence and participation of the esteemed members of IQAC was solicited during the interaction of the Peer Team with the IQAC. All the members assured their presence, involvement and participation.

**7. Mock Presentation of the IQAC in connection with NAAC Peer Team Visit :**

IQAC and NAAC Steering Coordinator Dr. Manohar S. Joishi Kumble made the Presentation of IQAC before the members. Suggestions and feedback were shared by the members. The same were considered. He also gave clarifications for the queries raised by the members.

**8. Feedback and suggestions by the members :**

- Mr. Gururaj Shet, President, Canara College Alumni Association said – “As the responsible stakeholder of the system, the Alumni Association will extend all cooperation and support for the success of A & A process and betterment of our Alma mater.”
- Mrs. Gayathri Acharya, President, Parent Teachers’ Association, said – “Being a parent representative member, it is indeed a privilege to take part in this process. With the collective efforts and responsibility, I wish and hope that the institution will certainly seek success in all its endeavors.”

**9. Any other matter with the permission of the Chair :**

IQAC Coordinator Dr. Manohar S. Joishi Kumble informed the members that they will be kept updated about the further updates pertaining to the Peer Team Visit schedule, time of meeting, etc...

Hon. Secretary Mr. M. Ranganath Bhat on appraising the preparations made, he conveyed his best wishes hoping for a smooth and successful fore coming onsite visit by the NAAC Peer Team members. He also assured continued support for all the endeavors.

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

  
**Dr. Manohar S. Joishi Kumble**  
IQAC Coordinator  
**Co-ordinator**  
Internal Quality Assurance Cell  
**CANARA COLLEGE**  
**Mangaluru - 575 003**



  
**Dr. K. V. Malini**  
Principal & Chairman  
**Principal**  
**Canara College**  
**Mangaluru**