



# 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 27, 2017

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – June 2017.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Saturday, June 03, 2017 at 2:30 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,

*Praveetha V*

**Mrs. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators  
Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**

**P. S. : Meeting Agenda**



*Malini*

**Dr. K. V. Malini**

**Principal and Chairman**

**Principal**

**Canara College  
Mangaluru**

1. Read and confirm the minutes of last meeting held on February 17, 2017 and review the ATR.
2. Review and confirm Annual Quality Assurance Report (AQAR) 2016-17.
3. Ratify the Reconstitution of IQAC for the AY 2017-18.
4. Confirm Institutional Academic Calendar for the AY 2017-18.
5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2017-18.
6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2017-18.
7. Schedule of Orientation Programme for the first year students.
8. Review the updates on the system for obtaining Online Feedback on Teaching by Students.
9. Any other matter with the permission of the Chair.

### **Copy to :**

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Jayabharathi K. P., Head, Criterion II
3. Mrs. Seema Prabhu S., Head, Criterion III
4. Mr. Ignatius Navil Noronha, Head, Criterion IV
5. Dr. Asha Kiran Pakkala, Head, Criterion V
6. Mrs. Thara Kumari, Head, Criterion VI
7. Dr. Prashanth, Head, Criterion VII
8. Mrs. Pushpalatha, Secretary, Staff Welfare Association
9. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2017-18

Record of Attendees of the Meet

Date of the Meeting	June 03, 2017
Time of the Meeting	2:30 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>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	<b>Mrs. Shanthi Roche</b> Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	<b>Mrs. Pushpalatha</b> Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	<b>Mrs. Sandhya B.</b> Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	<b>Mrs. Jayabharathi K. P.</b> Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran</i>
10.	<b>Mrs. Thara Kumari</b> Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara</i>
11.	<b>Dr. Prashanth</b> Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	ABSENT

*Premalatha V.*

**Mrs. Premalatha V.**  
**Mrs. Shanthi Roche**  
IQAC Coordinators

**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, June 2017

**Date : Saturday, June 03, 2017**

**Time : 2:30 PM**

**Venue : Office of IQAC**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Saturday, June 03, 2017 at 2:30 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 February 17, 2017 and review the ATR.
2. Review and confirm Annual Quality Assurance Report (AQAR) 2016-17.
3. Ratify the Reconstitution of IQAC for the AY 2017-18.
4. Confirm Institutional Academic Calendar for the AY 2017-18.
5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2017-18.
6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2017-18.
7. Schedule of Orientation Programme for the first year students.
8. Review the updates on the system for obtaining Online Feedback on Teaching by Students.
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. Mrs. Premalatha V., IQAC Coordinator
3. Mrs. Shanthi Roche, IQAC Coordinator
4. Mrs. Sandhya B., Head, Criterion I
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Mr. Ignatius Navil Noronha, Head, Criterion IV
8. Dr. Asha Kiran Pakkala, Head, Criterion V
9. Mrs. Thara Kumari, Head, Criterion VI
10. Dr. Prashanth, Head, Criterion VII
11. Mrs. Pushpalatha, Secretary, Staff Welfare Association

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

1. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff

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

At the outset, IQAC Coordinator Mrs. Premalatha V., extended greetings for the new Academic Year 2017-18 and welcomed all the members. A word of special welcome was accorded to the newly nominated 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 February 17, 2017 and review the ATR :**  
IQAC Coordinator Mrs. Premalatha V., read the minutes of last meeting (i.e., IQAC Meeting with all the Stakeholders) held on Friday, February 17, 2017. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.
- 2. Review and confirm Annual Quality Assurance Report (AQAR) 2016-17 :**  
IQAC Coordinator Mrs. Premalatha V., placed before the members the compiled AQAR 2016-17. Further, she apprised the plans chalked out by the IQAC in the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year. Upon review of the same by the members, suggestions and feedback were given. The same were considered for further follow-up.
- 3. Ratify the Reconstitution of IQAC for the AY 2017-18 :**  
IQAC Coordinator Mrs. Premalatha V., placed the reconstituted composition of IQAC for the academic year 2017-18 evolving change in the co-opted members. Mrs. Shanthi Roche, Asst. Professor, Dept. of English, was nominated as the Additional IQAC Coordinator to coordinate along with Mrs. Premalatha V. The reconstituted list was ratified. It was informed that the same will be notified to all.
- 4. Confirm Institutional Academic Calendar for the AY 2017-18 :**  
IQAC Coordinator Mrs. Shanthi Roche updated the members that as informed earlier, the draft of Institutional Academic Calendar for the academic year 2017-18 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 2016-17 :**  
IQAC Coordinator Mrs. Premalatha V., placed the proposed Action Plan and Quality enhancement initiatives proposed for the academic year 2017-18. 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. Following updates were given :
  - A Faculty Development Programme will be organized on June 16, 2017 on “Effective Learning-Style Interventions” by Mr. Pushparaj Badiyadka, Principal, Chinmaya School, Kasargod, Kerala.
  - In view of implementation of GST w.e.f. July 01, 2017 a Workshop on “Goods and Service Tax (GST)” will be organized in the month of July.
- 6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2017-18 :**  
The members were called upon to propose Add-on / Certificate Courses that can be offered to the students during the said year. 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 at the earliest.

**7. 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 17, 2017 at Sudheendra Auditorium, Canara Girls High School, Dongerkery, 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.

**8. Review the updates on the system for obtaining Online Feedback on Teaching by Students :**

Principal Dr. K. V. Malini updated the members about the feedback received from one of the members in the last IQAC meeting and the status of follow-up undertaken thereon. On review of the status, she said that the responsibility of the same has been entrusted to Mrs. Prathima Baliga who has been working on it. The proposed plan is almost ready to be executed. A small trail-run will be made so as to review its effectiveness. Principal also apprised the members about the framework developed, process involved and method of analyzing the same.

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

- i. It was resolved that the use of Public Address System (PAS) should be made by seeking prior permission of the Principal and last minute of the hour should be used for making announcement. This is with a view to avoid the interruption to the lecture sessions in the classrooms.

On a concluding note, Principal Dr. K. V. Malini called upon that excellence is the gradual result of continuously striving to do better. Focus on strengthening student engagement by evolving newer methods and innovative strategies. Let us all hope for a fruitful and purposeful academic year ahead.

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

*Premalatha V*

**Mrs. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators**

**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)

August 04, 2017

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – August 2017.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Thursday, August 10, 2017 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,

*Premalatha V.*  
**Mrs. Premalatha V.**  
**Mrs. Shanthi Roche**  
IQAC Coordinators

*malini*  
**Dr. K. V. Malini**  
Principal and Chairman

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

1. Read and confirm the minutes of last meeting held on February 17, 2017 and review the ATR.
2. Report on college development activities for the period March-July 2017.
3. Highlights and updates on AQAR 2016-17.
4. Release of "Kamadhenu" – IQAC Bulletin 2016-17, Even Semester Issue.
5. Apprise the Action Plan and Quality enhancement initiatives of the IQAC.
6. Review of University Examination Results of Even Semester April / May 2017.
7. Feedback and suggestions by the members for quality enhancement.
8. Any other matter with the permission of the Chair.

### **Copy to :**

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Jayabharathi K. P., Head, Criterion II
3. Mrs. Seema Prabhu S., Head, Criterion III
4. Mr. Ignatius Navil Noronha, Head, Criterion IV
5. Dr. Asha Kiran Pakkala, Head, Criterion V
6. Mrs. Thara Kumari, Head, Criterion VI
7. Dr. Prashanth, Head, Criterion VII
8. Mrs. Pushpalatha, Secretary, Staff Welfare Association
9. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member

10. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
11. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
12. Dr. G. G. Prabhu, Educationist
13. Mr. Praveen Prabhu, Industry Representative
14. Mr. Gururaj Shet, President, Canara College Alumni Association
15. Mr. Venkatesh Bhat, President, Parent Teachers' Association
16. Mr. Nikith Suvarna, President, Students' Council



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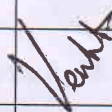
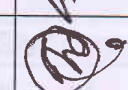
## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2017-18

Record of Attendees of the Meet

Date of the Meeting	August 10, 2017
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>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	<b>Mrs. Shanthi Roche</b> Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	<b>Mrs. Pushpalatha</b> Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	<b>Mrs. Sandhya B.</b> Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	<b>Mrs. Jayabharathi K. P.</b> Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	<b>Mrs. Thara Kumari</b> Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	<b>Dr. Prashanth</b> Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>
13.	<b>Mr. M. Ranganath Bhat</b> Hon. Secretary, C.H.S. Association	Management Nominee	<i>M. Ranganath Bhat</i>
14.	<b>Mr. Maroor Sudhir Pai</b> Correspondent, Canara College	Management Nominee	<i>Maroor Sudhir Pai</i>
15.	<b>Dr. G. G. Prabhu</b> Educationist	Educational Expert	<i>G. G. Prabhu</i>
16.	<b>Mr. Praveen Prabhu</b> Proprietor, Brand Mango Creations LLP	Industry Representative	<i>Praveen Prabhu</i>
17.	<b>Mr. Gururaj Shet</b> President, Canara College Alumni Association	Alumni Member	<i>Gururaj Shet</i>

Sl. No.	Name of the Member	Designation	Signature
18.	<b>Mr. Venkatesh Bhat</b> President, Parent Teachers' Association	Parent Representative	
19.	<b>Nikith Suvarna - III B. Com.</b> President, Students' Council	Student Representative	

*Prouletto V.*

**Mrs. Premalatha V.**

**Mrs. Shanthi Roche**

IQAC Coordinators

**Co-ordinator**

Internal Quality Assurance Cell

**CANARA COLLEGE**

**Mangaluru - 575 003**



*Malini*

**Dr. K. V. Malini**

Principal & Chairman

**Principal**

**Canara College**

**Mangaluru**



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Our Founder

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting of IQAC, August 2017

**Date : Thursday, August 10, 2017**

**Time : 4:00 PM**

**Venue : College Seminar Hall**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Thursday, August 10, 2017 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 February 17, 2017 and review the ATR.
2. Report on college development activities for the period March-July 2017.
3. Highlights and updates on AQAR 2016-17.
4. Release of "Kamadhenu" – IQAC Bulletin 2016-17, Even Semester Issue.
5. Apprise the Action Plan and Quality enhancement initiatives of the IQAC.
6. Review of University Examination Results of Even Semester April / May 2017.
7. Feedback and suggestions by the members for quality enhancement.
8. 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. Mrs. Premalatha V., IQAC Coordinator
3. Mrs. Shanthi Roche, IQAC Coordinator
4. Mrs. Sandhya B., Head, Criterion I
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Mr. Ignatius Navil Noronha, Head, Criterion IV
8. Dr. Asha Kiran Pakkala, Head, Criterion V
9. Mrs. Thara Kumari, Head, Criterion VI
10. Dr. Prashanth, Head, Criterion VII
11. Mrs. Pushpalatha, Secretary, Staff Welfare Association
12. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
13. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
14. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
15. Dr. G. G. Prabhu, Educationist
16. Mr. Praveen Prabhu, Industry Representative
17. Mr. Gururaj Shet, President, Canara College Alumni Association
18. Mr. Venkatesh Bhat, President, Parent Teachers' Association
19. Mr. Nikith Suvana, 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 February 17, 2017 and review the ATR :**

IQAC Coordinator Mrs. Shanthi Roche read the minutes of last meeting (i.e., IQAC Meeting with all the Stakeholders) held on Friday, February 17, 2017. 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 March-July 2017 :**

Student Welfare Officer Mrs. Sandhya B., presented a report on college development activities for the period March-July 2017. The members noted the same and appreciated the progress made during the said period.

**3. Highlights and updates on AQAR 2016-17 :**

IQAC Coordinator Mrs. Premalatha V., placed before the members the AQAR 2016-17 for perusal. Further, she apprised the plans chalked out by the IQAC in the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year. The members were updated that the AQAR 2016-17 has been timely submitted to NAAC and took note of the same.

**4. Release of "Kamadhenu" – The IQAC Bulletin 2016-17, Even Semester Issue :**

Dr. G. G. Prabhu, Educationist & Member of IQAC released "Kamadhenu" – The IQAC Bulletin 2016-17, Even Semester Issue. He also expressed his appreciations for the same.

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

IQAC Coordinator Mrs. Premalatha V., apprised the Action Plan for the academic year 2017-18 and Quality enhancement initiatives undertaken by the IQAC during the said period. The members took note of the same and appreciated for the same.

**6. Review of University Examination Results of Even Semester April / May 2017.**

Principal Dr. K. V. Malini appraised the programme-wise results of University Examination of even semester held in April / May 2017. The members took note of the same.

**7. Feedback and suggestions by the members for quality enhancement :**

- Dr. G. G. Prabhu, Educationist & Member, appreciated the initiative of regularly bringing out the IQAC Bulletin. This initiative serves as an important conduit in the effort of spreading important information of the Institute and its activities on a periodic basis and thereby keeps the stakeholders abreast.
- Mr. Praveen Prabhu, Industry Representative & Member suggested ways to strengthen career guidance and placement initiatives.
- Mr. Gururaj Shet, President, Canara College Alumni Association suggested the need for sensitizing the students to involve themselves in community development and extension activities.
- Mr. Venkatesh Bhat, President, Parent Teachers' Association suggested the need to orienting the students for competitive examinations. They must be acquainted about the career opportunities and prospects available before them after their graduation. Moreover, the college

must think upon devising an effective mechanism to control growing students' absenteeism.

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

There was no other matter to discuss.

Principal Dr. K. V. Malini apprised the members that the college has been taking the initiatives suggested by the esteemed members. However, efforts will be made to further strengthen the same. Further, she updated the members that the suggestion given by esteemed member Dr. G. G. Prabhu with regard to online collection of students' feedback on teaching has been implemented into the system from the current academic year.

Correspondent Mr. Maroor Sudhir Pai suggested that the college needs to benchmark itself at par with the standard performing institutions and thereby study their practices. By doing so, we get an idea and understanding of such practices. Accordingly, we can think tank on what is relevant, viable and appropriate to our system. Further, bring some innovation in it and the same becomes a new practice in totality. Initiatives must be undertaken to internalize those good practices into the system and thereby it can be institutionalized.

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

*Preuleto V*  
**Mrs. Premalatha V.**  
**Mrs. Shanthi Roche**  
IQAC Coordinators

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



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

December 11, 2017

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – December 2017.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Monday, December 18, 2017 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,

*Preulatto.V*  
**Mrs. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators**

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**

**P. S. : Meeting Agenda**



*Malini*

**Dr. K. V. Malini**

**Principal and Chairman**

**Principal**

**Canara College**

**Mangaluru**

1. Read and confirm the minutes of last meeting held on August 10, 2017 and review the ATR.
2. Confirm the Action Plan for the Even Semester 2017-2018.
3. Schedule the dates of Annual Flagship Events 2016.
4. Review of the effectiveness of Online Feedback System on Teaching and its Report.
5. Discussion on NAAC Revised Accreditation Framework – July 2017.
6. Any other matter with the permission of the Chair.

### **Copy to :**

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Jayabharathi K. P., Head, Criterion II
3. Mrs. Seema Prabhu S., Head, Criterion III
4. Mr. Ignatius Navil Noronha, Head, Criterion IV
5. Dr. Asha Kiran Pakkala, Head, Criterion V
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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 2017-18

Record of Attendees of the Meet

Date of the Meeting	December 18, 2017
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>Mrs. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	<b>Mrs. Shanthi Roche</b> Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	<b>Mrs. Pushpalatha</b> Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	<b>Mrs. Sandhya B.</b> Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	<b>Mrs. Jayabharathi K. P.</b> Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	<b>Mrs. Thara Kumari</b> Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	<b>Dr. Prashanth</b> Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>

*Premalatha V.*  
Mrs. Premalatha V.  
Mrs. Shanthi Roche  
IQAC Coordinators

**Co-ordinator**

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



*Malini*  
**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, December 2017

**Date : Monday, December 18, 2017**

**Time : 3:30 PM**

**Venue : Office of IQAC**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Monday, December 18, 2017 at 3:30 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 August 10, 2017 and review the ATR.
2. Confirm the Action Plan for the Even Semester 2017-2018.
3. Schedule the dates of Annual Flagship Events 2016.
4. Review of the effectiveness of Online Feedback System on Teaching and its Report.
5. Discussion on NAAC Revised Accreditation Framework – July 2017.
6. 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. Mrs. Premalatha V., IQAC Coordinator
3. Mrs. Shanthi Roche, IQAC Coordinator
4. Mrs. Sandhya B., Head, Criterion I
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Mr. Ignatius Navil Noronha, Head, Criterion IV
8. Dr. Asha Kiran Pakkala, Head, Criterion V
9. Mrs. Thara Kumari, Head, Criterion VI
10. Dr. Prashanth, Head, Criterion VII
11. Mrs. Pushpalatha, Secretary, Staff Welfare Association
12. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff

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

---Nil---

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

IQAC Coordinator Mrs. Premalatha V., 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 August 10, 2017 and review the ATR :**  
IQAC Coordinator Mrs. Shanthi Roche read the minutes of last meeting held on Thursday, August 19, 2016. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

**2. Confirm the Action Plan for the Even Semester 2017-2018 :**

IQAC Coordinator Mrs. Premalatha V., updated the members with the Action Plan chalked out for the even semester 2017. The same were discussed and confirmed by the members.

**3. Schedule the dates of Annual Flagship Events 2018 :**

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.	ANVESHAN 2018 : Two-day National Level Inter-collegiate Commerce & Management and Science & IT Fest	January 12 & 13, 2018
2.	Inter-class Variety Entertainment Competitions 2018	January 14, 2018
3.	SRUJANA 2018 : One-day University Level Inter-collegiate NSS Fest	January 16, 2018
4.	Union Day and College Day Celebrations 2018	January 17, 2018

**4. Review of the effectiveness of Online Feedback System on Teaching and its Report :**

IQAC Coordinator Mrs. Premalatha V., informed the members that the initiative of collecting online feedback on teaching from the students has been successfully administered. And as known to you all the individual feedback responses have been mailed to all the faculty. Further, the consolidated feedback report has been forwarded to the Principal for review and perusal. In this context, Principal Dr. K. V. Malini appreciated and acknowledged the efforts put in by Mrs. Prathima V. Baliga in devising the same in a very effective and presentable manner.

**5. Discussion on NAAC Revised Accreditation Framework – July 2017 :**

IQAC Coordinator Mrs. Premalatha V., updated the members about the Revised Accreditation Framework of NAAC that is applicable from July 2017 onwards. A detailed discussion on the revised Manual for SSR and Data Templates was evolved. Details about the changes in the process, timeline, system of Data Verification and Validation process and so on were discussed. Principal Dr. K. V. Malini directed the Criterion Heads to go through and study the revised manual so that it can be directed appropriately to the members in your respective criteria.

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

The following other matters were discussed :

- It was resolved that the conveners of Annual Flagship / Special events shall forward their budget for approval by the end of this month.
- The members were updated that ICT Academy Faculty Development Programme on "Teaching Techniques" has been scheduled on December 21 & 22, 2017 at our college.
- It was resolved to organize a Seminar on "Secrets of Success for Self-Management" for students in the month of January 2018.
- It was proposed to have a Free Eye Check-up Camp for Staff in the month of January / February 2018. The same will be followed-up.
- Mrs. Jayabharathi K. P. suggested having E-Attendance Monitoring System as a proactive mechanism to deal with the students' attendance management. This will enable better monitoring, control the irregularities and instill discipline amongst the students. Discussion was carried out in this regard. Further, it was resolved to work upon the plan and the same will

also be discussed in the Governing Council meeting.

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

*Premalatha.V*

**Mrs. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators**

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**



*K. V. Malini*

**Dr. K. V. Malini**

**Principal & Chairman**

**Principal**

**Canara College**

**Mangaluru**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

February 19, 2018

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – February 2018.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Monday, February 26, 2018 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,

*Premlatha V.*  
**Dr. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators  
Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**

**P. S. : Meeting Agenda**



*Malini*

**Dr. K. V. Malini**

**Principal and Chairman**

**Principal**

**Canara College**

**Mangaluru**

1. Read and confirm the minutes of last meeting held on August 10, 2017 and review the ATR.
2. Report on college development activities for the period September-February 2017-18.
3. Release of "Kamadhenu" – IQAC Bulletin 2017-18, Odd Semester Issue.
4. Apprise the Quality enhancement initiatives of the IQAC.
5. Review of University Examination Results of Odd Semester Oct. / Nov. 2017.
6. Review of Stakeholders Feedback on Curriculum.
7. Feedback and suggestions by the members for quality enhancement.
8. Any other matter with the permission of the Chair.

### **Copy to :**

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Jayabharathi K. P., Head, Criterion II
3. Mrs. Seema Prabhu S., Head, Criterion III
4. Mr. Ignatius Navil Noronha, Head, Criterion IV
5. Dr. Asha Kiran Pakkala, Head, Criterion V
6. Mrs. Thara Kumari, Head, Criterion VI
7. Dr. Prashanth, Head, Criterion VII
8. Mrs. Pushpalatha, Secretary, Staff Welfare Association
9. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member

10. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
11. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
12. Dr. G. G. Prabhu, Educationist
13. Mr. Praveen Prabhu, Industry Representative, Member
14. Mr. Gururaj Shet, President, Canara College Alumni Association
15. Mr. Venkatesh Bhat, President, Parent Teachers' Association
16. Mr. Nikith Suvarna, President, Students' Council

Principal  
Canara College  
Mangalore



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

Meeting of the IQAC 2017-18

Record of Attendees of the Meet

Date of the Meeting	February 26, 2018
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. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	<b>Mrs. Shanthi Roche</b> Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	<b>Mrs. Pushpalatha</b> Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	<b>Mrs. Sandhya B.</b> Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	<b>Mrs. Jayabharathi K. P.</b> Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	<b>Mrs. Thara Kumari</b> Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	<b>Dr. Prashanth</b> Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>
13.	<b>Mr. M. Ranganath Bhat</b> Hon. Secretary, C.H.S. Association	Management Nominee	
14.	<b>Mr. Maroor Sudhir Pai</b> Correspondent, Canara College	Management Nominee	<i>Maroor Sudhir Pai</i>
15.	<b>Dr. G. G. Prabhu</b> Educationist	Educational Expert	<i>G. G. Prabhu</i>
16.	<b>Mr. Praveen Prabhu</b> Proprietor, Brand Mango Creations LLP	Industry Representative	ABSENT
17.	<b>Mr. Gururaj Shet</b> President, Canara College Alumni Association	Alumni Member	<i>Gururaj Shet</i>

Sl. No.	Name of the Member	Designation	Signature
18.	<b>Mr. Venkatesh Bhat</b> President, Parent Teachers' Association	Parent Representative	
19.	<b>Nikith Suvarna - III B. Com.</b> President, Students' Council	Student Representative	

*Premalatha V.*

**Dr. Premalatha V.**  
**Mrs. Shanthi Roche**  
IQAC Coordinators  
**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, February 2018

**Date : Monday, February 26, 2018**

**Time : 4:00 PM**

**Venue : College Seminar Hall**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Monday, February 26, 2018 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 August 10, 2017 and review the ATR.
2. Report on college development activities for the period September-February 2017-18.
3. Release of "Kamadhenu" – IQAC Bulletin 2017-18, Odd Semester Issue.
4. Apprise the Quality enhancement initiatives of the IQAC.
5. Review of University Examination Results of Odd Semester Oct. / Nov. 2017.
6. Review of Stakeholders Feedback on Curriculum.
7. Feedback and suggestions by the members for quality enhancement.
8. 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. Premalatha V., IQAC Coordinator
3. Mrs. Shanthi Roche, IQAC Coordinator
4. Mrs. Sandhya B., Head, Criterion I
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Mr. Ignatius Navil Noronha, Head, Criterion IV
8. Dr. Asha Kiran Pakkala, Head, Criterion V
9. Mrs. Thara Kumari, Head, Criterion VI
10. Dr. Prashanth, Head, Criterion VII
11. Mrs. Pushpalatha, Secretary, Staff Welfare Association
12. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff, Member
13. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
14. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee
15. Dr. G. G. Prabhu, Educationist
16. Mr. Gururaj Shet, President, Canara College Alumni Association
17. Mr. Venkatesh Bhat, President, Parent Teachers' Association
18. Mr. Nikith Suvarna, President, Students' Council

#### Absentees for the Meet :

1. Mr. Praveen Prabhu, Industry Representative, Member

### **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 August 10, 2017 and review the ATR :**  
IQAC Coordinator Mrs. Shanthi Roche read the minutes of last meeting (i.e., IQAC Meeting with all the Stakeholders) held on Thursday, August 10, 2017. 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 2017-18.**  
Student Welfare Officer Mrs. Sandhya B., presented a report on college development activities for the period September 2017 - February 2018 as on date. The members noted the same and appreciated the progress made during the said period.
- 3. Release of "Kamadhenu" – IQAC Bulletin 2017-18, Odd Semester Issue :**  
Hon. Secretary Mr. M. Ranganath Bhat released "Kamadhenu" – The IQAC Bulletin 2017-18, Odd Semester Issue. He also expressed his appreciations for the same.
- 4. Apprise the Quality enhancement initiatives of the IQAC :**  
IQAC Coordinator Dr. Premalatha V., updated the members about the Action Plan chalked out for the even semester and Quality enhancement initiatives undertaken by the IQAC during the said period. The members took note of the same and appreciated for the same.
- 5. Review of University Examination Results of Odd Semester Oct. / Nov. 2017 :**  
Principal Dr. K. V. Malini appraised the programme-wise results of University Examination of odd semester held in Oct. / Nov. 2017. The members took note of the same.
- 6. Review of Stakeholders Feedback on Curriculum :**  
Mrs. Sandhya B., Head, Criterion I, placed the analyzed report of feedback on curriculum collected from various stakeholders viz., Students, Teachers, Employers, Parents and Alumni. Outcome of the feedback was shared. Suggestions were also sought from the esteemed members. The same were noted and action to be taken was suggested.
- 7. Feedback and suggestions by the members for quality enhancement :**
  - Dr. G. G. Prabhu, Educationist & Member, throwing light on the revised methodology of NAAC A & A process said that NAAC in its RAF has set tone for digitized era, taking cognizance of changing trends in higher education and aligning the reforms and rapidly transforming global education scenario. It has a distinct focus in data capture for quantitative assessment and process details for qualitative assessment. This is to make assessment more robust, objective-based, transparent, outcome-oriented and stakeholder-friendly manner. In this context, it is very vital to learn and adopt the same.
  - Mr. Gururaj Shet, President, Alumni Association expressed the need for widening networks with notable alumni holding key positions. This can further strengthen alumni engagement with the institution.
  - Mr. Venkatesh Bhat, President, Parent Teachers' Association suggested to infuse innovation in teaching-learning process. This can perhaps help in enhancing students interests and love towards the course of study.

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

There was no other matter to discuss.

Principal Dr. K. V. Malini informed the members that the initiative of collecting feedback from the students on teaching through online mode has been successfully initiated and found to be effective. As suggested earlier by Mr. Venkatesh Bhat, the plan for devising an effective mechanism to monitor and control absenteeism is being worked upon and is expected to draw some viable system for the same.

Hon. Secretary Mr. M. Ranganath Bhat appreciated for the initiative undertaken to device an appropriate framework for collecting online feedback from students on teaching.

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

*Premalatha V.*

**Dr. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators**

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**



*K. V. Malini*

**Dr. K. V. Malini**

**Principal & Chairman**

**Principal**

**Canara College**

**Mangaluru**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

April 11, 2018

### MEETING NOTICE

Dear Sir / Madam,

**Subject : Regarding Notice to IQAC Meeting – April 2018.**

\*\*\*

With reference to the subject cited above, a meeting of the IQAC will be convened on Monday, April 16, 2018 at 10:00 AM 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. Premalatha V.**

**Mrs. Shanthi Roche**

IQAC Coordinators

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**

**P. S. : Meeting Agenda**



*Malini*

**Dr. K. V. Malini**

Principal and Chairman

**Principal**

**Canara College**

**Mangaluru**

1. Read and confirm the minutes of last meeting held on February 26, 2018 and review the ATR.
2. Execution and follow-up with Students' E-Attendance Monitoring System.
3. Constitution of Staff Attendance Monitoring Committee.
4. Maintenance of Visitors Register at the campus entrance.
5. Discussion on revising the process of constituting Students' Council.
6. Any other matter with the permission of the Chair.

### **Copy to :**

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Jayabharathi K. P., Head, Criterion II
3. Mrs. Seema Prabhu S., Head, Criterion III
4. Mr. Ignatius Navil Noronha, Head, Criterion IV
5. Dr. Asha Kiran Pakkala, Head, Criterion V
6. Mrs. Thara Kumari, Head, Criterion VI
7. Dr. Prashanth, Head, Criterion VII
8. Mrs. Pushpalatha, Secretary, Staff Welfare Association
9. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2017-18

Record of Attendees of the Meet

Date of the Meeting	April 16, 2018
Time of the Meeting	10:00 AM
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. Premalatha V.</b> Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	<b>Mrs. Shanthi Roche</b> Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	<b>Mrs. Pushpalatha</b> Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	<b>Mrs. Sandhya B.</b> Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	<b>Mrs. Jayabharathi K. P.</b> Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	<b>Mrs. Seema Prabhu S.</b> Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	<b>Mr. Ignatius Navil Noronha</b> Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	<b>Dr. Asha Kiran Pakkala</b> Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	<b>Mrs. Thara Kumari</b> Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	<b>Dr. Prashanth</b> Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	<b>Mr. Sridhar Prabhu</b> First Div. Clerk	Administrative Staff	<i>Sridhar Prabhu</i>

**Dr. Premalatha V.**  
**Mrs. Shanthi Roche**  
IQAC Coordinators

**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)

### Minutes of the Meeting of IQAC, April 2018

**Date : Monday, April 16, 2018**

**Time : 10:00 AM**

**Venue : College Seminar Hall**

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Monday, April 16, 2018 at 10:00 AM in the College Seminar Hall. 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 February 26, 2018 and review the ATR.
2. Execution and follow-up with Students' E-Attendance Monitoring System.
3. Constitution of Staff Attendance Monitoring Committee.
4. Maintenance of Visitors Register at the campus entrance.
5. Discussion on revising the process of constituting Students' Council.
6. 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. Premalatha V., IQAC Coordinator
3. Mrs. Shanthi Roche, IQAC Coordinator
4. Mrs. Sandhya B., Head, Criterion I
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Mr. Ignatius Navil Noronha, Head, Criterion IV
8. Dr. Asha Kiran Pakkala, Head, Criterion V
9. Mrs. Thara Kumari, Head, Criterion VI
10. Dr. Prashanth, Head, Criterion VII
11. Mrs. Pushpalatha, Secretary, Staff Welfare Association
12. Mr. Sridhar Prabhu, First Div. Clerk, Administrative Staff

#### Absentees for the Meet :

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#### Proceedings of the Meet :

IQAC Coordinator Dr. Premalatha V., 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 February 26, 2018 and review the ATR :**

IQAC Coordinator Mrs. Shanthi Roche read the minutes of last meeting held on Monday, February 26, 2018. The same were confirmed and ratified by the members. Action Taken for the

same was also shared with the members.

**2. Execution and follow-up with Students' E-Attendance Monitoring System :**

On seeking approval for initiating Students' E-Attendance Monitoring System, Principal Dr. K. V. Malini directed Mrs. Jayabharathi K. P. to expedite necessary follow-up in this regard so that it can be executed from the ensuing academic year 2018-19.

**3. Constitution of Staff Attendance Monitoring Committee :**

With the constitution of Students' E-Attendance Monitoring Committee the need was felt to have the same for faculty too. Hence, it was resolved to constitute Staff Attendance Monitoring Committee with Mrs. Pushpalatha, as the convener for the same. She was directed to draw necessary framework for the same.

**4. Maintenance of Visitors Register at the campus entrance :**

As a matter of security concern and also to record the details of visitors on the campus, the need was felt to maintain a 'Visitors Register' at the campus entrance. Hence, it was collectively resolved to direct the Security Guard to make an entry of the visitors in the given Register.

**5. Discussion on revising the process of constituting Students' Council :**

Principal Dr. K. V. Malini placed the need for changing the mode of constituting Students' Council from the academic year 2018-19. On considering the previous experiences and feedback of the staff, it is felt to evolve election cum selection in the process of choosing the office bearers to the council. Members unanimously agreed for the same. It was resolved that Student Welfare Officers in consultation with IQAC shall formulate appropriate guidelines for constituting the same.

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

The following other matters were discussed :

- i. It was resolved that the Departments shall plan for organizing Seminars / Conferences / Workshops of quality, relevance and significance.
- ii. With a view to foster linkages and collaboration with professional bodies, it was resolved to take appropriate initiatives in this direction.

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

*Premalatha V.*

**Dr. Premalatha V.**

**Mrs. Shanthi Roche**

**IQAC Coordinators**

**Co-ordinator**

**Internal Quality Assurance Cell**

**CANARA COLLEGE**

**Mangaluru - 575 003**



*Malini*

**Dr. K. V. Malini**

**Principal & Chairman**

**Principal**

**Canara College**

**Mangaluru**