



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 25, 2018

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to IQAC Meeting – June 2018.

With reference to the subject cited above, a meeting of the IQAC will be convened on Saturday, June 02, 2018 at 2:00 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,

Praveetha 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 April 16, 2018 and review the ATR.
2. Review and confirm Annual Quality Assurance Report (AQAR) 2017-18.
3. Ratify the Reconstitution of IQAC for the AY 2018-19.
4. Confirm Institutional Academic Calendar for the AY 2018-19.
5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2018-19.
6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2018-19.
7. Updates on initiation of Students' E-Attendance Monitoring System.
8. Review the revised guidelines for change of mode of constituting Students' Council.
9. Schedule of Orientation Programme for the first year students.
10. 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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff



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

Meeting of the IQAC 2018-19

Record of Attendees of the Meet

Date of the Meeting	June 02, 2018
Time of the Meeting	2:00 PM
Venue of the Meeting	Office of IQAC

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	Mrs. Shanthi Roche Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	Mr. Ignatius Navil Noronha Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	Dr. Asha Kiran Pakkala Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	Mrs. Thara Kumari Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika Bhat</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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC, June 2018

Date : Saturday, June 02, 2018

Time : 2:00 PM

Venue : Office of IQAC

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Saturday, June 02, 2018 at 2:00 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 April 16, 2018 and review the ATR.
2. Review and confirm Annual Quality Assurance Report (AQAR) 2017-18.
3. Ratify the Reconstitution of IQAC for the AY 2018-19.
4. Confirm Institutional Academic Calendar for the AY 2018-19.
5. Confirm the Action Plan and Quality enhancement initiatives for the AY 2018-19.
6. Propose and confirm the list of Add-on / Certificate Courses for the AY 2018-19.
7. Updates on initiation of Students' E-Attendance Monitoring System.
8. Review the revised guidelines for change of mode of constituting Students' Council.
9. Schedule of Orientation Programme for the first year students.
10. 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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff

Absentees for the Meet :

---Nil---

Proceedings of the Meet :

At the outset, IQAC Coordinator Dr. Premalatha V., extended greetings for the new Academic Year 2018-19 and welcomed all the members. A word of special welcome was accorded to Mrs. Radhika Bhat for being nominated as IQAC member. The business of the meeting then started, by taking each

agenda for consideration.

1. Read and confirm the minutes of last meeting held on April 16, 2018 and review the ATR :

IQAC Coordinator Mrs. Shanthi Roche., read the minutes of last meeting held on Monday, April 16, 2018. 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) 2017-18 :

IQAC Coordinator Dr. Premalatha V., placed before the members the compiled AQAR 2017-18. 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 2018-19 :

IQAC Coordinator Mrs. Shanthi Roche, placed the reconstituted composition of IQAC for the academic year 2018-19 evolving change in the co-opted members. The reconstituted list was ratified. It was informed that the same will be notified to all.

4. Confirm Institutional Academic Calendar for the AY 2018-19 :

IQAC Coordinator Dr. Premalatha V., updated the members that as informed earlier, the draft of Institutional Academic Calendar for the academic year 2018-19 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 2018-19 :

IQAC Coordinator Mrs. Shanthi Roche placed the proposed Action Plan and Quality enhancement initiatives proposed for the academic year 2018-19. 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 2018-19 :

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. Updates on initiation of Students' E-Attendance Monitoring System :

Mrs. Jayabharathi K. P., Convener, Students E-Attendance Monitoring Committee gave updates on the developments of initiating the system from the current academic year. She apprised the members that exclusive software for the same has been developed after lot of discussions. All the necessary preliminary follow-up in this regard has been made. Further, a demo of the same will be arranged upon the commencement of the classes. She also explained the process and procedure evolved with the same. Principal Dr. K. V. Malini acknowledged and appreciated for the same.

8. Review the revised Guidelines for change of mode of constituting Students' Council :

Student Welfare Officer Mrs. Sandhya B., placed before the members the revised guidelines framed for constituting the Students' Council for perusal. On its review, it was resolved to consider the same. The same was ratified by the members.

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 23, 2018 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. Any other matter with the permission of the Chair :

The following other matters were discussed :

- i. It has been resolved to constitute the following new Cells from the current academic year :
 - a. Intellectual Property Rights (IPR) Cell
 - b. Human Values and Professional Ethics Cell
- ii. As resolved in the earlier meeting, Mrs. Pushpalatha, Convener, Staff Attendance Monitoring Committee placed the framework of initiative for perusal. On its review, suggestions were also given by the members. Considering the aforementioned, it was resolved to adopt the same.

On a concluding note, Principal Dr. K. V. Malini remarked that – “teaching and learning offers us all numerous opportunities to focus on a number of ‘small things’ that culminate over a time to produce students who are prepared to do the ‘great things’ in life. Thus, as educators we must be committed to reflect this noble responsibility.”

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
Mangaluru**



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

August 13, 2018

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to IQAC Meeting – August 2018.

With reference to the subject cited above, a meeting of the IQAC will be convened on Monday, August 20, 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,

Prakash 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 and Chairman

Principal

Canara College

Mangaluru

P. S. : Meeting Agenda

1. Read and confirm the minutes of last meeting held on June 02, 2018 and review the ATR.
2. Report on college development activities for the period March-July 2018.
3. Highlights and updates on AQAR 2017-18.
4. Release of "Kamadhenu" – IQAC Bulletin 2017-18, 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 2018.
7. Updates on Students' E-Attendance Monitoring System.
8. Feedback and suggestions by the members for quality enhancement.
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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff
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. Vinayak Shet, Industry Representative
14. Mr. Praveen Prabhu, President, Canara College Alumni Association
15. Mrs. Usha K. S., President, Parent Teachers' Association
16. Mr. B. Amith Prabhu, President, Students' Council



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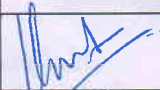

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2018-19

Record of Attendees of the Meet

Date of the Meeting	August 20, 2018
Time of the Meeting	4:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	Mrs. Shanthi Roche Asst. Professor, Dept. of English		<i>Shanthi Roche</i>
4.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	Mr. Ignatius Navil Noronha Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	Dr. Asha Kiran Pakkala Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	Mrs. Thara Kumari Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika Bhat</i>
13.	Mr. M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Management Nominee	<i>M. Ranganath Bhat</i>
14.	Mr. Maroor Sudhir Pai Correspondent, Canara College	Management Nominee	ABSENT
15.	Dr. G. G. Prabhu Educationist	Educational Expert	<i>G. G. Prabhu</i>
16.	Mr. Vinayak Shet Proprietor, Hotel Vasanth Mahal	Industry Representative	<i>Vinayak Shet</i>
17.	Mr. Praveen Prabhu President, Canara College Alumni Association	Alumni Member	<i>Praveen Prabhu</i>

Sl. No.	Name of the Member	Designation	Signature
18.	Mrs. Usha K. S. President, Parent Teachers' Association	Parent Representative	
19.	B. Amith Prabhu – III BBA President, Students' Council	Student Representative	

Premlatha 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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC, August 2018

Date : Monday, August 20, 2018

Time : 4:00 PM

Venue : College Seminar Hall

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Thursday, August 10, 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 June 02, 2018 and review the ATR.
2. Report on college development activities for the period March-July 2018.
3. Highlights and updates on AQAR 2017-18.
4. Release of “Kamadhenu” – IQAC Bulletin 2017-18, 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 2018.
7. Updates on Students’ E-Attendance Monitoring System.
8. Feedback and suggestions by the members for quality enhancement.
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. 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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff
13. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
14. Dr. G. G. Prabhu, Educationist
15. Mr. Vinayak Shet, Industry Representative
16. Mr. Praveen Prabhu, President, Canara College Alumni Association
17. Mrs. Usha K. S., President, Parent Teachers’ Association
18. Mr. B. Amith Prabhu, President, Students’ Council

Absentees for the Meet :

1. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Management Nominee

Proceedings of the Meet :

At the outset, Principal Dr. K. V. Malini extended warm greetings and a cheerful welcome to 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 26, 2018 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 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. Report on college development activities for the period March-July 2018 :

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 for the progress made during the said period.

3. Highlights and updates on AQAR 2017-18 :

IQAC Coordinator Dr. Premalatha V., placed before the members the AQAR 2017-18 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 2017-18 has been timely submitted to NAAC and took note of the same.

4. Release of "Kamadhenu" – IQAC Bulletin 2017-18, Even Semester Issue :

Mr. Praveen Prabhu, President, Canara College Alumni Association & Member of IQAC released "Kamadhenu" – The IQAC Bulletin 2017-18, Even Semester Issue. He also appreciated for the same.

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

IQAC Coordinator Mrs. Shanthi Roche apprised the Action Plan for the academic year 2018-19 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 2016.

Principal Dr. K. V. Malini appraised the programme-wise results of University Examination of even semester held in April / May 2018. The members took note of the same.

7. Updates on Students' E-Attendance Monitoring System :

Mrs. Jayabharathi K. P., Convener, Students' E-Attendance Monitoring Committee updated the members about the initiation of the online system of monitoring students' attendance and is functioning well. She also gave more insights on the functioning of the system. The members taking its note appreciated for initiating the same. Principal Dr. K. V. Malini expressed that the suggestion shared by the esteemed member has been duly worked upon and successfully executed.

8. Feedback and suggestions by the members for quality enhancement :

- Dr. G. G. Prabhu, Educationist & Member, suggested planning for collaborative initiatives through MoUs and linkages. Further, Research culture should be promoted among students and faculty. Use of ICT in teaching should be strengthened.

- Mr. Vinayak Shet, Industry Representative & Member suggested encouraging internships so that students can gain some hands-on experience.
- Mr. Praveen Prabhu, President, Canara College Alumni Association suggested offering more number Add-on / Certificate Courses that focus on skill development and employability.
- Mrs. Usha K. S., President, Parent Teachers' Association suggested that along with regular programmes, coaching for professional courses should be thought of. This can facilitate the aspirants willing to pursue professional courses like CA / CS, etc...

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

There was no other matter to discuss.

Principal Dr. K. V. Malini appreciated and acknowledged the esteemed members for their valuable suggestions. She also assured that necessary follow-up will be undertaken in this regard.

On a concluding note, Hon. Secretary Mr. M. Ranganath Bhat remarked that – “Education is not just a process of giving knowledge for a future job but a lifelong process which creates an understanding of moral and ethical values to guide one’s life for righteousness. CANARA has always been steadfast to nurture its students for the same.”

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

December 12, 2018

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to IQAC Meeting – December 2018.

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

HP Chauhan

Dr. Premalatha V.

Mr. Hardik P. Chauhan

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 20, 2018 and review the ATR.
2. Confirm the nomination of additional IQAC Coordinator.
3. Confirm the Action Plan for the Even Semester 2018-19.
4. Schedule the dates of Annual Flagship Events 2019.
5. Proposal for organizing National Conference by Dept. of Business Administration.
6. Proposal for revision of Annual Performance-Based Self-Appraisal Form for Teaching Faculty.
7. 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
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8. Mrs. Pushpalatha, Secretary, Staff Welfare Association
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2018-19

Record of Attendees of the Meet

Date of the Meeting	December 18, 2018
Time of the Meeting	4:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Lecturer, Dept. of Business Administration		<i>HP Chauhan</i>
4.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>SB</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>JB</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mr. Ignatius Navil Noronha Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>INBN</i>
9.	Dr. Asha Kiran Pakkala Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran</i>
10.	Mrs. Thara Kumari Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>TK</i>
11.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>RB</i>

HP Chauhan Premalatha V.

Dr. Premalatha V.

Mr. Hardik P. Chauhan

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 2018

Date : Tuesday, December 18, 2018

Time : 4:00 PM

Venue : College Seminar Hall

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Tuesday, December 18, 2018 at 4:00 PM 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 August 20, 2018 and review the ATR.
2. Confirm the nomination of additional IQAC Coordinator.
3. Confirm the Action Plan for the Even Semester 2018-19.
4. Schedule the dates of Annual Flagship Events 2019.
5. Proposal for organizing National Conference by Dept. of Business Administration.
6. Proposal for revision of Annual Performance-Based Self-Appraisal Form for Teaching Faculty.
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. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, 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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff

Absentees for the Meet :

---Nil---

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 August 20, 2018 and review the ATR :**
IQAC Coordinator Dr. Premalatha V., read the minutes of last meeting held on Monday, August 20, 2018. The same were confirmed and ratified by the members. Action Taken for the same was

also shared with the members.

2. Confirm the nomination of additional IQAC Coordinator :

With the re-deployment of previous IQAC Coordinator Mrs. Shanthi Roche to her mother Institution, Mr. Hardik P. Chauhan, Faculty, Dept. of Business Administration has been nominated in her place to coordinate with Dr. Premalatha V. The same was noted and endorsed by the members.

3. Confirm the Action Plan for the Even Semester 2018-19 :

IQAC Coordinator Dr. Premalatha V., updated the members with the Action Plan chalked out for the even semester 2018-19. The same were discussed and confirmed by the members.

4. 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.	Inter-class Variety Entertainment Competitions 2019	January 14, 2019
2.	SRUJANA 2019 : One-day University Level Inter-collegiate NSS Fest	January 16, 2019
3.	CANFEST 2019 : Two-day National Level Inter-collegiate Commerce & Management and Science & IT Fest	January 17 & 18, 2019
4.	Union Day and College Day Celebrations 2019	January 19, 2019

5. Proposal for organizing National Conference by Dept. of Business Administration :

IQAC Coordinator Dr. Premalatha V., placed the proposal received from the Dept. of Business Administration for organizing self-financed One-day National Conclave “SANKALP 2019” on the theme “Rejuvenating Vision to transform Indian Management Education in the Global Context” on February 25, 2019. Considering the relevancy of theme and initiative of the Department it was resolved to organize the same. Principal Dr. K. V. Malini informed that the approval for the same will sought from the Governing Council.

6. Proposal for revision of Annual Performance-Based Self-Appraisal Form for Teaching Faculty :

IQAC Coordinator Dr. Premalatha V., expressed the need for revising the existing Self-Appraisal Form for the Teaching Faculty. Suggestions were sought from the members. Considering the suggestions received, it was resolved to draft a revised proforma for the same.

7. 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.
- It was resolved that IQAC shall organize a Seminar on “Writing and Publishing Research Papers” in the month of January 2019.
- Principal Dr. K. V. Malini expressed the need for revising the Institutional Ideals so as to make it more relevant and appropriate with the changing times. The members collectively agreed for the same. Further, it was resolved to place the need before the Governing Body for its consideration and seek their directions in this regard.

- iv. IQAC Coordinator Dr. Premalatha V., expressed that as a quality assurance initiative, it is significant to evolve AAA process. Considering the suggestion and need, it was collectively resolved that IQAC will suitably plan for the conduct of the same preferably at the closure of the even semester.
- v. Based on the feedback received and with the subsequent internal discussion thereon, it is very much thoughtful to offer value-added Academic-cum-Professional programme embedded with Coaching for Professional Courses. In this regard, it is suggestible to plan for introducing B. Com. Professional with coaching for CA and CS Courses. Principal Dr. K. V. Malini informed the members that the suggestion will be placed in the Governing Council for its consideration.

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

HP Chauhan Premalatha V.
Mrs. Premalatha V.

Mr. Hardik P. Chauhan

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)

February 02, 2019

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to IQAC Meeting – February 2019.

With reference to the subject cited above, a meeting of the IQAC will be convened on Saturday, February 09, 2019 at 3:00 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,

HP Chauhan
Pravallto.V

Dr. Premalatha V.

Mr. Hardik P. Chauhan

**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 20, 2018 and review the ATR.
2. Report on college development activities for the period September-January 2018-19.
3. Release of "Kamadhenu" – IQAC Bulletin 2018-19, Odd Semester Issue.
4. Apprise the Action Plan and Quality enhancement initiatives of the IQAC.
5. Review of University Examination Results of Even Semester Nov. / Dec. 2018.
6. Updates on Students' E-Attendance Monitoring System and action taken against the defaulters.
7. Need for revising Institutional Ideals.
8. Feedback and suggestions by the members for quality enhancement.
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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff
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. Vinayak Shet, Industry Representative
14. Mr. Praveen Prabhu, President, Canara College Alumni Association
15. Mrs. Usha K. S., President, Parent Teachers' Association
16. Mr. B. Amith Prabhu, President, Students' Council



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

Meeting of the IQAC 2018-19

Record of Attendees of the Meet

Date of the Meeting	February 09, 2019
Time of the Meeting	3:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Lecturer, Dept. of Business Administration		<i>Hardik Chauhan</i>
4.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	Mr. Ignatius Navil Noronha Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	Dr. Asha Kiran Pakkala Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	Mrs. Thara Kumari Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika Bhat</i>
13.	Mr. M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Management Nominee	<i>M. Ranganath Bhat</i>
14.	Mr. Maroor Sudhir Pai Correspondent, Canara College	Management Nominee	<i>Maroor Sudhir Pai</i>
15.	Dr. G. G. Prabhu Educationist	Educational Expert	<i>G. G. Prabhu</i>
16.	Mr. Vinayak Shet Proprietor, Hotel Vasanth Mahal	Industry Representative	ABSENT
17.	Mr. Praveen Prabhu President, Canara College Alumni Association	Alumni Member	<i>Praveen Prabhu</i>

Sl. No.	Name of the Member	Designation	Signature
18.	Mrs. Usha K. S. President, Parent Teachers' Association	Parent Representative	
19.	B. Amith Prabhu – III BBA President, Students' Council	Student Representative	

AP Charhe Primalatha V

Dr. Primalatha V.

Mr. Hardik P. Chauhan

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, February 2019

Date : Saturday, February 09, 2019

Time : 3:00 PM

Venue : College Seminar Hall

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Saturday, February 09, 2019 at 3:00 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 20, 2018 and review the ATR.
2. Report on college development activities for the period September-January 2018-19.
3. Release of “Kamadhenu” – IQAC Bulletin 2018-19, Odd Semester Issue.
4. Apprise the Action Plan and Quality enhancement initiatives of the IQAC.
5. Review of University Examination Results of Even Semester Nov. / Dec. 2018.
6. Updates on Students’ E-Attendance Monitoring System and action taken against the defaulters.
7. Need for revising Institutional Ideals.
8. Feedback and suggestions by the members for quality enhancement.
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. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, 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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff
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, President, Canara College Alumni Association
17. Mrs. Usha K. S., President, Parent Teachers’ Association
18. Mr. B. Amith Prabhu, President, Students’ Council

Absentees for the Meet :

1. Mr. Vinayak Shet, Industry Representative

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 20, 2018 and review the ATR :

IQAC Coordinator Dr. Premalatha V., read the minutes of last meeting (i.e., IQAC Meeting with all the Stakeholders) held on Monday, August 20, 2018. 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-January 2018-19 :

Student Welfare Officer Mrs. Sandhya B., presented a report on college development activities for the period September 2018 - January 2019. The members noted the same and appreciated for the progress made during the said period.

3. Release of “Kamadhenu” – IQAC Bulletin 2018-19, Odd Semester Issue :

Hon. Secretary Mr. M. Ranganath Bhat released “Kamadhenu” – The IQAC Bulletin 2018-19, Odd Semester Issue. He also appreciated for the same.

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

IQAC Coordinator Mr. Hardik P. Chauhan apprised the Action Plan for the academic year 2018-19 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 Even Semester Nov. / Dec. 2018.

Principal Dr. K. V. Malini appraised the programme-wise results of University Examination of odd semester held in November / December 2018. The members took note of the same.

6. Updates on Students’ E-Attendance Monitoring System and action taken against the defaulters :

Principal Dr. K. V. Malini informed the members that Students’ E-Monitoring System initiated from the current academic year has been functioning well and is operational. She also updated the members about the number of student defaulters at the end of the Odd Semester 2018 and the subsequent action taken against them. The members supported the action taken by the college and said; it will certainly convey a strong message among the students’ community and thereby it will facilitate towards instilling discipline.

7. Need for revising Institutional Ideals :

As discussed in the internal meeting of IQAC, Principal Dr. K. V. Malini expressed the need for revising the Institutional Ideals so as to make it more relevant and appropriate with the changing times. Suggestions and inputs were called upon from the members.

8. Feedback and suggestions by the members for quality enhancement :

- Dr. G. G. Prabhu, Educationist & Member, sharing his view said – “it is very thoughtful that the college has considered to revise its strategic ideals to make it more relevant with the changing times. All the stakeholders and IQAC shall come together to rethink and brainstorm in this regard.” The Strategic Ideals must reflect the Philosophy and Core Values of the Institution.

Further, he also suggested to undertake Internal / External Quality Audits (AAA) as a quality assurance initiative. This will serve as a yardstick for continuous improvement.

- Mr. Praveen Prabhu, President, Canara College Alumni Association shared his ideas and suggestions pertaining to developing the revised Ideals of the Institution.
- Mrs. Usha K. S., President, Parent Teachers' Association appreciated the college for timely initiating the much needed proactive measures of monitoring students' attendance through online. It will definitely create alertness amongst the students.

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

The following other matters were discussed :

- Principal Dr. K. V. Malini informed the members about "SANKALP 2019" – One-day National Level Conclave on the theme "Rejuvenating Vision to transform Indian Management Education in the Global Context" will be organized by the Dept. of Business Administration on February 25, 2019. She also extended the invite for the same.
- The members were informed that in consideration to the feedback received and subsequent discussions thereon, the college has proposed to offer Coaching for Professional Courses along with regular academic programme (i.e., B. Com. Professional with Coaching for CA and CS Courses) from the next academic year 2019-20.

Principal Dr. K. V. Malini thanked the esteemed members for their valuable suggestions and assured timely follow-up of the same.

On a concluding note, Hon. Secretary Mr. M. Ranganath Bhat remarked that it is glad to learn the developments of the college and the new strides it is preparing to explore making significant contribution to enhance quality.

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

H P Chauhan
Dr. Premalatha V.

Mr. Hardik P. Chauhan
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)

March 19, 2019

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to IQAC Meeting – March 2019.

With reference to the subject cited above, a meeting of the IQAC will be convened on Monday, March 25, 2019 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. Premalatha V.
Dr. Premalatha V.

Mr. Hardik P. Chauhan
IQAC Coordinators
Co-ordinator

Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003
P. S. : Meeting Agenda



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

1. Read and confirm the minutes of last meeting held on February 09, 2019 and review the ATR.
2. Schedule the dates of Internal Academic and Administrative Audit (AAA).
3. Confirm the revised proforma of Performance-Based Self-Appraisal Form for Teaching Faculty.
4. Ratify the academic and administrative responsibilities of the staff for the AY 2019-20.
5. Draft of revised Institutional Ideals and review of the same.
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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the IQAC 2018-19

Record of Attendees of the Meet

Date of the Meeting	March 25, 2019
Time of the Meeting	4:00 PM
Venue of the Meeting	Office of IQAC

Sl. No.	Name of the Member	Designation	Signature
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	IQAC Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Lecturer, Dept. of Business Administration		<i>#P Chauhan</i>
4.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Administration	Secretary Staff Welfare Association	<i>Pushpalatha</i>
5.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema Prabhu S.</i>
8.	Mr. Ignatius Navil Noronha Asst. Professor & Head, Dept. of Commerce	Head, Criterion IV	<i>Ignatius Navil Noronha</i>
9.	Dr. Asha Kiran Pakkala Asst. Professor & Head, Dept. of Physics	Head, Criterion V	<i>Asha Kiran Pakkala</i>
10.	Mrs. Thara Kumari Assoc. Professor, Dept. of Kannada	Head, Criterion VI	<i>Thara Kumari</i>
11.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika Bhat</i>

#P Chauhan *Premalatha V.*

Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Co-ordinators

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, March 2019

Date : Monday, March 25, 2019

Time : 4:00 PM

Venue : Office of IQAC

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Monday, March 25, 2019 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 February 09, 2019 and review the ATR.
2. Schedule the dates of Internal Academic and Administrative Audit (AAA).
3. Confirm the revised proforma of Performance-Based Self-Appraisal Form for Teaching Faculty.
4. Ratify the academic and administrative responsibilities of the staff for the AY 2019-20.
5. Draft of revised Institutional Ideals and review of the same.
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. Mr. Hardik P. Chauhan, 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. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff

Absentees for the Meet :

---Nil---

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 09, 2019 and review the ATR :

IQAC Coordinator Mr. Hardik P. Chauhan read the minutes of last meeting held on Saturday, February 09, 2019. 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 Internal Academic and Administrative Audit (AAA) :

As discussed and resolved earlier in a meet held in the month of December 2018, a discussion on conducting Internal Academic and Administrative Audit (AAA) was undertaken. It was resolved to schedule the same during the second week of April 2019. Principal Dr. K. V. Malini informed that IQAC shall draw a proper schedule for the same and notify it. Further, the departments and Associations shall prepare for the process as per the checklist that will be circulated.

3. Confirm the revised proforma of Performance-Based Self-Appraisal Form for Teaching Faculty :

As discussed and resolved earlier in a meet held in the month of December 2018, a revised draft proforma of Annual Performance-Based Self-Appraisal Form for Teaching Faculty has been articulated. IQAC Coordinator Dr. Premalatha V., placed the same before the members. On its review and discussion, it was resolved to adopt the same.

4. Prepare draft list of academic and administrative responsibilities of the staff for the AY 2019-20 :

A draft list of academic and administrative responsibilities of the staff for the AY 2019-20 was prepared. It was resolved to notify the same in the General Staff meeting.

5. Draft of revised Institutional Ideals and review of the same :

Principal Dr. K. V. Malini informed the members that with the subsequent rounds of brainstorming, a draft of revised Institutional Ideals has been articulated by the IQAC. The same was read before the members. Further suggestions were sought in this regard. On its review, it was collectively resolved to consider it and follow-up to seek approval from the Governing Council for the same.

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

The following other matters were discussed :

- i. It was resolved to include the following :
 - a. Rovers and Rangers Association under Extra-curricular Associations.
 - b. Centre for Advanced Studies in Science and Technology (CASST) under R & D Special Study Centres.
- ii. It was resolved to combine Website and Documentation Committee. Further, it was resolved that Mrs. Prathma V. Baliga shall coordinate as the Web Administrator.
- iii. As per the directives of the Management, Mrs. Anasuya Bhagvath and Mrs. Vinoda V. Nayak shall be the Coordinators for B. Com. Professional batch.
- iv. IQAC Coordinators expressed the need for registration of Alumni Association as per the mandate of NAAC A & A. Hence, it was resolved to follow-up in this regard.
- v. It was resolved to restructure the composition of IQAC. Mrs. Dejjamma A., Faculty, Dept. of Commerce was nominated as the NAAC Steering Coordinator.
- vi. Criterion Heads were informed about the revised proforma of Annual Quality Assurance Report (AQAR). A discussion on the same was held. Further, Principal Dr. K. V. Malini directed the Heads to study the same and follow-up accordingly to collect the inputs.

- vii. It was resolved to develop Institutional Strategic Perspective Plan Document involving all the stakeholders concerned.
- viii. It was resolved to develop compendium of Policy Documents on Institutional governance with clearly stated guidelines, procedures and protocols to guide appropriate actions.
- ix. It was resolved to develop “Stakeholders Handbook on Code of Conduct and Professional Ethics”.
- x. With the felt need, it was resolved that as a quality enhancement initiative, IQAC shall formulate General Guidelines of directives for better clarity and functioning.

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

HP Chauhan Premalatha V.

Mrs. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinators

Co-ordinator

Internal Quality Assurance Cell

CANARA COLLEGE

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Dr. K. V. Malini

Principal & Chairman

Principal

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Mangaluru