



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)

June 01, 2019

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to IQAC Meeting – June 2019.

With reference to the subject cited above, a meeting of the IQAC will be convened on Saturday, June 08, 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,

Dr. Premalatha V.
Dr. Premalatha V.

Mr. Hardik P. Chauhan

**IQAC Coordinators
Co-ordinator**



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

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

P. S. : Meeting Agenda

1. Read and confirm the minutes of last meeting held on March 25, 2019 and review the ATR.
2. Review and confirm Annual Quality Assurance Report (AQAR) 2018-19.
3. Ratify the Reconstitution of IQAC for the AY 2019-20.
4. Confirm Institutional Academic Calendar for the AY 2019-20.
5. Confirm the Annual Theme for the AY 2019-20.
6. Updates on revised Institutional Ideals
7. Updates on Institutional Strategic Perspective Plan.
8. Any other matter with the permission of the Chair.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya B., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Anasuya Bhagvath, Head (I/c), Criterion IV
6. Dr. Asha Kiran Pakkala, Head, Criterion V
7. Mrs. Thara Kumari, Head, Criterion VI
8. Dr. Prashanth, Head, Criterion VII

9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff
11. Mrs. Lavina S. Noronha
12. Dr. Kalpana Prabhu J., Special Invitee
13. Mrs. Usha Nayak, Special Invitee
14. Mrs. Vinoda V. Nayak, Special Invitee



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

Meeting of the IQAC 2019-20

Record of Attendees of the Meet

Date of the Meeting	June 08, 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. Dejamma A. Asst. Professor & Head, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejamma</i>
5.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc.	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Anasuya Bhagvath Asst. Professor, Dept. of Commerce	Head (I/c), Criterion IV	<i>Anasuya</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>Thara</i>
11.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Head, Criterion VII	<i>Prashanth</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Pol. Science	Secretary Staff Welfare Association	ABSENT
13.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	ABSENT
14.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Special Invitee	<i>Lavina</i>
15.	Dr. Kalpana Prabhu J. Asst. Professor & Head, Dept. of Hindi	Special Invitee	<i>Kalpana</i>
16.	Mrs. Usha Nayak Asst. Professor, Dept. of Commerce	Special Invitee	<i>Usha</i>
17.	Mrs. Vinoda V. Nayak Asst. Professor, Dept. of Commerce	Special Invitee	<i>Vinoda V. Nayak</i>

Principal

Canara College
Mangaluru



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC, June 2019

Date : Saturday, June 08, 2019

Time : 3:00 PM

Venue : College Seminar Hall

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Saturday, June 08, 2019 at 3:00 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 March 25, 2019 and review the ATR.
2. Review and confirm Annual Quality Assurance Report (AQAR) 2018-19.
3. Ratify the Reconstitution of IQAC for the AY 2019-20.
4. Confirm Institutional Academic Calendar for the AY 2019-20.
5. Confirm the Annual Theme for the AY 2019-20.
6. Updates on revised Institutional Ideals
7. Updates on Institutional Strategic Perspective Plan.
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. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Anasuya Bhagvath, Head (I/c), Criterion IV
9. Dr. Asha Kiran Pakkala, Head, Criterion V
10. Mrs. Thara Kumari, Head, Criterion VI
11. Dr. Prashanth, Head, Criterion VII
12. Mrs. Lavina S. Noronha, Special Invitee
13. Dr. Kalpana Prabhu J., Special Invitee
14. Mrs. Usha Nayak, Special Invitee
15. Mrs. Vinoda V. Nayak, Special Invitee

Absentees for the Meet :

1. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
2. Mrs. Radhika Bhat, Sec. Div. Clerk, Administrative Staff

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 March 25, 2019 and review the ATR :**
IQAC Coordinator Mr. Hardik P. Chauhan read the minutes of last meeting held on Monday, March 25, 2019. 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) 2018-19 :**
Criterion-wise inputs of AQAR were presented by the respective Criterion Heads. IQAC Coordinator Dr. Premalatha V., 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 inputs, necessary suggestions and feedback were shared. Considering the same, it was confirmed by the members.

Mrs. Jayabharathi K. P., Head, Criterion II, placed the Report on Student Satisfaction Survey (SSS) on overall institutional performance conducted in connection with the AQAR. The outcome of the same was discussed. Action to be taken were suggested and listed out.
3. **Ratify the Reconstitution of IQAC for the AY 2019-20 :**
It was resolved to reconstitute and restructure the composition of IQAC comprising of Core, Associate and Advisory Members. The list of the same was placed before the members and the same was ratified. Further, the members were informed that the reconstituted list will be notified to all.
4. **Confirm Institutional Academic Calendar for the AY 2019-20 :**
IQAC Coordinator Mr. Hardik P. Chauhan placed before the members the draft of Academic Calendar prepared for the academic year 2019-20. Upon its review, the same was confirmed by the members. Principal Dr. K. V. Malini directed the members to ensure that activities planned falls in place as per the Action Plan.
5. **Confirm the Annual Theme for the AY 2019-20 :**
Principal Dr. K. Malini shared with the members "Changing with Times" as the proposed theme of the IQAC for the academic year 2019-20. Further, she urged the members that let us all make our best efforts to reflect the true spirit of the proposed theme in all our ensuing endeavors and thereby contribute to the quest of quality and excellence. The members appreciated the relevancy of the theme and confirmed the same.
6. **Updates on revised Institutional Ideals :**
Principal Dr. K. V. Malini informed the members that the revised Institutional Ideals has been approved and adopted by the Governing Council in a meet held recently. Further, the Principal directed the members that all our activities and initiatives must be planned in sync with the Vision, Mission and Ideals of the institution. Also it must accomplish the same.
7. **Updates on Institutional Strategic Perspective Plan :**
Principal Dr. K. V. Malini updated the members that Strategic Perspective Plan has been approved by the Governing Council. She also directed the members to initiate activities for its effective deployment.
8. **Any other matter with the permission of the Chair :**
The following other matters were discussed :

- i. IQAC Coordinator Mr. Hardik P. Chauhan informed the members that various standard proformas have been developed for internal use pertaining to academic and administrative purposes. It was resolved to adopt the same.
- ii. As the need was felt, it was resolved to incorporate necessary changes in the Teacher's Work Dairy, Academic Class Mentors Dairy and Attendance Registers.
- iii. It was resolved to formulate strict regulation pertaining to the use of cellular phones by students' in the College.
- iv. With a view to ensure better planning and execution of Departmental and EC / CC activities, it was resolved to initiate Monthly Plan of Action and its review.
- v. It was resolved to design the Answer Scripts of Internal Assessment Examination in the format of University Examination.
- vi. The members were updated about the initiation of new registers to ensure proper record of the information.
- vii. It was resolved to develop comprehensive quantitative technique in the selection and screening process of the office bearers of Student Welfare Council. The Student Welfare Mentors and IQAC shall formulate appropriate parameters for the same.
- viii. It was resolved that student mentoring and counselling initiatives shall be further strengthened.
- ix. It was resolved that every Departments and Associations shall plan and undertake need-based extension activities and community outreach programmes.
- x. It was resolved that research culture and publications among faculty and students shall be promoted. In this regard, Departments shall take special interest towards encouraging the potential students in preparing and presenting research papers in conferences and seminars.
- xi. It was resolved to conduct Bridge Course for first year students and Refreshing Exercises for second and third year students across all the programmes.
- xii. As resolved in the earlier meet, the members were updated that the follow-up with regard to developing Policy Documents and Stakeholders Handbook on Code of Conduct and Professional Ethics is under progress.

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

HP 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
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/01-06, 08, 09, 11, 17-20, 24-27/2019-20

01st June 2019 / 08th June 2019

MEETING NOTICE

Dear Sir / Madam,

**Subject : Your nomination to IQAC as Member and Notice to
Advisory Planning Meet – June 2019.**

Warm Greetings from Canara College, Mangaluru!

With reference to the subject cited above, we are pleased to nominate you as the Member of our Internal Quality Assurance Cell (IQAC). As a responsible stakeholder of the system, your expertise and rich experience in the field of work will definitely be an excellent value addition in our endeavors of quality enhancement.

The Advisory Planning Meet of the IQAC for the academic year 2019-20 is scheduled to be held on Monday, 10th June 2019, at 4:00 PM in the College Campus. Kindly make it convenient to attend the same.

We look forward for your presence and active participation in the meet by sharing your expertise and valuable suggestions for the improvement and development of the system.

Thank you!

With Regards,


Dr. K. V. Malini

Principal and Chairman

Principal
Canara College
Mangaluru




Dr. Premalatha V.


Mr. Hardik P. Chauhan

IQAC Coordinators
Co-ordinator

Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

P. S. : Meeting Agenda

1. Welcome and introduction of the newly nominated IQAC Members.
2. Presentation of IQAC Report 2018-19 and its Plan of Action for the AY 2019-20.
3. Current Status and Preparations for the Fourth cycle NAAC Reaccreditation Process.
4. Inputs by the Criterion Heads.
5. Discussion on strategies to foster Industry-Institute-Interface, Linkages and MoU's.
6. Suggestions by the Advisory Members for quality sustenance and enhancement initiatives.
7. Other Matters.

Copy to :

1. Sri M. Ranganath Bhat, Hon. Secretary, CHS Association, Mangaluru., vide CNR/IQAC/05/2019-20, dated 01/06/2019
2. Sri Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru., vide CNR/IQAC/06/2019-20, dated 01/06/2019
3. Prof. M. Sathish Bhat, Educationist, vide CNR/IQAC/02/2019-20, dated 01/06/2019
4. Mr. Mithun Bhat Kakunje, Director, Kakunje Group of Industries, Mangaluru., vide CNR/IQAC/01/2019-20, dated 01/06/2019
5. Mr. Praveen Prabhu, President, Alumni Association, Canara College, Mangaluru., vide CNR/IQAC/03/2019-20, dated 01/06/2019
6. Mr. Mohammad Rafik S., President, Parent Teachers' Association, vide CNR/IQAC/04/2019-20, dated 01/06/2019
7. Mrs. Dejjamma A., NAAC Steering Coordinator, vide CNR/IQAC/19/2019-20, dated 01/06/2019
8. Mrs. Sandhya A., Head, Criterion I, vide CNR/IQAC/26/2019-20, dated 08/06/2019
9. Mrs. Jayabharathi K. P., Head, Criterion II, vide CNR/IQAC/08/2019-20, dated 01/06/2019
10. Mrs. Seema Prabhu S., Head, Criterion III, vide CNR/IQAC/09/2019-20, dated 01/06/2019
11. Mrs. Lavina S. Noronha, Head, Criterion IV, vide CNR/IQAC/27/2019-20, dated 08/06/2019
12. Dr. Kalpana J. Prabhu, Head, Criterion V, vide CNR/IQAC/11/2019-20, dated 01/06/2019
13. Mrs. Pushpalatha, Head, Criterion VI, vide CNR/IQAC/24/2019-20, dated 08/06/2019
14. Mrs. Aparna Kamath, Head, Criterion VII, vide CNR/IQAC/25/2019-20, dated 08/06/2019
15. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association, vide CNR/IQAC/20/2019-20, dated 01/06/2019
16. Mrs. Prathima V. Baliga, Web Administrator, vide CNR/IQAC/18/2019-20, dated 01/06/2019
17. Mrs. Radhika Bhat, Administrative Staff, vide CNR/IQAC/17/2019-20, dated 01/06/2019

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

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	IQAC Advisory Planning Meet
Date of the Meeting	10 th June 2019
Time of the Meeting	4:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>Hardik P. Chauhan</i>
4.	Prof. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejjamma A.</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean, Dept. of Science	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean, Dept. of Computer Application	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.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina S. Noronha</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean, Dept. of Humanities	Head, Criterion V	<i>Kalpana J. Prabhu</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean, Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i>
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna Kamath</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty U.</i>
13.	Mrs. Prathima V. Baliga Asst. Professor, Dept. of Computer Science	Web Administrator	<i>Prathima V. Baliga</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika Bhat</i>
Advisory Members			
15.	Mr. M. Ranganath Bhat Hon. Secretary, CHS Association	Management Nominee	<i>M. Ranganath Bhat</i>
16.	Mr. Maroor Sudhir Pai Correspondent, Canara College		<i>Maroor Sudhir Pai</i>
17.	Prof. M. Sathish Bhat Educationist	Educational Expert	<i>M. Sathish Bhat</i>
18.	Mr. Mithun Bhat Kakunje Director, Kakunje Group of Companies	Industry Expert	<i>Mithun Bhat Kakunje</i>
19.	Mr. Praveen Prabhu President, Alumni Association	Alumni Member	<i>Praveen Prabhu</i>
20.	Mr. Mohammad Rafik S. President, PTA Executive Committee	Parent Representative	<i>M. Mohammad Rafik S.</i>
21.	College Pupil Leader Student Welfare Council	Student Representative	<i>yet to be Nominated</i>

Special Invitees			
22.	Mrs. Anasuya Bhagvath Asst. Professor, Dept. of Commerce	Former Head (I/c), Criterion IV	<i>Shree</i>
23.	Dr. Asha Kiran Pakkala Asst. Professor & Head, Dept. of Physics	Former Head, Criterion V	<i>40</i>
24.	Mrs. Thara Kumari Assoc. Professor, Dept. of Kannada	Former Head, Criterion VI	<i>75</i>
25.	Dr. Prashanth Asst. Professor & Head, Dept. of Economics	Former Head, Criterion VII	<i>Prashanth</i>

26 Mrs. Vinoda. V Nayak
Asst Professor, Dept of Commerce

Member, Criterion VI

un

HP Chauhan Praveetha V.
Dr. Premaatha V.

Mr. Hardik P. Chauhan
IQAC Coordinators

Co-ordinator

Internal Quality Assurance Cell
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Malini
Dr. K. V. Malini
Principal & Chairman

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/50/2019-20

June 11, 2019

Minutes of IQAC Advisory Meet, June - 2019

Date : Monday, June 10, 2019

Time : 4:00 PM

Venue : College Seminar Hall

An Advisory Meet of the Internal Quality Assurance Cell (IQAC) of the College was convened on Monday, June 10, 2019 at 4:00 PM in College Seminar Hall. The Hon. Secretary Mr. M. Ranganath Bhat chaired the meeting.

Agenda of the Meeting :

1. Introduction and Welcome of newly nominated IQAC Members.
2. Presentation of IQAC Report 2018-19 and its Plan of Action for the AY 2019-20.
3. Current Status and Preparations for the Fourth cycle NAAC Reaccreditation Process.
4. Inputs by the Criterion Heads.
5. Discussion on strategies to foster Industry-Institute-Interface, Linkages and MoUs.
6. Suggestions by the Advisory Members for quality sustenance and enhancement initiatives.
7. Other Matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya A., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Lavina S. Noronha, Head, Criterion IV
9. Dr. Kalpana J. Prabhu, Head, Criterion V
10. Mrs. Pushpalatha, Head, Criterion VI
11. Mrs. Aparna Kamath, Head, Criterion VII
12. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
13. Mrs. Prathima V. Baliga, Web Administrator
14. Mrs. Radhika Bhat, Administrative Staff
15. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, Management Nominee
16. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru, Management Nominee
17. Prof. M. Sathish Bhat, Educational Expert
18. Mr. Mithun Bhat Kakunje, Industry Representative
19. Mr. Praveen Prabhu, Alumni Member
20. Mr. Mohammad Rafik S., Parent Representative
21. Mrs. Anasuya Bhagvath, Special Invitee

22. Dr. Asha Kiran Pakkala, Special Invitee
23. Mrs. Thara Kumari, Special Invitee
24. Dr. Prashanth, Special Invitee
25. Mrs. Vinoda V. Nayak, Special Invitee

Proceedings of the Meet :

1. Introduction and Welcome of newly nominated IQAC Members :

Mr. Hardik P. Chauhan, IQAC Coordinator, introduced the newly constituted and nominated members of IQAC and Dr. K. V. Malini, Principal and Chairman of IQAC delivered the opening message and welcomed the members. In her opening message she said that the College is gearing up to prepare itself for the fourth cycle reaccreditation process which is due in the academic year 2021. In light of this, the cooperation and support from all the stakeholders is highly solicited.

2. Presentation of IQAC Report 2018-19 and its Plan of Action for the AY 2019-20.

Mr. Hardik P. Chauhan, IQAC Coordinator presented the IQAC Report 2018-19 and its Action Plan for the academic year 2019-20. The report gave a comprehensive understanding of various quality enhancement initiatives undertaken by the IQAC during the year. It was shared that IQAC has chosen "Changing with Times" as its annual theme for the academic year 2019-20 and will try to inculcate the essence of the proposed theme so as to reflect the same in our action plan. Further, the adopted revised Strategic Ideals of the Institution were communicated to the members.

3. Current Status and Preparations for the Fourth cycle NAAC Reaccreditation Process :

Dr. Premalatha V., IQAC Coordinator, gave an overview to NAAC before the members. In her overview, she gave a brief introduction to NAAC, the need and advantage of undergoing NAAC accreditation, the new methodology of NAAC accreditation process, its seven criteria's, etc... She also highlighted the institution's score in earlier three cycles of reaccreditation and that now we need to prepare ourselves for the fourth cycle reaccreditation process.

Mrs. Dejamma A., NAAC Steering Coordinator, shared the remarks made by the peer team members during third cycle reaccreditation process. She also highlighted the post NAAC developments that have taken place in the College and those on which there is a hard need to work upon to accomplish the same.

4. Inputs by the Criterion Heads :

Criterion-wise inputs were presented by respective Criterion Heads before the members. The inputs shared also highlighted the areas which required further follow-up.

5. Discussion on strategies to foster Industry-Institute-Interface, Linkages and MoUs :

Discussions and suggestions as Agenda 6.

6. Suggestions by the Advisory Members for quality sustenance and enhancement initiatives.

A number of suggestions were received by the Advisory members on the Agenda 5 and 6. They are as follows :

i. Prof. M. Sathish Bhat, Educational Expert :

- He suggested that the academic programmes offered and taught must meet the programme objectives and match the programme learning outcomes.
- Efforts must be made to back theoretical learning with practical exposures.
- Faculty members must adopt modern teaching pedagogies to make teaching learning more effective.

- He advised to encourage the students to undergo internships and also promote continuous industry interactions.
- ii. **Mr. Mithun Bhat Kakunje**, Industry Representative :
- Sharing his industry experience, he said that though graduates come out with good percentage of marks, but when it comes to the application of academics, the candidates lack practicability. Hence, the Colleges must train them adequately with practical exposures.
 - He also assured possible help from his side so as to facilitate Industry-Institute-Interface.
- iii. **Mr. Praveen Prabhu**, Alumni Member :
- On querying the status of registration of Alumni Association, he responded that the office bearers of the Association are following it up and have considered it at the priority. Also he assured that the registration process will take place at the very earliest.
 - In response to the suggestion to strengthen Alumni Association and Engagement, he suggested alternative ways through Alumni linkages. The association can also consider offering of scholarships to the needy, arrange for informative lecture sessions, value-added courses and so on...
- iv. **Mr. Mohammad Rafik S.**, Parent Representative :
- He complimented institute's initiative in instilling discipline through evolving Student E-Attendance Monitoring System.
 - He also suggested to strengthening further the efforts for catering the diverse needs of slow learners.

7. Other Matters :

- i. Optimum admission status for the academic year 2019-20.
- ii. Introduction of Choice Based Credit System (CBCS) by Mangalore University from the academic year 2019-20 onwards.
- iii. Introduction of B. Com Professional with Coaching for CA and CS will be offered by the College as a value-added academic programme from the academic year 2019-20.
- iv. Updates on renovation work being carried out in the first floor classrooms and is expected to be completed before for the commencement of the classes.

Closing Remarks by Mr. M. Ranganath Bhat, Hon. Secretary :

- i. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association, appreciated the efforts put in by all so as to instill quality in the system.
- ii. He remarked that our every effort must be such that it leaves no stones unturned; and so is 'Quality'.
- iii. He further emphasized to have more number of Add-on Courses that focus on practical exposure contributing to employability of the students.
- iv. He said there needs to be a shift in the concept from 'Teaching' to 'Learning'.
- v. The 21st century learning needs must be backed with practical learning supplemented by the knowledge of business (Vyavahara Gyaan).
- vi. He also suggested promoting cleanliness movement through NSS initiatives by way of campus cleaning, enabling Swachh Canara and thus contributing to the Swachhata campaign.

Dr. K. V. Malini, Principal and Chairman of IQAC acknowledged the members for their time, suggestions and active participation. Assuring the best, the meet concluded with a vote of thanks.

HP Chauhan *Praveetha V*

Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinators

Co-ordinator

Internal Quality Assurance Cell

CANARA COLLEGE

Mangaluru - 575 003



Malini

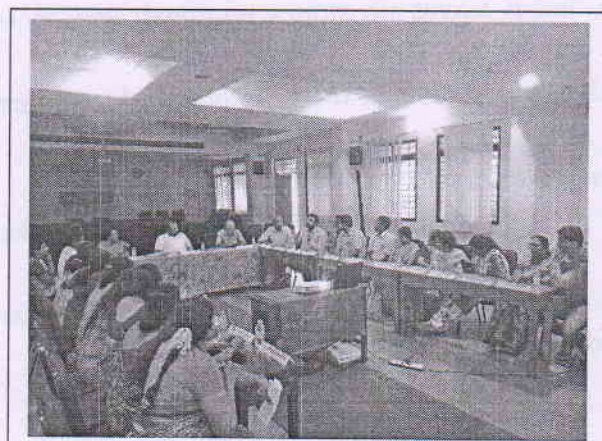
Dr. K. V. Malini

Principal & Chairman

Principal

Canara College

Mangaluru





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/52/2019-20

01st July 2019

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Friday, 05th July 2019, at 4:00 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,



Dr. K. V. Malini

Principal and Chairman

Principal
Canara College
Mangaluru




Dr. Premalatha V.


Mr. Hardik P. Chauhan

IQAC Coordinators

Co-ordinator
Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

P. S. : Meeting Agenda

1. Updates on timely submission of Annual Quality Assurance Report (AQAR) 2018-19 to NAAC.
2. Release of revised Criterion-wise Members list for the AY 2019-20.
3. Updates on Action Plan for the month of July 2019.
4. Follow-up of Programme-wise preparation of Bridge Course Syllabus and its submission.
5. Instructions to newly nominated Criterion Heads.
6. Other Matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	05 th July 2019
Time of the Meeting	4:00 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>HPC Chauhan</i>
4.	Mrs. Dejamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 5.7.19.
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty</i>
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>Prathima</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika</i>

HPC Chauhan Premalatha V.
Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinator

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)

CNR/IQAC/56/2019-20

July 08, 2019

Minutes of the Monthly Meet of IQAC, July 2019-20

Date : Friday, July 05, 2019

Time : 4:00 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of the Internal Quality Assurance Cell (IQAC) of the College was convened on Friday, July 05, 2019 at 4:00 PM in the Office of IQAC. The Principal and Chairman of the IQAC Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on timely submission of Annual Quality Assurance Report (AQAR) 2018-19 to NAAC.
2. Release of revised Criterion-wise Members list for the AY 2019-20.
3. Updates on Action Plan for the month of July 2019.
4. Follow-up of Programme-wise preparation of Bridge Course Syllabus and its submission.
5. Instructions to newly nominated Criterion Heads.
6. Other Matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Lavina S. Noronha, Head, Criterion IV
9. Dr. Kalpana J. Prabhu, Head, Criterion V
10. Mrs. Pushpalatha, Head, Criterion VI
11. Mrs. Aparna Kamath, Head, Criterion VII
12. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
13. Mrs. Prathima V. Baliga, Web Administrator
14. Mrs. Radhika Bhat, Administrative Staff

Proceedings of the Meet :

1. **Updates on timely submission of Annual Quality Assurance Report (AQAR) 2018-19 to NAAC :**

Dr. K. V. Malini, Principal and Chairman of IQAC, updated the members that the Annual Assurance Quality Report for the academic year ended 2018-19 has been timely submitted to NAAC through online on 30th June 2019 by IQAC.

She also appealed the criterion heads to continue to coordinate and cooperate in submitting the relevant, appropriate and error free data. Thus, facilitate in smooth furnishing of information to AQAR.

2. Release of revised Criterion-wise Members list for the AY 2019-20 :

Revised criterion-wise members list for the academic year 2019-20 was released. Mr. Hardik P. Chauhan, IQAC Coordinator, read out the list and also handed over the list to respective criterion heads. The same will be mailed to all the faculty members for their information.

3. Updates on Action Plan for the month of July 2019 :

On review of monthly plan of action submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the major events / programmes proposed to be held in the month of July. Also the Chairman of IQAC, instructed the Deans to coordinate and ensure timely submissions from their respective departments.

4. Follow-up of Programme-wise preparation of Bridge Course Syllabus and its submission :

As discussed earlier during the common staff meet that was held on June 17th 2019, the Chairman directed the Deans to coordinate through respective Heads and follow-up in preparing the Bridge Course Syllabus and ensure its submission to the IQAC by the coming month.

5. Instructions to newly nominated Criterion Heads :

Mrs. Lavina S. Noronha, Head, Criterion IV, Dr. Kalpana J. Prabhu, Head, Criterion V, Mrs. Pushpalatha, Head, Criterion VI and Mrs. Aparna Kamath, Head, Criterion VII are the new criterion heads nominated during the year. Chairman called upon the Heads and directed them to follow up the NAAC criterion work as per the instructions and directives given by the IQAC. Also get updated with the information pertaining to their criterion. Further, the manual of NAAC accreditation for Affiliated Colleges has been mailed by the IQAC to all the criterion heads for their information and follow-up.

7. Other Matters :

The Chairman also geared the discussion on following other matters :

- i. The Deans of the Departments were asked to collect the details and prepare a list of prominent Alumni holding key position or have excelled in any field or well-known in the society.
- ii. The members were updated about various Registers being initiated and maintained by the IQAC. They are 'Register of Daily Affairs', 'Correspondence Outward Register', 'Public Address System Register', 'Faculty Late Arrival Register' and directed to make up-to-date entries in the same. The Chairman also remarked that there has not been a single entry in the 'Faculty Late Arrival Register' for the month ended June 2019 and urged to keep up the same.
- iii. The Deans were directed to supervise and monitor in ensuring proper and meticulous documentation in all the ways.
- iv. The Deans were directed to hold periodic meetings with their department colleagues to discuss about academic related aspects and thereby coordinate the same at the institutional level.
- v. It was directed that every departments and associations must take special interest and plan for undertaking MoUs, Linkages and Exchange Programmes.
- vi. The Chairman appealed the members to take note of the Institutional Sponsored Research Projects (ISRP) and directed to identify the potential students who could avail the benefit under this scheme.

- vii. Department-wise and Association-wise funds have been allocated for the budget submitted during the month May 2019. The same is ready for release and will be made available for their information. A copy of the same will also be forwarded to the Accounts Management Section for further follow-up. The approved funds include meeting the expenses of routine affairs of respective departments / associations.
- viii. The Chairman appealed that the funds for organizing special events / programmes will be considered through submission of proposal to the IQAC which will be reviewed and then approved by the Principal. The same was also made clear in the revised guidelines issued earlier and compliance for the same is expected by all. This is with a view to facilitate a proper mechanism to plan, allocate and approval of the funds.
- ix. All stationery related items are centrally acquired and disbursed by the committee through IQAC by furnishing the Indent. The issue timings of Stationery is as follows :
- Monday – Friday : 4:00 to 4:30 PM
Saturday : 12:25 to 12:45 PM
- x. The Chairman appealed to the members that there is a strong need to strengthen and activate the functioning of our PTA and Alumni Association. Appropriate plans needs to be drawn in this direction.
- xi. The members were updated and informed about the follow-up done in the Accounts Management Section as directed by the IQAC so as to facilitate prompt and relevant information from the section to the concerned. Mrs. Radhika Bhat, Administrative Staff in the Accounts Section was directed to have Department-wise, EC / CC Association-wise and Faculty-wise record to be made in the Register for the reimbursement and outlays.
- xii. The members were also updated that the monthly report on the College Affairs for the month ended June 2019 has been forwarded to the Correspondent for his updates and perusal.
- xiii. Mrs. Dejamma A., NAAC Steering Coordinator shared in the light of newly nominated Criterion Heads that each one of us must evolve in mutual discussions, deliberations and brainstorming so that it can infuse better understanding, creative ideas and critical thinking. Thus, it will enable us to contribute better inputs to our criterions.

Dr. K. V. Malini, Principal and Chairman of IQAC seeking the cooperation and support appealed the members to comply and way ahead in the directions of quality enhancement. Assuring the best, the meet concluded with a vote of thanks.

HS 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)

CNR/IQAC/78/2019-20

02nd August 2019

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Wednesday, 07th August 2019, at 4:15 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,

Malini
Dr. K. V. Malini

Principal and Chairman

Principal
Canara College
Mangaluru



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

1. Updates on Action Plan for the month of August 2019.
2. Submission and Review of Department-wise Bridge Course Syllabus.
3. Identification and Suggestions for Institutional SWOC Analysis, Healthy and Best Practices.
4. Plan for the conduct of class-wise Parent Teacher's Meet and nomination of members to PTA Executive Committee.
5. Updates on the upcoming Workshop on MOOC.
6. Follow-up with undertaking of MoU's and Exchange initiatives.
7. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff

Chase Perfection; Catch Excellence!



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	07 th August 2019
Time of the Meeting	10:00 AM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>HP Chauhan</i>
4.	Mrs. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejjamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	-ABSENT-
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> -ABSENT-
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty</i>
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>Prathima</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika</i>

Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/81/2019-20

August 08, 2019

Minutes of the Monthly Meet of IQAC, August 2019-20

Date : Wednesday, August 07, 2019

Time : 10:00 AM

Venue : College Seminar Hall

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Wednesday, August 07, 2019 at 10:00 AM at the College Seminar Hall. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on Action Plan for the month of August 2019.
2. Submission and Review of Department-wise Bridge Course Syllabus.
3. Identification and Suggestions for Institutional SWOC Analysis, Healthy and Best Practices.
4. Plan for the conduct of class-wise Parent Teacher's Meet and nomination of members to PTA Executive Committee.
5. Updates on the upcoming Workshop on MOOC.
6. Follow-up with undertaking of MoUs and Exchange initiatives.
7. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Dr. Kalpana J. Prabhu, Head, Criterion V
9. Mrs. Aparna Kamath, Head, Criterion VII
10. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
11. Mrs. Prathima V. Baliga, Web Administrator
12. Mrs. Radhika Bhat, Administrative Staff
13. Mrs. Laxmi Hegde, Member, Criterion VI, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Lavina S. Noronha, Head, Criterion IV
2. Mrs. Pushpalatha, Head, Criterion VI

Proceedings of the Meet :

- The meet commenced with expressing condolences and observing a minute of silence in respect of sad demise of the Former Union Minister of External Affairs, Smt. Sushma Swaraj.

- Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Friday, 05th July 2019. The same were confirmed by the members.

1. Updates on Action Plan for the month of August 2019 :

On analysis of monthly plan of actions submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the events / programmes proposed to be held in the month of August:

2. Submission and Review of Department-wise Bridge Course Syllabus :

The Deans of the Departments submitted the course-wise Bridge Course syllabus. Considering the views, Principal and Chairman, Dr. K. V. Malini, directed to have a total of four hours to be allotted for each course followed by an hour for Post Bridge Course Test. Further it was resolved that the IQAC Coordinators and respective Deans would jointly review it and make necessary modifications if any and finalize the consolidated Programme-wise syllabus by the upcoming month.

3. Identification and Suggestions for Institutional SWOC Analysis, Healthy and Best Practices :

With a view to come up with qualitative inputs on strategic aspects, it was resolved to work upon identifying and suggesting Institutional SWOC Analysis, Healthy and Best Practices and other initiatives as stated below :

Sl. No.	Follow-up task assigned	Name of the Criterion Heads
1.	Institutional Healthy and Best Practices	Mrs. Jayabharathi K. P. Mrs. Pushpalatha
2.	Institutional SWOC Analysis	Mrs. Lavina S. Noronha Mrs. Aparna Kamath
3.	Plan and Proposal for Green Initiatives	Mrs. Sandhya B. Dr. Kalpana J. Prabhu
4.	MoUs, Linkages and Exchange Initiatives	Mrs. Seema S. Prabhu Mrs. Dejjamma A.
5.	Plan and Proposal for Online Self-Appraisal (PBAS)	Mrs. Prathima V. Baliga
6.	Plan for the conduct of Extension Programme by the Staff Members	Dr. Ganesh Shetty U. Student Welfare Mentors

The Chairman directed the members to work upon the task assigned and come up with qualitative inputs within the stipulated timeframe i.e., due in the next month.

4. Plan for the conduct of class-wise Parent Teacher's Meet and nomination of members to PTA Executive Committee :

It was resolved that class-wise Parent Teacher's Meet of all the years shall be scheduled during the third and fourth week of the August. The Chairman directed the Deans to instruct the respective Academic Class Mentors to nominate two parents from each class as members to the PTA Executive Committee. The meeting of the PTA Executive Member will be scheduled in the month of September.

5. Updates on the upcoming Workshop on MOOC :

As a quality enhancement initiative, IQAC has proposed to organize an Orientation Workshop for Staff and Students' on "Innovative and Impactful Digital Learning with Massive Open Online Courses (MOOC)" on Saturday, 17th August 2019, at T. V. Raman Pai Convention Centre,

Mangaluru. Mrs. Dejamma A., Convever of the Workshop, while giving an outline of the event to the members said that the Hon. Vice-Chancellor of Mangalore University has kindly consented to be the Chief Guest and Inaugurator of the Workshop, Prof. T. Mallikarjunappa, Retd. Professor, Dept. of Business Administration and Former Dean, Faculty of Commerce, Mangalagangothri, Mangalore University, will be the chief Workshop Facilitator. Mr. Mithun Bhat Kakunje, Director, Kakunje Group of Indutsries, has accepted our invite and will be grace the occasion as Alumni Invitee. Further, the roles and responsibilities, expected number of participation, etc., were discussed and finalized.

6. Follow-up with undertaking of MoU's and Exchange initiatives :

The Principal and Chairman, Dr. K. V. Malini directd the members to follow-up with undertaking functional MoU's and Exchange initiatives. Mrs. Seema S. Prabhu, Head, Criterion III shared that a couple of MoU's have already been followed-up and are in the due process of execution. Also she urged that each department needs to make an effort to have at least one MoU and few linkages. Further, she also updated the members that an institutional page has been created on Facebook, and regular updates of the events are being posted. Therefore, she requested the members to forward a photograph with title of the event whenever events are organized by any associations / departments.

7. Other Matters :

The following other matters were discussed :

- i. The Deans of the Departments were asked to collect the details and prepare a list of prominent Alumni holding key position or have excelled in any field or well-known in the society. However, it was not collected and hence it is expected to be submitted by next month.
- ii. The Criterion Heads were expected to submit Key Indicator-wise members list of their respective criterion. Mrs. Seema S. Prabhu, Head, Criterion III, submitted the same. The other Heads were expected to submit the same by the next meeting.
- iii. Discussion pertaining to marking of attendance for the concerned hour when the entire class is expected to attend any inter-departmental or association organized talk, special lectures, programmes, etc. However, the outcome of the discussion called upon for eliciting more clarity about the same.
- iv. The members were also updated that the monthly report on the College Affairs for the month ended July 2019 has been forwarded to the Correspondent for his updates and perusal.

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

HP Chauhe Prabhat 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)

CNR/IQAC/98/2019-20

03rd September 2019

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members – Sep 2019.

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Friday, 06th September 2019, at 4:15 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,

Malini
Dr. K. V. Malini

Principal and Chairman

Principal
Canara College
Mangaluru



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

1. Updates on Action Plan for the month of September 2019.
2. Submission of the task assigned in the previous meet – August 2019 by Criterion Heads.
3. Improvised preparation of Department-wise Basic Profile.
4. Develop and improvise PO's, PSO's and CO's for all programmes.
5. Follow-up with action plan for linkages for Faculty exchange, Student exchange programmes.
6. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	06 th September 2019
Time of the Meeting	4:15 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>HP Chauhan</i>
4.	Mrs. Dejamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	-ABSENT-
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	-ABSENT-
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	-ABSENT- <i>For, Dr. Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 06.09.19
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	-ABSENT-
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty</i> 6.9.19
13.	Mrs. Prathima V. Baliga Asst. Professor, Dept. of Computer Science & Applications	Web Administrator	-ABSENT-
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika</i>

HP Chauhan
Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/100/2019-20

September 07, 2019

Minutes of the Monthly Meet of IQAC, September 2019-20

Date : Friday, September 06, 2019

Time : 4:15 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Friday, September 06, 2019 at 4:15 PM at the Office of IQAC. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on Action Plan for the month of September 2019.
2. Submission of the task assigned in the previous meet – August 2019 by Criterion Heads.
3. Improvised preparation of Department-wise Basic Profile.
4. Develop and improvise PO's, PSO's and CO's for all programmes.
5. Follow-up with action plan for linkages for Faculty exchange, Student exchange programmes.
6. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejamma A., NAAC Steering Coordinator
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Lavina S. Noronha, Head, Criterion IV
7. Mrs. Pushpalatha, Head, Criterion VI
8. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
9. Mrs. Radhika Bhat, Administrative Staff
10. Mrs. Babitha S., Member, Criterion III, Special Invitee
11. Mrs. Usha Nayak, Member, Criterion V, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Seema Prabhu S., Head, Criterion III
3. Dr. Kalpana J. Prabhu, Head, Criterion V
4. Mrs. Aparna Kamath, Head, Criterion VII
5. Mrs. Prathima V. Baliga, Web Administrator

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Wednesday, 07th August 2019. The same were confirmed by the members.

1. Updates on Action Plan for the month of September 2019 :

On analysis of monthly plan of actions submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the events / programmes proposed to be held in the month of September.

2. Submission of the task assigned in the previous meet – August 2019 by Criterion Heads :

Principal and Chairman, Dr. K. V. Malini, called upon the Criterion Heads to submit the task assigned during the previous meet held in the month of August 2019. The members responded that the assigned task could not be followed-up due to paucity of time and other assignments. Further, they said we would follow it up during the semester-end vacation and submit it accordingly.

3. Improvised preparation of Department-wise Basic Profile :

With a view to improvise Department-wise Basic Profile, a proforma for the same has been prepared. The same will be circulated to all the concerned. Principal and Chairman, Dr. K. V. Malini, directed the Heads of the Departments to follow it up and improvise the basic profile of the departments in the proforma circulated by the IQAC.

4. Develop and improvise PO's, PSO's and CO's for all programmes :

Key Metric 2.6.1. requires Programme Outcomes (PO's), Programme Specific Outcomes (PSO's) and Course Outcomes (CO's) for all Programmes offered by the institution to be stated and displayed on website and communicated to teachers and students. Although it is displayed on our college website, the IQAC Coordinators suggested the members that there is a need for improvisation of the same. Principal and Chairman, Dr. K. V. Malini, directed the Heads of all the academic Programmes to coordinate in improvising the same. The IQAC Coordinators also said that the same is to be compiled in the appropriate format and the concerned may refer the NAAC manual that is mailed to them.

5. Follow-up with action plan for linkages for Faculty exchange, Student exchange programmes :

Principal and Chairman, Dr. K. V. Malini directed the Programme Heads of the Departments to further strengthen and follow-up to draw action plan for linkages for faculty exchange, student exchange programmes which can be initiated in the upcoming semester.

6. Other Matters :

The following other matters were discussed :

- i. Mrs. Jayabharathi K. P., Head, Criterion II and Convener of Students' Attendance Monitoring gave a clarification on marking the attendance when students are expected to take part in any programmes during the lecture sessions.
- ii. Principal, Dr. K. V. Malini directed the members to plan for having quality programmes and restrict excessive invited lectures. Further, the conveners of EC / CC Associations and Cells shall plan for the conduct of wide range of skill enhancement activities.
- iii. The members were updated that, a meet with the executive committee of the Alumni Association would be convened within a week or two to follow-up and speed-up with the registration process of the Alumni Association at the very earliest.
- iv. IQAC Coordinator, Mr. Hardik P. Chauhan updated the members that the Calendar of Events for commemorating days of National and International importance, list of activities (Days) aiming the promotion of Universal Values (Truth, Righteous Conduct, Love, Non-Violence and Peace); National Values, Human Values, National Integration, Communal Harmony and

Social Cohesion as well as for observance of Fundamental Duties, list of National Festivals and Birth / Death Anniversaries of the Great Indian Personalities has been compiled and is ready for dissemination. All the concerned need to chalk out their events and activities in tune with the significance accordingly.

- v. IQAC Coordinator, Dr. Premalatha V., urged the Criterion Heads to periodically meet with their team, discuss the updates, follow-up with the task assigned and thus cooperate in timely submissions.
- vi. In response to the same, Principal, Dr. K. V. Malini remarked that Criterion Heads need to understand the quantum of work involved in collecting and compiling the required data. Therefore, as we way ahead in preparation for our upcoming cycle of reaccreditation process, every staff besides their regular work, is expected to devote adequate time in following up with the assigned task.
- vii. The members were also updated that the monthly report on the College Affairs for the month ended July 2019 has been forwarded to the Correspondent for his updates and perusal.

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

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)

CNR/IQAC/106/2019-20

04th October 2019

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members – Oct. 2019.

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Thursday, 10th October 2019, at 4:15 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,


Dr. K. V. Malini
Principal and Chairman

Principal
Canara College
Mangaluru - 575 003



Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinators

Co-ordinator

Internal Quality Assurance Cell

CANARA COLLEGE

Mangaluru - 575 003

P. S. : Meeting Agenda

1. Evaluative and Action Taken Report by the IQAC for the Odd Semester ended June – Oct. 2019.
2. Collection of criterion-wise inputs (Assessment year-wise) for data templates – Q_nM.
3. Follow-up by Criterion Heads with the unaccomplished tasks assigned earlier.
4. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	10 th October 2019
Time of the Meeting	4:15 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>H.P. Chauhan</i>
4.	Mrs. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejjamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	ABSENT <i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	ABSENT <i>Lavina</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 10.10.19
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty</i>
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	ABSENT
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	ABSENT

H.P. Chauhan Premalatha V.
Dr. Premalatha V.

Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/109/2019-20

October 11, 2019

Minutes of the Monthly Meet of IQAC, October 2019-20

Date : Thursday, October 10, 2019

Time : 4:15 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Thursday, October 10, 2019 at 4:15 PM at the Office of IQAC. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Evaluative and Action Taken Report by the IQAC for the Odd Semester ended June – Oct. 2019.
2. Collection of criterion-wise inputs (Assessment year-wise) for data templates – Q_nM.
3. Follow-up by Criterion Heads with the unaccomplished tasks assigned earlier.
4. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Dr. Kalpana J. Prabhu, Head, Criterion V
8. Mrs. Pushpalatha, Head, Criterion VI
9. Mrs. Aparna Kamath, Head, Criterion VII
10. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
11. Mrs. Smitha M., Member, Criterion II, Special Invitee
12. Mrs. Anasuya Bhagvath, Member, Criterion IV, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Jayabharathi K. P., Head, Criterion II
2. Mrs. Lavina S. Noronha, Head, Criterion IV
3. Mrs. Prathima V. Baliga, Web Administrator
4. Mrs. Radhika Bhat, Administrative Staff

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Friday, September 06, 2019. The same were confirmed by the members.

1. Evaluative and Action Taken Report by the IQAC for the Odd Semester ended June – October 2019 :

Evaluative and Action Taken Report of the IQAC for the odd semester ended June – October 2019 was presented before the members by the IQAC Coordinator Mr. Hardik P. Chauhan. The members shared their inputs on the report and confirmed the same.

2. Collection of criterion-wise inputs (Assessment year-wise) for data templates – Q_nM :

With the objective of gathering criterion-wise inputs (Assessment year-wise) for the Quantitative Metrics (Q_nM), the IQAC Coordinators circulated data templates to the respective Criterion Heads. Along with this, they were also provided with Standard Operating Procedures (SoP) for Data Validation and Verification Process (DVV) and Guidelines for Institutions to opt out 'Non Applicable Metrics'. The Principal and Chairman, Dr. K. V. Malini directed the members to thoroughly study the given templates and guidelines and follow it up accordingly.

3. Follow-up by Criterion Heads with the unaccomplished tasks assigned earlier :

The Principal and Chairman, Dr. K. V. Malini urged the Criterion Heads to follow-up with the unaccomplished tasks assigned earlier. She also advised the members to make use of the semester-end vacation and cooperate in timely accomplishing the same.

4. Other Matters :

The following other matters were discussed :

- i. The members were instructed by the IQAC Coordinators and Principal on the following aspects :
 - a) To begin with collecting the data in the prescribed format (templates) criterion-wise, year-wise (from 2018-19 onwards) in the soft form (jpg format). Also name the file as per the metrics.
 - b) That the Criterion Heads need to direct their team members, periodically meet, discuss, brainstorm, follow-up and seek updates from them. Thus, timely report the IQAC about the follow-up status of their respective criterion.
- ii. As suggested by the NAAC Coordinator, Mrs. Dejamma A., it was resolved to hold Criterion-wise Meeting of the team with the IQAC during the time of semester examinations.
- iii. As per the directions and recommendation of the Principal and Chairman, the members were updated that the IQAC Coordinators in consultation and coordination with Web Administrator will follow-up with drawing action plans for digitization of our internal submission of documents and processes. It will be worked upon at the earliest. The members too backed for the same.
- iv. The members were informed that Evaluative Reports of the Welfare Committees for the Odd Semester ended June – Oct. 2019 has to be finalized and must be made available for review by the IQAC and scrutiny of the Principal.
- v. The members were updated about the Semester-end Dry-Run (Department-wise and EC / CC Association-wise Review and Scrutiny of Records) to be carried out and will be intimated soon through a schedule drawn for the same.
- vi. IQAC Coordinator Mr. Hardik P. Chauhan, updated the members that the Class-wise Nominated PTA Advisory Members List has been compiled and finalized. A meet of the PTA Advisory members will be convened soon during the semester examinations.

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

The Principal and Chairman, Dr. K. V. Malini expected the members to be cooperative and work in a coordinated manner in sync with the IQAC.

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

H P Chauhan Premalatha V
Dr. Premalatha V.

Mr. Hardik P. Chauhan

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)

CNR/IQAC/134/2019-20

19th October 2019

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members – Nov. 2019.

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Thursday, 21st November 2019, at 10:00 AM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,

Malini
Dr. K. V. Malini

Principal and Chairman

Principal
Canara College
Mangaluru



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

1. Evaluative and Action Taken Report of the Semester-end Dry Run, Oct. 2019.
2. Schedule the dates for annual flagship events of the College.
3. Schedule and plan for the Advisory Meet of the IQAC in the month of December 2019.
4. Discussion and Criterion-wise follow-up status.
5. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	21 st November 2019
Time of the Meeting	10:00 AM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>HP Chauhan</i>
4.	Mrs. Dejamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean, Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 21.11.19
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	-ABSENT-
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	-ABSENT-
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>Prathima</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika</i>

HP Chauhan Premalatha V.
Dr. Premalatha V.

Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/136/2019-20

November 22, 2019

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

Date : Thursday, November 21, 2019

Time : 10:00 AM

Venue : College Seminar Hall

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Thursday, November 21, 2019 at 10:00 AM at the College Seminar Hall. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Evaluative and Action Taken Report of the Semester-end Dry Run, Oct. 2019.
2. Schedule the dates for annual flagship events of the College.
3. Schedule and plan for the Advisory Meet of the IQAC in the month of December 2019.
4. Discussion and Criterion-wise follow-up status.
5. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Lavina S. Noronha, Head, Criterion IV
9. Dr. Kalpana J. Prabhu, Head, Criterion V
10. Mrs. Pushpalatha, Head, Criterion VI
11. Mrs. Prathima V. Baliga, Web Administrator
12. Mrs. Radhika Bhat, Administrative Staff

Absentees for the Meet :

The following members were absent for the meet :

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

Proceedings of the Meet :

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

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

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

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

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

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

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

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

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

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

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

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

5. Other Matters :

The following other matters were discussed :

i. Plan for AAA & Mock NAAC Visit :

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

ii. Proposal for two quality enhancement initiatives :

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

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

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

iii. Forward a proposal for NAAC Sponsored Conference :

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

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

- In order to ensure proper planning and timely approval process, the members were informed to forward their proposals to the IQAC for the conduct of such programmes (if any).
- The members were updated that IQAC in association with Department of Kannada has proposed to organize one day University Level Conference on the theme pertaining to “Transgender” in collaboration with Karavali Writers Association.

- It is scheduled on 03rd January 2020 at Sudheendra Auditorium, Canara High School Campus, Dongerkery, Mangaluru.

v. Encouragement to ISRP :

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

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

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

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

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

viii. Updates of Information :

The IQAC Coordinator updated the members on following aspects :

1. PTA Advisory Meet – Nov. 2019 :

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

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

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

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

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

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

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

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

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

#PChauhan 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)

CNR/IQAC/143/2019-20

07th December 2019

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to Advisory Meet of the IQAC – December 2019.

Warm Greetings from Canara College, Mangaluru!

With reference to the subject cited above, an Advisory meet of the IQAC will be convened on Wednesday, 18th December 2019, at 4:00 PM in the College Seminar Hall. Kindly make it convenient to attend the same.

Looking forward to your presence and participation.

Thank you!

With Regards,


Dr. K. V. Malini

Principal and Chairman

**Principal
Canara College
Mangaluru**





Dr. Premalatha V.

Mr. Hardik P. Chauhan

**IQAC Coordinators
Co-ordinator**

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

P. S. : Meeting Agenda

1. To read and confirm the minutes of the last meeting held on 10th June 2019.
2. Release of "Kamadhenu" – IQAC Newsletter 2019, Odd Semester Issue.
3. Evaluative and Action Taken Report of the IQAC for the Odd Semester ended June – Nov. 2019.
4. Plans for the events / activities to be held during the Even Semester 2019-20.
5. Review of Preparations and follow-up status for NAAC A & A process since last meet.
6. Interaction and Feedback sharing by the Advisory Members.
7. Any other matter with the permission of Chair.

Copy to :

1. Mr. M. Ranganath Bhat, Hon. Secretary, CHS Association, Mangaluru.
2. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru.
3. Prof. M. Sathish Bhat, Educationist
4. Mr. Mithun Bhat Kakunje, Director, Kakunje Group of Industries, Mangaluru.
5. Mr. Praveen Prabhu, President, Alumni Association, Canara College, Mangaluru.
6. Mr. Mohammad Rafik S., President, Parent Teachers' Association.

7. Mrs. Dejamma A., NAAC Steering Coordinator
8. Mrs. Sandhya A., Head, Criterion I
9. Mrs. Jayabharathi K. P., Head, Criterion II
10. Mrs. Seema Prabhu S., Head, Criterion III
11. Mrs. Lavina S. Noronha, Head, Criterion IV
12. Dr. Kalpana J. Prabhu, Head, Criterion V
13. Mrs. Pushpalatha, Head, Criterion VI
14. Mrs. Aparna Kamath, Head, Criterion VII
15. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
16. Mrs. Prathima V. Baliga, Web Administrator
17. Mrs. Radhika Bhat, Administrative Staff

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

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	IQAC Advisory Meet– Dec. 2019
Date of the Meeting	18 th December 2019
Time of the Meeting	4:00 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>H. Chauhan</i>
4.	Mrs. Dejamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejamma A.</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>J. K. P.</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>L. S. Noronha</i> -ABSENT-
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	-ABSENT-
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	-ABSENT-
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>G. Shetty</i>
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>P. V. Baliga</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>M. Radhika Bhat</i>

Advisory Members			
15.	Mr. M. Ranganath Bhat Hon. Secretary, CHS Association	Management Nominees	- ABSENT -
16.	Mr. Maroor Sudhir Pai Correspondent, Canara College		<i>Mr. Bhat</i>
17.	Prof. M. Sathish Bhat Educationist	Educational Expert	<i>Mr. Bhat</i>
18.	Mr. Mithun Bhat Kakunje Director, Kakunje Group of Companies	Industry Member	<i>Mr. Bhat</i>
19.	Mr. Praveen Prabhu President, Canara College Alumni Association	Alumni Member	- ABSENT -
20.	Mr. Mohammad Rafik S. President, Parent Teachers' Association	Parent Representative	- ABSENT -
21.	Ms. Bindiya Shet Student Welfare Leader, Students' Welfare Council	Student Representative	<i>Bindiya</i>

Dr. Premalatha V.
Dr. Premalatha V.
Mr. Hardik P. Chauhan
 IQAC Coordinators
Coordinator
Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

Dr. K. V. Malini
Dr. K. V. Malini
 Principal & Chairman
Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/151/2019-20

December 19, 2019

Minutes of IQAC Advisory Meet, December 2019

Date : Wednesday, December 18, 2019

Time : 4:00 PM

Venue : College Seminar Hall

An Advisory Meet of the Internal Quality Assurance Cell (IQAC) of the College was convened on Wednesday, December 18, 2019 at 4:00 PM in College Seminar Hall. The Correspondent Mr. Maroor Sudhir Pai chaired the meeting.

Agenda of the Meeting :

1. To read and confirm the minutes of the last meeting held on 10th June 2019.
2. Release of “Kamadhenu” – IQAC Newsletter 2019, Odd Semester Issue.
3. Evaluative and Action Taken Report of the IQAC for the Odd Semester ended June – Nov. 2019.
4. Plans for the events / activities to be held during the Even Semester 2019-20.
5. Review of preparations and follow-up status for NAAC A & A process since last meet.
6. Interaction and Feedback sharing by the Advisory Members.
7. Any other matter with the permission of 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. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff
12. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru
13. Prof. M. Sathish Bhat, Educational Expert
14. Mr. Mithun Bhat Kakunje, Industry Representative
15. Ms. Bindiya Shet, Student Welfare Leader, Students' Welfare Council
16. Mrs. Anasuya Bhagvath, Member, Criterion IV, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

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

3. Mrs. Pushpalatha, Head, Criterion VI
4. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
5. Mr. Praveen Prabhu, Alumni Member
6. Mr. Mohammad Rafik S., Parent Representative

Proceedings of the Meet :

The meeting commenced with an invocation. The Principal and Chairman of IQAC, Dr. K. V. Malini welcomed the members and addressed the meet. In her opening address, she said “I would like to draw the attention of all the members on our collective responsibility as stakeholders of a very noble undertaking i.e., moulding the youth of the nation. In this direction, it is our collective duty to reflect upon our strength and weakness and our strategies and agenda for effective accomplishment of our objectives. Further, this advisory meet gains a lot of importance, as the institution is gearing up to prepare itself for its fourth cycle of reaccreditation by NAAC. In this direction, the impetus on quality enhancement and sustenance in all aspects of our functioning is gaining momentum year by year, as NAAC is continuously revising and reframing its framework for assessment and accreditation. Therefore, through this endeavor, we anticipate active participation and valuable inputs from all the members.”

1. To read and confirm the minutes of the last meeting held on 10th June 2019 :

Mr. Hardik P. Chauhan, IQAC Coordinator read the minutes of the last meeting held on Monday, 10th June 2019. The same were confirmed by the members.

2. Release of “Kamadhenu” – IQAC Newsletter 2019, Odd Semester Issue :

Advisory Member, Prof. M. Sathish Bhat released the E-version of “Kamadhenu” – IQAC Newsletter for the Odd Semester, Volume - V, Issue - 1 and congratulated for the same.

3. Evaluative and Action Taken Report of the IQAC for the Odd Semester ended June – Nov. 2019 :

Mr. Hardik P. Chauhan, IQAC Coordinator, presented the Evaluative and Action Report of the IQAC for the Odd Semester ended June – Nov. 2019. In his presentation, he shared the proposed plans and outcomes accomplished. Action taken on the valuable feedback and recommendations made by the esteemed Advisory Members during the last meet were also shared.

4. Plans for the events / activities to be held during the Even Semester 2019-20 :

Following the presentation of Evaluative and Action Taken Report, action plans for the events / activities to be held during the even semester 2019-20 were shared. The members were updated about the dates scheduled for the annual flagship events of the College, Departmental special programmes and so on...

5. Review of preparations and follow-up status for NAAC A & A process since last meet :

Mrs. Dejjamma A., NAAC Steering Coordinator, sharing the review of preparations and follow-up status for NAAC A & A since last meet updated the members that –

- Periodic meetings of the IQAC are held and necessary directives are issued to the Criterion Heads and all the concerned to gear-up for collecting criterion-wise inputs. Accordingly it is being timely followed-up.
- To further strengthen the preparations, it is proposed to have adequate training and awareness programmes in aid for NAAC preparations from January 2020.

- Timely support, necessary inputs and constructive feedback is solicited from all the stakeholders.
- Appropriate Strategic Plan of the Institute needs to be developed so as to plan well.
- It has been resolved that the Institute will prepare itself to undergo a Mock Visit / AAA process tentatively in June 2020.

6. Interaction and Feedback sharing by the Advisory Members :

The following suggestions were received by the Advisory members on the Agenda 5 and 6. They are as follows :

i. Prof. M. Sathish Bhat, Educational Expert :

Applauding and commending on the efforts put in to sustain and enhance quality through wide range of initiatives, he further suggested the following :

- Strengthen initiatives focusing towards community development programmes, network with NGOs, Governmental Agencies, etc... to reach out to the less privileged.
- Draw action plan for green initiatives aiming for environmental concerns, avoid the usage of plastic, etc...
- It is highly essential to keep pace and stay abreast with changing technology and therefore, online teaching, LMS, demonstration on online competitive examinations, etc., are the areas which calls upon due attention.
- In addition to the Add-on / Certificate Courses offered, further job-oriented, skill-based, vocational courses such as SAAP, Practical Taxation, GST with Tally, etc., and those notified by the MHRD may be encouraged and thought upon.
- Both the students and faculty members to be encouraged to take up Research-based Projects.
- Alumni engagement needs to be further strengthened.

ii. Mr. Mithun Bhat Kakunje, Industry Representative :

Congratulating on the efforts put in by all the concerned, he appreciated for the quality initiatives and developmental activities undertaken during the period. Further, he also volunteered his assistance on seeking MoU exchange with other prominent corporates.

iii. Mr. Maroor Sudhir Pai, Correspondent :

- Appreciating the quality initiatives undertaken he called upon to continue to assure and sustain quality in all endeavors; thus strive for excellence.
- Considering the context, he urged for initiating need-based academic programmes. The open discussion also sought suggestions and inputs from other members too.

7. Other Matters :

As there was no other matter to discuss, the meet came to an end.

Dr. Premalatha V., IQAC Coordinator acknowledged the members for their valuable time, suggestions and active participation. Assuring the best the meet concluded with the vote of thanks.

Dr. Premalatha V.

Dr. Premalatha V.
Mr. Hardik P. Chauhan

IOAC Coordinators
Co-ordinator

Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

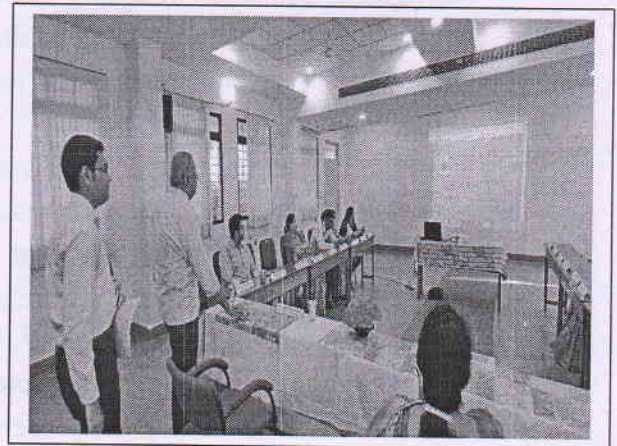
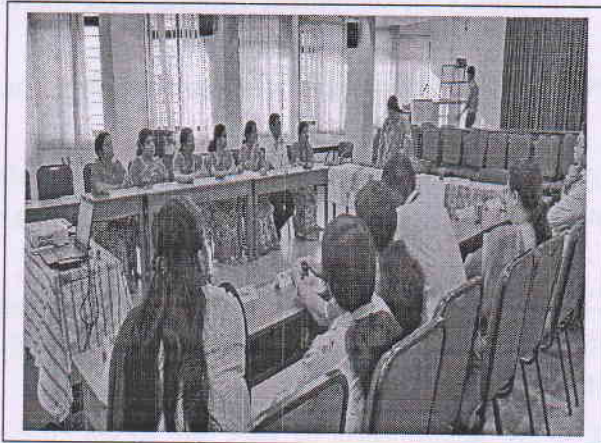
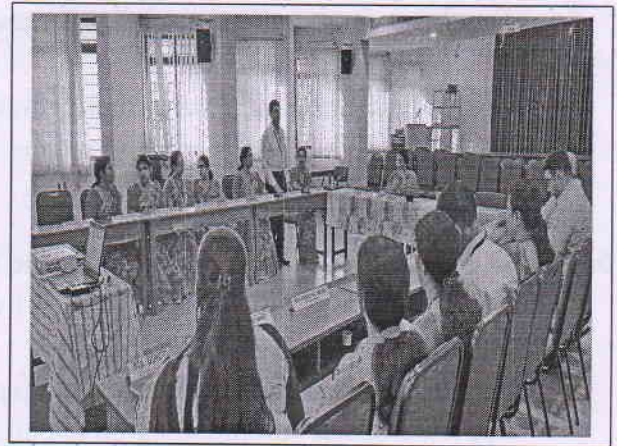


Dr. K. V. Malini

Dr. K. V. Malini
Principal & Chairman

Principal
Canara College

Mangaluru Page 3







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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/W. App./2019-20

23rd December 2019

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Special Meet of the IQAC Associate Members.

With reference to the subject cited above, a special meet of the IQAC Associate Members will be convened on Monday, 23rd December 2019, at 4:15 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,

Malini
Dr. K. V. Malini

Principal and Chairman

Principal
Canara College
Mangaluru



Premalatha V

Dr. Premalatha V.

Mr. Hardik P. Chauhan

Co-ordinator

Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

P. S. : Meeting Agenda

1. Status on the action taken by the respective Criterion Heads on the follow-up of the task assigned earlier.
2. Issue of directives and instructions by the Principal.
3. Discussion on developing PEO's, PO's, PSO's, CO's and GA's.
4. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	23 rd December 2019
Time of the Meeting	04:15 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>HP Chauhan</i>
4.	Mrs. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	-ABSENT-
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya B.</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi K. P.</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	-ABSENT-
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina S. Noronha</i> -ABSENT-
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana J. Prabhu</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean , Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i>
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna Kamath</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty U.</i>
13.	Mrs. Prathima V. Baliga Asst. Professor , Dept. of Computer Science & Applications	Web Administrator	-ABSENT-
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika Bhat</i>

HP Chauhan Premalatha V.

Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/155/2019-20

December 24, 2019

Minutes of the Special Meet of the IQAC Associate Members, December 2019-20

Date : Monday, December 23, 2019

Time : 4:15 PM

Venue : Office of the IQAC

A special meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Monday, December 23, 2019 at 4:15 PM in the Office of IQAC. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Status on the action taken by the respective Criterion Heads on the follow-up of the task assigned earlier.
2. Issue of directives and instructions by the Principal.
3. Discussion on developing PEOs, POs, PSOs, COs and GAs.
4. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Sandhya B., Head, Criterion I
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Radhika Bhat, Administrative Staff
11. Mrs. Anasuya Bhagvath, Member, Criterion IV, Special Invitee

Absentees of the Meet :

The following members were absent for the meet :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Seema Prabhu S., Head, Criterion III
3. Mrs. Lavina S. Noronha, Head, Criterion IV
4. Mrs. Prathima V. Baliga, Web Administrator

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Thursday, November 21st, 2019. The same were confirmed by the members. He also shared the need for calling upon this special meet on short notice before breaking for Christmas

vacation.

1. Status on the action taken by the respective Criterion Heads on the follow-up of the task assigned earlier :

Mr. Hardik P. Chauhan, IQAC Coordinator asked the Criterion Heads on the action taken for the follow-up of the task assigned in the earlier meets. Based on the responses received, they were asked to further gear-up during the Christmas vacation and cooperate in timely completion of the task.

2. Issue of directives and instructions by the Principal :

Principal Dr. K. V. Malini called upon the members to work on priority basis and issued specific directives and instructions in this regard. All the submissions due needs to be submitted on the said date without further delay and reminders. Considering the available time, she urged that from January 20, 2020 all the staff members will have to devote quality time from 4:00 to 5:00 PM every day till further notice exclusively for NAAC work. The same will be officially notified in January 2020.

3. Discussion on developing PEOs, POs, PSOs, COs and GAs :

On the frequent queries made by the Criterion / Programme Heads on developing of POs, PSOs and COs, IQAC Coordinator Mr. Hardik P. Chauhan explained the members through PPT presentation. Each of these were explained and discussed with the help of a sample developed for BBA Programme. Hence, it was resolved that the soft copy of the proforma and sample should be mailed to all the concerned and to work upon it accordingly. Further, it was resolved that the same will be consolidated and submitted by the Programme Heads latest by January 08, 2020.

4. Other Matters :

As per our earlier circular issued to all, the Heads of the Programme Departments and the other members were requested to encourage the contribution of Subject-oriented and Value-based Articles / Papers and make use of the available opportunity.

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

HP 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)

CNR/IQAC/159/2019-20

01st January 2020

MEETING NOTICE


Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members – January 2020.

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Monday, 06th January 2020, at 3:00 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,


Dr. K. V. Malini
Principal and Chairman

Principal
Canara College
Mangaluru





Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinators
Co-ordinator

Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

P. S. : Meeting Agenda

1. Updates on Action Plan for the month of January 2020.
2. Discussion on Revised NAAC Manual for SSR & Data Templates w.e.f. 01st January 2020.
3. Submission and Review of PEO's, PO's, PSO's, CO's and GA's by respective Programme Heads.
4. Discussion on proposed timelines for Fourth Cycle NAAC Preparations.
5. Discussion on Staff Appreciation Day 2020.
6. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	06 th January 2020
Time of the Meeting	03:00 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Preetha V</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>Hardik Chauhan</i>
4.	Mrs. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejjamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	-ABSENT-
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	-ABSENT- <i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 06.01.20
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty</i>
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>Prathima</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika</i>

Hardik Chauhan
Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/166/2019-20

January 07, 2020

Minutes of the Monthly Meet of IQAC, January 2020

Date : Monday, January 06, 2020

Time : 3:00 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Monday, January 06, 2020 at 3:00 PM in the Office of IQAC. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on Action Plan for the month of January 2020.
2. Discussion on Revised NAAC Manual for SSR & Data Templates w.e.f. 01st January 2020.
3. Submission and Review of PEO's, PO's, PSO's, CO's and GA's by respective Programme Heads.
4. Discussion on proposed timelines for Fourth Cycle NAAC Preparations.
5. Discussion on Staff Appreciation Day 2020.
6. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Pushpalatha, Head, Criterion VI
9. Mrs. Aparna Kamath, Head, Criterion VII
10. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
11. Mrs. Prathima V. Baliga, Web Administrator
12. Mrs. Radhika Bhat, Administrative Staff
13. Mrs. Archana Kamath, Member, Criterion IV, Special Invitee
14. Mrs. Usha Nayak, Member, Criterion V, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

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

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the

last meeting held on Monday, December 23, 2019. The same were confirmed by the members.

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

On analysis of monthly plan of actions submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the events / programmes proposed to be held in the month of January 2020.

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

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

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

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

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

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

5. Discussion on Staff Appreciation Day 2020 :

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

6. Other Matters :

The following other matters were discussed :

- i. Considering the quantum of tasks to be geared-up and keeping ourselves at pace with the available time to prepare for our Fourth Cycle NAAC Reaccreditation process which will be due in the academic year 2021-22, staff members are expected to work on priority and devote quality time for the same. In this direction, along with your routine schedule of work, all the staff members are hereby expected to devote exclusive time for NAAC preparations every day

from 4:00 to 5:00 PM from 20th January 2020 onwards till further notice. A circular notifying the same was read out by the Principal Dr. K. V. Malini.

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

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

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

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)

CNR/IQAC/187/2019-20

10th February 2020

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members – February 2020.

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Monday, 17th February 2020, at 4:00 PM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,

Malini

Dr. K. V. Malini

Principal and Chairman

**Principal
Canara College
Mangaluru**



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

1. Updates on Action Plan for the month of February 2020.
2. Presentation and Review of PEOs, POs, PSOs and GAs by the Programme Heads.
3. Review of Programme-wise I / III / V Semester University Examination Results Oct./Nov. 2019.
4. Follow-up with the initiative of MOOCs : SWAYAM / NPTEL Online Courses.
5. Reschedule and Programme of Staff Appreciation Day 2020.
6. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	17 th February 2020
Time of the Meeting	04:00 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>HP Chauhan</i>
4.	Mrs. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejjamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	-ABSENT-
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean, Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i>
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	<i>Ganesh Shetty</i>
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	-ABSENT-
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	-ABSENT-

HP Chauhan Premalatha V.
Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/188/2019-20

February 18, 2020

Minutes of the Monthly Meet of IQAC, February 2020

Date : Monday, February 17, 2020

Time : 4:00 PM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Monday, February 17, 2020 at 4:00 PM in the Office of IQAC. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on Action Plan for the month of February 2020.
2. Presentation and Review of PEOs, POs, PSOs and GAs by the Programme Heads.
3. Review of Programme-wise I / III / V Semester University Examination Results Oct./Nov. 2019.
4. Follow-up with the initiative of MOOCs : SWAYAM / NPTEL Online Courses.
5. Reschedule and Programme of Staff Appreciation Day 2020.
6. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Jayabharathi K. P., Head, Criterion II
6. Mrs. Seema Prabhu S., Head, Criterion III
7. Mrs. Lavina S. Noronha, Head, Criterion IV
8. Dr. Kalpana J. Prabhu, Head, Criterion V
9. Mrs. Pushpalatha, Head, Criterion VI
10. Mrs. Aparna Kamath, Head, Criterion VII
11. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association

Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Prathima V. Baliga, Web Administrator
3. Mrs. Radhika Bhat, Administrative Staff

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Monday, 06th January 2020. The same were confirmed by the members.

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

On analysis of monthly plan of actions submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the events / programmes proposed to be held in the month of February 2020.

2. Presentation and Review of PEOs, POs, PSOs and GAs by the Programme Heads :

Due to paucity of time and also to facilitate the task of reviewing the PEOs, PSs, PSOs and GAs, Principal Dr. K. V. Malini suggested the Programme Heads to go for one to one review process during the mutual availability and thus complete the task at the very earliest.

3. Review of Programme-wise I / III / V Semester University Examination Results Oct. / Nov. 2019 :

Programme-wise review of I / III / V Semester University Examination Results of Oct. / Nov. 2019 were shared by the respective UG Programme Heads. Principal Dr. K. V. Malini directed the Programme Heads to take necessary follow-up measures to further improvise the overall results.

4. Follow-up with the initiative of MOOCs : SWAYAM / NPTEL Online Courses :

The members were made known that the preliminary formalities pertaining to the enrolment for MOOCs : SWAYAM / NPTEL Online Courses by our College has been duly complied with by the IQAC. To further coordinate and follow-up with this initiative, Mrs. Vijetha Bhat, Faculty, Dept. of Computer Science and Applications and Mrs. Smitha M., Faculty, Dept. of Commerce have been nominated as the coordinator for MOOCs. Principal Dr. K. V. Malini appealed the members to promote this initiative amongst the students and staff.

5. Reschedule and Programme of Staff Appreciation Day 2020 :

Principal Dr. K. V. Malini updated the members that the Luncheon Staff Appreciation Day 2020 has been rescheduled on Saturday, February 29, 2020. Further, farewell to our Administrative Staff Mrs. Kasturi K., First Division Clerk will also be held on the same day as she happens to retire from her service on attaining the superannuation. She also informed the members that the Stakeholders Handbook on Code of Conduct and Professional Ethics developed by the IQAC will be released during the occasion. Further, our Correspondent Sri Maroor Sudhir Pai and Hon. Secretary Sri M. Ranganath Bhat are expected to take part in this programme. IQAC Coordinator Mr. Hardik P. Chauhan read out the programme schedule for the day.

Moreover, with the subsequent discussion that took place with the Correspondent and as directed by him, the Staff Excellence Awards will be presented as per the guidelines that were issued earlier but exclusively for 1-6 categories. Hence, self-nominations for the same will be invited. A revised notification will be issued by the IQAC for the same.

6. Other Matters :

The following other matters were discussed :

- i. Detailed discussion was held on several new formats developed by the IQAC. Further, it was resolved to circulate the same for uniformity and compliance.
- ii. A number of instructions, directions and inputs were given by the IQAC Coordinators to the members on the areas that requires due priority to be followed-up.

- iii. In order to suffice the need for obtaining quick quantitative inputs of programmes / activities organized by each academic Departments or EC / CC Associations, the need has been felt to have Part-C along with the existing reporting system of Part-A with the list of Programmes / Activities / Events, Part-B with the detailed summary of the Programmes / Activities / Events listed out in Part-A. Along with this, Part-C will furnish the count of each based on the nature / type of the programme or activity. It was resolved that IQAC in consultation with the Documentation committee will work on it at the earliest.
- iv. With a view to ensure appropriateness and uniformity, sample content for the Certificate of Add-On / Certificate Course developed by the IQAC was shared with the members. It was resolved to adhere to the proforma thereon.
- v. Criterion Heads were informed to systematically store the data / inputs collected by their respective team, preferably in metric-wise folders so as to ensure utmost clarity.
- vi. The Heads of the Programme Departments and all the concerned were urged to make use of the available time to gear-up with the preparations for NAAC A & A at the department level and thus facilitate in timely accomplishing the tasks as per our set timelines.
- vii. The members were also updated that the monthly report on the College Affairs for the month ended January 2020 has been forwarded to the Correspondent for his updates and perusal.

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

HP Chauhan Premalatha V.
Dr. Premalatha V.

Mr. Hardik P. Chauhan
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
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/204/2019-20

12th March 2020

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Monthly Meet of the IQAC Associate Members – March 2020.

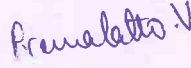
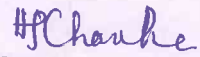
With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Monday, 16th March 2020, at 10:30 AM in the office of IQAC. You are required to attend the same.

Thank you!

With Regards,


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



Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators
Co-ordinator
Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

P. S. : Meeting Agenda

1. Updates on Action Plan for the month of March & April 2020.
2. Collection of Criterion-wise inputs for AQAR 2019.
3. Semester-end & Academic Year-end Dry Run and preparedness for the same.
4. Collection of Students' Feedback on teaching faculty.
5. Discussion on follow-up with NAAC A & A related work and set timelines for the same.
6. Schedule for Criterion-wise Meetings.
7. Other matters.

Copy to :

1. Mrs. Dejjamma A., NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana J. Prabhu, Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff



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Ph. No : 0824 – 2492366

Web : www.canaracollege.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Monthly Meet of the IQAC Associate Members
Date of the Meeting	16 th March 2020
Time of the Meeting	10:30 AM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>Hardik P. Chauhan</i>
4.	Mrs. Dejjamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejjamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i> 16/03/20
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i> 16/03/20
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean, Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 16.03.2020.
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	-ABSENT-
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>Prathima</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff	<i>Radhika</i>

Hardik P. Chauhan
Premalatha V.
Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/213/2019-20

March 17, 2020

Minutes of the Monthly Meet of IQAC, March 2020

Date : Monday, March 16, 2020

Time : 10:30 AM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Monday, March 16, 2020 at 10:30 AM in the Office of IQAC. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Updates on Action Plan for the month of March & April 2020.
2. Collection of Criterion-wise inputs for AQAR 2019.
3. Semester-end & Academic Year-end Dry Run and preparedness for the same.
4. Collection of Students' Feedback on teaching faculty.
5. Discussion on follow-up with NAAC A & A related work and set timelines for the same.
6. Schedule for Criterion-wise Meetings.
7. Other matters.

Attendees of the Meet :

The following members were present for the meet :

1. Dr. K. V. Malini, Principal and Chairman
2. Dr. Premalatha V., IQAC Coordinator
3. Mr. Hardik P. Chauhan, IQAC Coordinator
4. Mrs. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Lavina S. Noronha, Head, Criterion IV
9. Dr. Kalpana J. Prabhu, Head, Criterion V
10. Mrs. Pushpalatha, Head, Criterion VI
11. Mrs. Aparna Kamath, Head, Criterion VII
12. Mrs. Prathima V. Baliga, Web Administrator
13. Mrs. Radhika Bhat, Administrative Staff

Absentees for the Meet :

The following member was absent for the meet :

1. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association

Proceedings of the Meet :

Mr. Hardik P. Chauhan, IQAC Coordinator welcomed the members and also read the minutes of the last meeting held on Monday, 17th February 2020. The same were confirmed by the members. Action

Taken for the same was also shared with the members.

1. Updates on Action Plan for the month of March & April 2020 :

On analysis of monthly plan of actions submitted by the various departments and EC / CC Associations / Clubs / Cells, the members were updated about the events / programmes proposed to be held in the month of March and April 2020. Further, it was discussed and resolved that due to the prevailing uncertainty of pandemic, all the proposed events / programmes stand to be postponed to a future date or rescheduled in the upcoming academic year as the case may be.

2. Collection of Criterion-wise inputs for AQAR 2019 :

As we approach near to the closure and completion of the academic year, the members were informed about getting ready with the preparations for our Annual Quality Assurance Report for the academic year 2019-20. In this direction, Principal Dr. K. V. Malini directed the Criterion Heads to follow-up with the same. IQAC Coordinator Mr. Hardik P. Chauhan informed the members that manual and other details relating to AQAR will be mailed to them. Further, timelines for the same were also drawn and it was resolved to gear-up with the same latest by April 2020. Moreover, timely follow-up will also enable us to promptly submit it online on the NAAC portal.

3. Semester-end & Academic Year-end Dry Run and preparedness for the same :

As a part of quality review mechanism, the members were called upon to prepare themselves for the semester-end Dry Run process as per the checklist given by the IQAC. IQAC Coordinator Mr. Hardik P. Chauhan informed the members that a schedule for the same will be drawn and timely notified.

4. Collection of Students' Feedback on teaching faculty :

In pursuit of the existing practice of collecting online students' feedback on teaching faculty and also with a view to seek greater response from the students' it was discussed and resolved that the online collection process of the same will be carried out in the respective classes on a given scheduled date in the supervision of faculty members randomly assigned to each class. The students will respond to the link sent through their cell phones and faculty members will monitor and facilitate the smooth conduct of this process. Along with this, the students' will also respond to a separate link sent for collecting the students' feedback on curriculum. Conveners Mrs. Prathima V. Baliga and Mrs. Sandhya B. will coordinate with the same.

5. Discussion on follow-up with NAAC A & A related work and set timelines for the same :

Considering the preparations and status of the tasks accomplished, Principal Dr. K. V. Malini urged the members to carry out their tasks as per the timelines framed by the IQAC. Also she urged the members to gear-up with the preparations in sync with the directions issued by the IQAC. A detailed discussion on the Revised Accreditation Framework for SSR, Data Templates and Standard Operating Procedures (SoP) was carried. IQAC Coordinator Mr. Hardik P. Chauhan updated the members about the timely revisions made by the NAAC pertaining to framework and related documents. A number of instructions and directions were issued to the members in this regard.

6. Schedule for Criterion-wise Meetings :

In aid of the preparations of AQAR and SSR, the Criterion Heads and other members expressed

the need to convene Criterion-wise meetings with the IQAC. In response to the same, it was resolved that criterion-wise meets will be scheduled.

7. Other Matters :

The following other matters were discussed :

- i. The members were updated that an In-House two-day workshop on “Criterion-wise preparations for Developing SSR” will be organized on March 17 & 18, 2020 for the benefit of the staff members. IQAC Coördinator Mr. Hardik P. Chauhan will be facilitating the same.
- ii. A detailed discussion on filling contents in the various new formats issued by the IQAC was undertaken.
- iii. A number of instructions, directions and inputs were given by the IQAC Coordinators to the members on the areas that requires due priority to be followed-up.
- iv. Timelines were set and due dates for various submissions by the departments were informed.
- v. The members were also updated that the monthly report on the College Affairs for the month ended February 2020 has been forwarded to the Correspondent for his updates and perusal.

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

HP 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)

CNR/IQAC/216/2019-20

07th May 2020

MEETING NOTICE

Dear Madam / Sir,

Subject : Regarding Meet of the IQAC Associate Members and Heads of the Departments.

Reference : 1. Circular of the Commissioner of Collegiate Education, Bengaluru, vide

ಕಾಶಿಇ/ಶೈವಿ/04/ಸುತ್ತೋಲೆ/2019-20, dated 04/05/2020.

2. Forward of the above circular and directives for compliance issued by the Principal through whatsapp on 06/05/2020.

With reference to the subject and references cited above, a meeting to plan out for the directives as suggested in the circular and to ensure its timely compliance, a meet of the IQAC Associate members and Heads of all the Departments will be convened on Monday, 11th May 2020, at 10:00 AM in the College Seminar Hall. Kindly make it to convenient to attend the same. Looking forward to your involved participation. Agenda for the meet is stated below herewith.

Thank you!

With Regards,

Malini
Dr. K. V. Malini

Principal
Principal

Canara College

Mangaluru

P. S. : Meeting Agenda



Pranabha V
Dr. Premalatha V.

Mr. Hardik P. Chauhan

Co-ordinator
IQAC Coordinators
Internal Quality Assurance Cell
CANARA COLLEGE
Mangaluru - 575 003

1. Latest updates and status on the syllabus content yet to be completed and follow-up with the completion of pending syllabus.
2. Plan to take measures for Revision and prepare the students for end-semester examination.
3. Follow-up measures to strengthen Mentorship / Guidance by the teachers.
4. Finalization of Internal Assessment Marks and its submission.
5. Dissemination of e-learning contents / study materials through college website.
6. Plan and preparedness for the Admission process for the ensuing academic year 2020-21.
7. Follow-up with Annual Stock Verification by the Departments concerned and submission of its Report.
8. Finalization of Annual submissions of Compliance Reports / ATR.
9. Submission of Annual Performance-Based Self-Appraisal Report 2019-20.
10. Follow-up with preparation of Annual Quality Assurance Report (AQAR) 2019-20.
11. Follow-up with NAAC related work.
12. Any other matter with the permission of the Chair.

Note : All the members are requested to come with the latest updates on the areas concerned to them.

Copy to :

1. Mrs. Dejamma A., Head, Dept. of Commerce & NAAC Steering Coordinator
2. Mrs. Sandhya A., Head, Dept. of Chemistry & Head, Criterion I
3. Mrs. Jayabharathi K. P., Head, Dept. of Computer Science & Applications & Head, Criterion II
4. Mrs. Seema Prabhu S., Head, Criterion III
5. Mrs. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana Prabhu J., Head, Dept. of Hindi & Head, Criterion V
7. Mrs. Pushpalatha, Head, Dept. of Business Administration & Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Dept. of Post Graduate Commerce & Head, Criterion VII
9. Dr. Ganesh Shetty U., Head, Dept. of Political Science & Secretary, Staff Welfare Association
10. Dr. Asha Kiran Pakkala, Head, Dept. of Physics
11. Mrs. Madhushree, Head, Dept. of Botany
12. Mrs. Sushama C., Head, Dept. of Zoology
13. Dr. Prashanth, Head, Dept. of Economics
14. Dr. Bhuvana Ramachandran, Head, Dept. of English
15. Mrs. Vani U. S., Head, Dept. of Kannada
16. Dr. Shantala Vishwasa, Head, Dept. of Sanskrit
17. Mrs. Prathima V. Baliga, Web Administrator



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

Principal
Canara College
Mangalore



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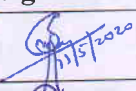
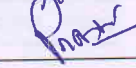

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-20

Record of Attendees of the Meet

Meeting Type	Meet of the IQAC Associate Members & HoDs
Date of the Meeting	11 th May 2020
Time of the Meeting	10:00 AM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. K. V. Malini Principal	Chairman	<i>Malini</i>
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators	<i>Premalatha</i>
3.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration		<i>Hardik</i>
4.	Mrs. Dejamma A. Asst. Professor & Dean, Dept. of Commerce	NAAC Steering Coordinator	<i>Dejamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
5.	Mrs. Sandhya B. Asst. Professor & Dean of Basic Science	Head, Criterion I	<i>Sandhya</i>
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V	<i>Kalpana</i>
10.	Mrs. Pushpalatha Asst. Professor & Dean Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 11-05-2020
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary Staff Welfare Association	-ABSENT-
13.	Mrs. Prathima V. Baliga Asst. Professor Dept. of Computer Science & Applications	Web Administrator	<i>Prathima</i>
14.	Dr. Asha Kiran Pakkala Head, Dept. of Physics	Special Invitee	<i>Asha</i>
15.	Mrs. Madhushree Head, Dept. of Botany	Special Invitee	-ABSENT-

Sl. No.	Name of the Member	Designation	Signature
16.	Mrs. Sushama C. Head, Dept. of Zoology	Special Invitee	
17.	Dr. Prashanth Head, Dept. of Economics	Special Invitee	
18.	Dr. Bhuvana Ramachandran Head, Dept. of English	Special Invitee	-ABSENT-
19.	Mrs. Vani U. S. Head, Dept. of Kannada	Special Invitee	-ABSENT-
20.	Dr. Shantala Vishwasa Head, Dept. of Sanskrit	Special Invitee	

21 ARINASH

HPC Chauhe Pruleto.V
Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinators

Co-ordinator

Internal Quality Assurance Cell

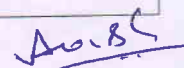
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Mangaluru - 575 003




Dr. K. V. Malini
Principal & Chairman

Principal
Canara College
Mangaluru





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/217/2019-20

May 12, 2020

Minutes of the Meet of IQAC and Heads of the Departments, May 2020

Date : Monday, May 11, 2020

Time : 10:00 AM

Venue : College Seminar Hall

A meet of the Associate members of Internal Quality Assurance Cell (IQAC) and Heads of all the Departments was convened on Monday, May 11, 2020 at 10:00 AM in the College Seminar Hall. The Principal and Chairman of the IQAC, Dr. K. V. Malini chaired the meeting.

Agenda of the Meeting :

1. Latest updates and status on the syllabus content yet to be completed and follow-up with the completion of pending syllabus.
2. Plan to take measures for Revision and prepare the students for end-semester examination.
3. Follow-up measures to strengthen Mentorship / Guidance by the teachers.
4. Finalization of Internal Assessment Marks and its submission.
5. Dissemination of e-learning contents / study materials through college website.
6. Plan and preparedness for the Admission process for the ensuing academic year 2020-21.
7. Follow-up with Annual Stock Verification by the Departments concerned and submission of its Report.
8. Finalization of Annual submissions of Compliance Reports / ATR.
9. Submission of Annual Performance-Based Self-Appraisal Report 2019-20.
10. Follow-up with preparation of Annual Quality Assurance Report (AQAR) 2019-20.
11. Follow-up with NAAC related work.
12. 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. Dejjamma A., NAAC Steering Coordinator
5. Mrs. Sandhya B., Head, Criterion I
6. Mrs. Jayabharathi K. P., Head, Criterion II
7. Mrs. Seema Prabhu S., Head, Criterion III
8. Mrs. Lavina S. Noronha, Head, Criterion IV
9. Dr. Kalpana J. Prabhu, Head, Criterion V
10. Mrs. Pushpalatha, Head, Criterion VI
11. Mrs. Aparna Kamath, Head, Criterion VII
12. Mrs. Prathima V. Baliga, Web Administrator
13. Dr. Asha Kiran Pakkala, Head, Dept. of Physics, Special Invitee

14. Mrs. Sushama C., Head, Dept. of Zoology, Special Invitee
15. Dr. Prashanth, Head, Dept. of Economics, Special Invitee
16. Dr. Shantala Vishwasa, Head, Dept. of Sanskrit, Special Invitee

Absentees for the Meet :

The following members were absent for the meet :

1. Dr. Ganesh Shetty U., Secretary, Staff Welfare Association
2. Ms. Madhushree, Head, Dept. of Botany, Special Invitee
3. Dr. Bhuvana Ramachandran, Head, Dept. of English, Special Invitee
4. Mrs. Vani U. S., Head, Dept. of Kannada, Special Invitee

Proceedings of the Meet :

IQAC Coordinator Mr. Hardik P. Chauhan welcomed the members and also read the minutes of the last meeting held on Monday, 16th March 2020. The same were confirmed by the members. Action Taken for the same was also shared with the members. The business of the meeting then started, by taking each agenda for consideration.

1. Latest updates and status on the syllabus content yet to be completed and follow-up with the completion of pending syllabus :

Principal Dr. K. V. Malini on seeking latest updates and status on the syllabus content yet to be completed, she directed the members to continue to follow-up with the completion of the same using various online modes. Further, as per the updates that we have been receiving and also as directed by the Hon. Vice Chancellor of our University that one-two week of classes will be held prior to the commencement of the end-semester examination, yet it is advisable to try to complete the same to the possible extent.

2. Plan to take measures for Revision and prepare the students for end-semester examination :

Due to the novel prevalent situation of lockdown caused by COVID-19 and elapse of time, it is very much important to ensure that our students are keeping pace with their curriculum and studies. Therefore, as a matter of our concern, Principal Dr. K. V. Malini directed the members that each department shall plan to take appropriate measures for Revision of the curriculum and thereby prepare the students for end-semester examination.

3. Follow-up measures to strengthen Mentorship / Guidance by the teachers :

As teachers and mentors it is our bounded duty to constantly keep guiding and directing our students especially in the prevalent situation. In this context, we shall continue to do the same and take follow-up measures to further strengthen the mentorship initiatives. Principal Dr. K. V. Malini expressed her contentment that all the Mentors are indeed doing the needful by all the ways possible which is laudable.

4. Finalization of Internal Assessment Marks and its submission :

As directed in the circular received from the Commissioner of Collegiate Education, Bengaluru, Principal Dr. K. V. Malini instructed the Heads of the Departments to finalize the Internal Assessment Marks and keep it ready for submission to the office. Further, in case of Science departments, they shall finalize the marks excluding those for which Practical has to be considered. The respective Heads of the departments shall coordinate with the same.

5. Dissemination of e-learning contents / study materials through college website :

With a view to disseminate the e-learning contents and study materials developed by the faculty members, it is required to be uploaded to our website as directed in the circular. Hence, all the concerned are requested to forward the same to the Web Administrator Mrs. Prathima V. Baliga. IQAC and Web Administrator shall plan to collect the e-contents from the departments and do the needful in this regard.

6. Plan and preparedness for the Admission process for the ensuing academic year 2020-21 :

Considering the prevalent situation and also as per the directions received by the Hon. Secretary and our Correspondent, Principal Dr. K. V. Malini shared that we must strategically plan out the Admissions for the ensuing year 2020-21. She also communicated the concern shared by the Hon. Secretary in this regard. The task pertaining to developing Handout and Prospectus is followed-up by the IQAC. Further, guidelines in this regard will be formulated and date of commencement of our admissions will be intimated very soon. However, our preparedness for the same is solicited.

7. Follow-up with Annual Stock Verification by the Departments concerned and submission of its Report :

Principal Dr. K. V. Malini directed all the concerned departments including Library and Information Centre, Physical Education and account of physical facilities and furniture to undertake the formalities pertaining to Annual Stock Verification and submit its report by the end of the month.

8. Finalization of Annual submissions of Compliance Reports / ATR :

Principal Dr. K. V. Malini expected all the concerned to finalize and submit the year-end Compliance / ATR by the end of the month. Further, all the Department and Association-wise Reports if not submitted to the Documentation Committee, then it is to be submitted at the very earliest without any further reminders.

9. Submission of Annual Performance-Based Self-Appraisal Report 2019-20 :

Principal Dr. K. V. Malini updated the members that the IQAC has developed a comprehensive and more clear proforma for Annual Performance-Based Self-Appraisal Report for teaching faculty. As directed by the Principal, the IQAC Coordinator Mr. Hardik P. Chauhan explained the entire framework, its performance indicators, weights assigned, procedure, etc... A detailed discussion in this regard was carried out. Suggestions and inputs from the members too were considered. Thereafter, Principal obtained the opinion of the members. However, members unanimously agreed to adopt the proforma from the current year itself as it is thorough, scientific and also suffices the need of evolving a meaningful appraisal.

The members were directed that the proforma will be mailed to all once we report to the work after the lock down is released.

10. Follow-up with preparation of Annual Quality Assurance Report (AQAR) 2019-20 :

Principal Dr. K. V. Malini urged all the Criterion Heads to consider it as priority to follow-up with the collection of inputs for the AQAR 2019-20. They were also asked to set timelines and accomplish the tasks in line with the set timelines. Hence, at the very earliest latest by the month-end all the inputs must be ready to submit it to the IQAC for review.

11. Follow-up with NAAC related work :

Principal Dr. K. V. Malini appealed the members to speed-up the work pertaining to NAAC A & A. She called upon to follow-up with the unaccomplished assigned tasks and those which has to be accomplished thereon. Hence, as being the representatives of the Departments concerned, evolving more diligence is solicited. IQAC Coordinator Dr. Premalatha V., requested all the concerned to submit at the earliest a list of tasks assigned prior to lockdown.

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

The following other matter was discussed :

Year-end Academic and Administrative Audit (AAA) / Mock NAAC Visit :

As proposed earlier, Year-end AAA process / Mock NAAC Visit will be carried out considering the prevalent situation. Further, IQAC has been extending all possible assistance, providing timely directions and required information in this regard. Hence, the Criterion Heads and Heads of all the Departments are required to be prepared for the same.

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

H 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